## **MIAMI BEACH**

Planning Department 1700 Convention Center Drive, 2nd Floor Miami Beach, Florida 33139, www.miamibeachfl.gov 305.673.7550

## REQUIRED BY PLANNING FOR REVIEW OF COMMERCIAL / RESIDENTIAL

PERMIT TYPES: BUILDING COMMERCIAL / RESIDENTIAL FOR: WINDOWS & DOORS, RAILINGS, LOUVERS, SHUTTERS AND RESIDENTIAL STAIRS, AND FENCES

ITEM	THE FOLLOWING DOCUMENTS MUST BE PROVIDED WITH THE INITIAL APPLICATION SUBMITTAL.	D
#	NON-COMPLIANCE MAY RESULT IN A FAILED REVIEW.	Required
2	DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans	
	after cover sheet.	Х
3	Master Building Permit Number (if applicable)	X
4	Signed and sealed Architectural plans must be dimensioned and include:	X
5	Doors & Windows:	
a	Existing and proposed floor plan showing the location of the doors / windows being installed. See Exhibit 1	x
b	Exterior door / window elevation. See Exhibit 1	Х
С	Door / window schedule stating the frame type, finish and color of the glass	Х
d	Photos of windows or doors to be replaced	Х
6	Railings and Exterior Residential Stairs:	
а	Existing and proposed floor plans	Х
b	Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, grade elevation as per survey). Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways,	
	mechanical equipment, railings, etc. as may be required	Х
С	Exterior building elevations	Х
d	Detail section of railings. Railings must terminate at ground	Х
_	et	
7	Shutters and Louvers:	
a	Existing and proposed floor plans	Х
b	Exterior elevations	X
С	Proposed materials (type and color)	Х
8	Fences & Gates:	
а	Survey: Electronic version of original signed & sealed, dated no more than one year from date of submittal. Survey must provide: BFE, and grade elevation in NGVD or NAVD values, per Section 1.2.1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable	х
b	Site Plan (with property lines, grade elevation as per survey, height of fence and gates, and lineal feet per section, i.e. front, rear, sides).	х
С	Plan key with proposed material, finishes and color	Х
d	Elevation and Section drawing of fence. Must be dimenssioned	х
	NOTE:	
*	Written narrative with responses are required for re-submittals. Narrative must identify the comment # and Corrected document number, i.e. Comment #1 - Corrected A-5. Corrections MUST be clouded.	x
*	The Planning Department does not review Sub-Permits or Shop Drawings. If changes are made after Master Permit approval a Revision is required. Changes cannot be processed via Sub-Permits or Shop Drawings.	Х

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