

MIAMI BEACH BUILDING DEPARTMENT



Permit Checklist for Building – Residential Alteration

Plan Reviews

Building-All Trades, Environmental, Planning, Public Works, Urban Forestry Group

Inspections*

Notice of Commencement- Certificate, Erosion Control, Pile Log Report, Termite Treatment -Certificate, Foundation, Slab, Elevation Certificate Under Constuction, Columns, Beams, Framing, Thermal Insulation- Certificate, Trusses, Sheathing, Drywall/ Metal Lath, Fire Stopping Affidavits, Planning Final, Public Works Final, Elevator, Elevation Certificate Final, Building Final (last inspection all others must be approved prior to scheduling). **Not all inspections listed may be required.*

PROJECTS MAY REQUIRE PLANNING BOARD APPROVAL PRIOR TO BUILDING PERMIT SUBMITTAL.

For the Planning Department Checklist, visit: www.tinyurl.com/64sdj66m

For Online Permitting Resources, visit: www.tinyurl.com/2552jdam

Required Construction Documents for Submittal: Digitally or electronically signed and sealed drawings – (Visit the Online Permitting Resource Center link noted above for instructions).

Construction Documents	Department Review
<input type="checkbox"/> Site Survey Signed & Sealed Topographic/Boundary Survey	All Departments
<input type="checkbox"/> Architectural Plans	All Departments
<input type="checkbox"/> Structural Plans	Structural
<input type="checkbox"/> Electrical Plans	Electrical
<input type="checkbox"/> Mechanical Plans	Mechanical
<input type="checkbox"/> Plumbing Plans	Plumbing
<input type="checkbox"/> Tree survey	Urban Forestry Group

** Site Plan must show setbacks, both existing and proposed structures, property lines, lot dimensions, and grade elevation as per survey. It must also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required for scope.*

** All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable).

***Review of construction documents may require additional departments

Supporting Documents that May be Required:

Construction Documents	Department Review
<input type="checkbox"/> Structural Calculations	Structural
<input type="checkbox"/> As-built Elevation Certificate - existing building	Building
<input type="checkbox"/> Geotechnical Report	Structural
<input type="checkbox"/> Special Inspector Forms	Structural
<input type="checkbox"/> Product Approval with specification on installations	Fire, Electrical, Mechanical, Plumbing, Structural, Planning for the location
<input type="checkbox"/> Heating/Cooling Sizing Load Calculations (AC replaced not an exact changeout)	Mechanical
<input type="checkbox"/> Energy Calculation Form	Mechanical
<input type="checkbox"/> Tree Disposition (if applicable)	Urban Forestry Group
<input type="checkbox"/> Tree Protection Plan (if applicable)	Urban Forestry Group
<input type="checkbox"/> Approved Tree Removal Permit (if applicable)	Urban Forestry Group, Planning
<input type="checkbox"/> Drainage Calculations Report	Public Works
<input type="checkbox"/> Percolation Test Report	Public Works
<input type="checkbox"/> Public Works – Storm Water Utility Fee Worksheet	Public Works
<input type="checkbox"/> Onsite Stormwater Design and Calculations	Public Works
<input type="checkbox"/> All proposed mechanical equipment and/or allowable encroachments within required yards shall be indicated on setbacks and floor elevation.	Planning
<input type="checkbox"/> Declaration of Restrictive Covenant (if applicable)	Planning
<input type="checkbox"/> Construction Site Sediment and Erosion Control Affidavit	Environmental
<input type="checkbox"/> DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet. Include any approved Variances - Scanned into plans.	Planning
<input type="checkbox"/> Completed City of Miami Beach Residential Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way.	Planning
<input type="checkbox"/> Miami Dade County Building Tax Assessed Value or Cash Building Value Appraiser	Building
<input type="checkbox"/> Provide all required shaded diagrams and calculations (Lot Coverage, Unit Size, Front Yard Open Space, Rear Yard Open Space).	Planning

Hold Harmless Agreement (if applicable)

Building Official, City Attorney

Required Additional Agency Approval

- Miami-Dade County Approval and Documents to include:
 - DERM Air Quality
 - Drainage Well Permit from DERM (if applicable)
 - DERM Sewer Capacity Certification Letter
 - WASD Ordinance 89-95 Compliance Form and proof of payment