



PLAN REVIEW AND INSPECTION REQUIREMENTS

This page will help you navigate through the required plan reviews and inspections according to each permit type.

Zoning and Public works requirements are not part of this document. Please contact Zoning or Public Works with specific questions about your project.

A/C - Commercial Alteration

Plan Reviews: Mechanical, Electrical, Structural, Planning, Fire, Roofing, Floodplain Management

Inspections: Mechanical Rough, Mechanical Final, (Optional Roofing in progress and Final for new roof curb/curb adapter or stand)

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Site Survey Signed & Sealed Topographic/Boundary Survey in NAVD 1988
- Electrical Plans
- Mechanical Plans which include tie down specifications
- Fire Alarm Drawings (if applicable)
- Fire Sprinkler Drawings (if applicable)
- Smoke Control (if applicable)
- Proposed roof plan including location and height of equipment if located above the main roof line showing setback to the edge of roof

Supporting Documents:

- Structural Calculations for wind loads
- Stand Product Approval with specification on installations with exact choice for method of installation included

- Heating/Cooling Sizing Load Calculations (Required if the AC replaced is not an exact changeout)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems: Exits, Compartmentation, Life Safety Systems. Etc.)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Details and dimensions of equipment, including screening if applicable
- Detailed section showing the height of the unit measured from B.F.E. and grade when located within a required yard or setback area
- Line of Sight Study of equipment mounted on the roof. Equipment should be in an area that screens it from view at street level. The study should start at the centerline of the sidewalk (located across the street, each street for corner properties). Draw a line measured from 6' above the sidewalk connecting to a point in the parapet.

A/C - Commercial New

Plan Reviews: Mechanical, Electrical, Structural, Planning, Fire, Roofing, Floodplain Management

Inspections: Mechanical Rough, Mechanical Final, (Optional Roofing in progress and Final for new roof curb/curb adapter or stand)

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey in NAVD 1988
- Electrical Plans
- Mechanical Plans which include tie down specifications

- Fire Alarm Drawings (if applicable)
- Fire Sprinkler Drawings (if applicable)
- Proposed roof plan including location and height of equipment if located above the main roof line showing setback to the edge of roof

Supporting Documents:

- Structural Calculations for wind loads
- Stand Product Approval with specification on installations with exact choice for method of installation included
- Heating/Cooling Sizing Load Calculations (Required if the AC replaced is not an exact changeout)
- Smoke Control (if applicable)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems: Exits, Compartmentation, Life Safety Systems. Etc.)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Details and dimensions of equipment, including screening if applicable
- Detailed section showing the height of the unit measured from B.F.E. and grade when located within a required yard or setback area
- Line of Sight Study of equipment mounted on the roof. Equipment should be in an area that screens it from view at street level. The study should start at the centerline of the sidewalk (located across the street, each street for corner properties). Draw a line measured from 6' above the sidewalk connecting to a point in the parapet.

A/C - Commercial Change Out – OTC (No Duct work)

Plan Reviews: N/A

Inspections: Mechanical

Drawings: N/A

Supporting Documents:

- Change Out Form fully filled out
- Equipment A.H.R.I specifications
- Tie Down NOA (if applicable)

A/C - Residential Alteration

Plan Reviews: Mechanical, Electrical, Structural, Planning, Fire, Roofing, Floodplain Management

Inspections: Mechanical Rough, Mechanical Final, (Optional Roofing in progress and Final for new roof curb/curb adapter or stand)

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey in NAVD 1988
- Electrical Plans
- Mechanical Plans which include tie down specifications
- Proposed roof plan including location and height of equipment if located above the main roof line showing setback to the edge of roof

Supporting Documents:

- Structural Calculations for wind loads
- Stand Product Approval with specification on installations with exact choice for method of installation included
- Heating/Cooling Sizing Load Calculations (Required if the AC replaced is not an exact changeout)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Details and dimensions of equipment, including screening if applicable

- Detailed section showing the height of the unit measured from B.F.E. and grade when located within a required yard or setback area
- Line of Sight Study of equipment mounted on the roof. Equipment should be in an area that screens it from view at street level. The study should start at the centerline of the sidewalk (located across the street, each street for corner properties). Draw a line measured from 6' above the sidewalk connecting to a point in the parapet.

