

# MIAMI BEACH BUILDING DEPARTMENT

## Permit Checklist for Pool – Commercial Alteration

### Plan Reviews

Building-Multiple Trades, Environmental, Fire, Planning, Public Works, Urban Forestry Group

### Inspections\*

Notice of Commencement- Certificate, Special Inspection- Piles, Foundation, Planning 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](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	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"/> Landscaping Plans	Planning
<input type="checkbox"/> Pool plans and/or Water Feature (as needed)	All Departments
<input type="checkbox"/> Life Safety Plans	Building, Fire
<input type="checkbox"/> Plumbing Plans	Plumbing

**CONTINUED .....**

<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:**

<b>Construction Documents</b>	<b>Department Review</b>
<input type="checkbox"/> Structural Calculations	Structural
<input type="checkbox"/> Special Inspector Forms	Structural
<input type="checkbox"/> Geotechnical Report	Structural
<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"/> Construction Site Sediment and Erosion Control Affidavit	Environmental

**Required Additional Agency Approval**

- Miami-Dade County Approval and Documents to include:
  - Drainage Dewatering Permit from DERM (if applicable)