# MIAMI BEACH

Planning Department
1700 Convention Center Drive, 2nd Floor
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## REQUIRED BY PLANNING FOR REVIEW OF:
## ROOFING COMMERCIAL & RESIDENTIAL

| ITEM # | THE FOLLOWING DOCUMENTS MUST BE PROVIDED WITH THE INITIAL APPLICATION SUBMITTAL. NON-COMPLIANCE MAY RESULT IN A FAILED REVIEW. | Required |
|---|---|---|
| **1** | **Scope of work detailing the work that will be performed included in plans** | **X** |
| **2** | **DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.** | **X** |
| **3** | **Master Building Permit Number (if applicable)** | **X** |
| **4** | **Signed and sealed Architectural plans must be dimensioned and include:** | **X** |
| a | City of Miami Beach Building Department Roofing Package | **X** |
| b | All roof plan must be dimensioned to architectural or engineering scale | **X** |
| c | Site Plan (with setbacks, property lines, lot dimensions).<br>Site plan shall show all structures including accessory buildings, pergolas, storage, etc. as may be required for scope | **X** |
| **5** | **Gutters or downspouts:** | |
| a | Roof plan / site plan showing the location of the gutter / downspout | **X** |
| **6** | **Provide information below if new roof or changing roofing material** | |
| a | Current roofing material and color | **X** |
| b | Proposed roofing material and color | **X** |
| | | **X** |
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| | **NOTE:** | |
| * | **Written narrative with responses are required for resubmittals. Narrative must identify the comment # and Corrected document number, i.e. Comment #1 - Corrected A-5.** | **X** |
| * | **Asphalt shingles are not permitted without prior Planning Approval - Provide permit number of prior approval** | **X** |
| * | **Corrections on resubmittals MUST be clouded** | **X** |
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