A/C - Residential New

Plan Reviews: Mechanical, Electrical, Structural, Planning, Fire, Roofing, Floodplain Management

Inspections: Mechanical Rough, Mechanical Final, (Optional Roofing in progress and Final for new roof curb/curb adapter or stand)

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey in NAVD 1988
- Electrical Plans
- Mechanical Plans which include tie down specifications
- Proposed roof plan including location and height of equipment if located above the main roof line showing setback to the edge of roof

Supporting Documents:

- Structural Calculations for wind loads
- Stand Product Approval with specification on installations with exact choice for method of installation included
- Heating/Cooling Sizing Load Calculations (Required if the AC replaced is not an exact changeout)

- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Details and dimensions of equipment, including screening if applicable
- Detailed section showing the height of the unit measured from B.F.E. and grade when located within a required yard or setback area
- Line of Sight Study of equipment mounted on the roof. Equipment should be in an area that screens it from view at street level. The study should start at the centerline of the sidewalk (located across the street, each street for corner properties). Draw a line measured from 6' above the sidewalk connecting to a point in the parapet.

Building - Commercial Certificate of Occupancy Update

Plan Reviews: N/A

Inspections: N/A

Drawings: N/A

Supporting Documents:

- 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.
- The Specific Occupancy as classified in Chap 3 of the Building Code. If Mixed Occupancy, the floors and areas of each occupancy must be identified.
- The exact number of units in the building, whether it is a Hotel, Resort-Condo, Apartments, Offices, Mercantile spaces, Etc...
- Dimensional plan which shows steps, door way clear opening and dimensions in restrooms and kitchen (for ADA compliance check). May use the latest Building Permit on file as a reference set for the review
- No contractor or Design professional is needed on this permit

Building - Commercial Alteration (w/ Phased)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Civil Plans
- Landscaping Plans
- Architectural Plans
- Life Safety Plans to include:
 - Fire Protection Plans
 - Fire Alarm Plans
 - Smoke Control (if applicable)
- Electrical Plans
- Elevator Plans
- Mechanical Plans
- Plumbing Plans
- Structural Plans
- Water Features Plans
- Pool Plans (as needed)
- Site Survey
- Tree Survey
- 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, etc. as may be required for scope

- All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable)

Supporting Documents:

- Private provider required forms (required for this permit)
- Private Provide Plan Compliance Affidavits (required for this permit)
- Hold Harmless Agreement (required for this permit)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- Structural Calculations
- Geotechnical Report
- Special Inspector Forms
- Product Approval with specification on installations indicating exact installation
- Heating/Cooling Sizing Load Calculations (if AC replaced is not in exact changeout)
- Tree Disposition
- Tree Protection Plan
- Approved Tree removal Permit (if applicable)
- Drainage Calculations Report
- Percolation Test Report
- Miami Dade County Approval and Approved Documents to include:
 - DERM Air Quality
 - Drainage Well Permit from DERM (if applicable)

- DERM Sewer Capacity Certification Letter
- WASD Ordinance 89-95 Compliance Form and proof of payment
- Public Works – Storm Water Utility Fee Worksheet
- Fire Flow Test
- Preliminary approval from Transportation Department
- Declaration of Restrictive Covenant (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BO, PB recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Completed Commercial Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way
- All proposed mechanical equipment and/or allowable encroachments within required yards shall indicated on setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.

Building - Commercial Alteration (w/o Phased)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Civil Plans
- Landscaping Plans
- Architectural Plans

- Life Safety Plans to include:
 - Fire Protection Plans
 - Fire Alarm Plans
 - Smoke Control (if applicable)
- Electrical Plans
- Elevator Plans
- Mechanical Plans
- Plumbing Plans
- Structural Plans
- Water Features Plans
- Pool Plans (as needed)
- Site Survey
- Tree Survey
- 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, etc. as may be required for scope
- All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable)

Supporting Documents:

- Hold Harmless Agreement (required for this permit)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- Structural Calculations
- Geotechnical Report

- Special Inspector Forms
- Product Approval with specification on installations indicating exact installation
- Heating/Cooling Sizing Load Calculations (if AC replaced is not in exact changeout)
- Tree Disposition
- Tree Protection Plan
- Approved Tree removal Permit (if applicable)
- Drainage Calculations Report
- Percolation Test Report
- Miami Dade County Approval and Approved Documents to include:
 - DERM Air Quality
 - Drainage Well Permit from DERM (if applicable)
 - DERM Sewer Capacity Certification Letter
 - WASD Ordinance 89-95 Compliance Form and proof of payment
- Public Works – Storm Water Utility Fee Worksheet
- Fire Flow Test
- Preliminary approval from Transportation Department
- Declaration of Restrictive Covenant (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BO, PB recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Completed Commercial Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way

- All proposed mechanical equipment and/or allowable encroachments within required yards shall indicated on setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.

