

MIAMI BEACH BUILDING DEPARTMENT



Permit Checklist for Building – Commercial Certificate of Occupancy Update

Plan Reviews

Building-All Trades, Fire, Planning

Inspections*

Fire Final, Planning Final, and 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

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	Planning
<input type="checkbox"/> Dimensional plan which shows steps, doorway clear opening and dimensions in restrooms and kitchen (for ADA compliance check). May use the most recent Building Permit on file as a reference set for the review	Building, Electrical, Fire, Mechanical, Planning, Plumbing, Structural

**Plans must include:*

1. Clear scope of work detailing (Demolition, Architectural, Electrical, Plumbing, and Mechanical) there should be no work required. For any required construction work, an alteration permit will be needed.
2. Specific Occupancy as classified in Chapter 3 of the Florida Building Code. If Mixed Occupancy, the floors and areas of each occupancy must be identified.
3. The exact number of units in the building, whether it is a Hotel, Resort-Condo, Apartments, Offices, Mercantile spaces, etc.
4. No contractor or Design professional is needed on this permit.

Supporting Documents that May be Required:

Construction Documents	Department Review
<input type="checkbox"/> N/A	