

# MIAMI BEACH BUILDING DEPARTMENT



## Permit Checklist for Mechanical - Residential Alteration

### Plan Reviews

Building-Multiple Trades, Planning, Public Works

### Inspections\*

Mechanical Underground, Mechanical Rough,  
Mechanical Final, Roofing Final.

*\*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](http://www.tinyurl.com/64sdj66m)

For Online Permitting Resources,  
visit: [www.tinyurl.com/2552jdam](http://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	Building-Multiple Trades, Planning, Public Works
<input type="checkbox"/> Architectural Plans	Building-Multiple Trades, Planning, Public Works
<input type="checkbox"/> Structural Plans	Structural
<input type="checkbox"/> Mechanical Plans	Mechanical

\* 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"/> Stand Product Approval with specification on installations	Structural
<input type="checkbox"/> DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.	Planning
<input type="checkbox"/> Details and dimensions of equipment	Building-Multiple Trades, Planning

**Note:** Exact replacement of a residential recirculated hood does not require a mechanical permit. For a vented residential hood, installation must comply with Florida Building Code – Residential, Section M1503. Documents requested for review are hood schedule, exhaust duct material, size, and termination to the outdoors. If the hood exhaust is more than 800 CFM and where there are no gravity vent appliances within the conditioned space, make up air must be provided.