

MIAMI BEACH BUILDING DEPARTMENT



Permit Checklist for Building – Residential New

Plan Reviews

Building-All Trades, Environmental, Planning,
Public Works (ROW & Elevator), Urban Forestry

Inspections*

Erosion Control, Notice of Commencement- Certificate,
Pile Log Report, Termite Treatment - Certificate,
Foundation, Slab, Columns, Beams, Framing, Drywall,
Thermal Insulation- Certificate, Trusses, Sheathing,
Drywall/Metal Lath, Fire Stopping Affidavits, Planning
Final, Public Works Final, Elevator Final, Elevation
Certificate Final, Flood Proofing Certificate Building Final
(last inspection all others must approve 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"/> Civil Plans	Public Works
<input type="checkbox"/> Architectural Plans	All Departments
<input type="checkbox"/> Structural Plans	Structural
<input type="checkbox"/> Electrical Plans	Electrical
<input type="checkbox"/> Elevator plans	Public Works
<input type="checkbox"/> Mechanical Plans	Mechanical
<input type="checkbox"/> Plumbing Plans	Plumbing
<input type="checkbox"/> Pool plans and/or Water Feature (as needed)	All Departments

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<input type="checkbox"/> Tree survey	Urban Forestry Group
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* 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"/> 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"/> Miami Dade County Building Tax Assessed Value or Cash Building Value Appraiser	Building
<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 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"/> DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable)	Planning
<input type="checkbox"/> Completed City of Miami Beach Residential Zoning Data Sheet scanned into plans.	Planning
<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"/> Engineered Flood Openings Certification or ICC Evaluation Report	Building
<input type="checkbox"/> Onsite Stormwater Design and Calculations	Public Works, Building

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<input type="checkbox"/> Provide all required shaded diagrams and calculations (Lot Coverage, Unit Size, Front Yard Open Space, Rear Yard Open Space).	Planning
<input type="checkbox"/> Hold Harmless Agreement (if applicable)	Building Official, City Attorney
<input type="checkbox"/> Construction Site Sediment and Erosion Control Affidavit	Environmental

Required Additional Agency Approval

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