Building - Commercial Interior Alteration - Single Unit (No Structural, No exterior work)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Architectural Plans to include:
 - Show hallways and adjacent units
 - Provide UL listing for any demising walls
- Life Safety Plans
- Electrical Plans
- Mechanical Plans
- Plumbing Plans
- Fire Protection Plans
- Fire Alarm Plans
-

Supporting Documents:

- Smoke Control (if applicable)
- Heating/Cooling Sizing Load Calculations (AC replaced not an exact changeout)
- Miami Dade County Approval and Documents to include:
 - DERM Air Quality

- DERM Sewer Capacity Certification Letter (if applicable)
- WASD Ordinance 89-95 Compliance Form and proof of payment (if applicable)

Building - Commercial New (w/ Phased)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Civil Plans
- Architectural Plans
- Structural Plans
- Electrical Plans
- Elevator plans
- Mechanical Plans
- Landscaping Plans
- Water Features Plans
- Pool Plans
- Fire Protection Plans
- Fire Alarm Plans
- Life Safety Plans
- Structural Plans
- Plumbing Plans

- Tree survey
- 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, etc. as may be required for scope
- All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable)

Supporting Documents:

- Private provider required forms
- Private Provide Plan Compliance Affidavits
- Private provider review comments (approval of life safety drawings)
- Smoke Control (if applicable)
- Structural Calculations
- Geotechnical Report
- Special Inspector Forms
- Product Approval with specification on installations
- Heating/Cooling Sizing Load Calculations (AC replaced not an exact changeout)
- Energy Calculation Form
- Floodproofing Certificate
- Flood Emergency Operations Plan
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Calculations Report
- Percolation Test Report

- Miami Dade County Approval and Documents to include:
 - DERM Air Quality
 - Drainage Well Permit from DERM (if applicable)
 - DERM Sewer Capacity Certification Letter
 - WASD Ordinance 89-95 Compliance Form and proof of payment
- Public Works – Storm Water Utility Fee Worksheet
- Fire Flow Test
- Preliminary approval from Transportation Department
- Seawall Permit in the review stage and submitted to DERM
- Declaration of Restrictive Covenant (if applicable)
- Hold Harmless Agreement (if applicable)
- Construction Site Sediment and Erosion Control Affidavit
- Electric Vehicles Parking Ordinance to be followed if parking lot/space/garage will be part of the project
- DRB, HPB, BO, PB recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Completed Commercial Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way
- All proposed mechanical equipment and/or allowable encroachments within required yards shall indicated on setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.

Building - Commercial New (w/o Phased)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically

signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Civil Plans
- Architectural Plans
- Structural Plans
- Electrical Plans
- Elevator plans
- Mechanical Plans
- Landscaping Plans
- Water Features Plans
- Pool Plans
- Fire Protection Plans
- Fire Alarm Plans
- Life Safety Plans
- Structural Plans
- Plumbing Plans
- Tree survey
- 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, etc. as may be required for scope
- All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable)

Supporting Documents:

- Smoke Control (if applicable)
- Structural Calculations
- Geotechnical Report
- Special Inspector Forms
- Product Approval with specification on installations
- Heating/Cooling Sizing Load Calculations (AC replaced not an exact changeout)
- Energy Calculation Form
- Floodproofing Certificate
- Flood Emergency Operations Plan
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Calculations Report
- Percolation Test Report
- Miami Dade County Approval and Documents to include:
 - DERM Air Quality
 - Drainage Well Permit from DERM (if applicable)
 - DERM Sewer Capacity Certification Letter
 - WASD Ordinance 89-95 Compliance Form and proof of payment
- Public Works – Storm Water Utility Fee Worksheet
- Fire Flow Test
- Preliminary approval from Transportation Department

- Seawall Permit in the review stage and submitted to DERM
- Declaration of Restrictive Covenant (if applicable)
- Hold Harmless Agreement (if applicable)
- Construction Site Sediment and Erosion Control Affidavit
- Electric Vehicles Parking Ordinance to be followed if parking lot/space/garage will be part of the project
- DRB, HPB, BO, PB recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Completed Commercial Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way
- All proposed mechanical equipment and/or allowable encroachments within required yards shall indicated on setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.

Building - Commercial Sign (Illuminated - Monument/Free standing structures)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Elevation and/or plans showing the location and height of the sign.
- Electrical wiring diagram.
- Structural Plans
- Structural Calculations
- Details and Dimensions of proposed sign on applicable wall elevation. Include total square footage of sign

- Rendering of sign with dimensions to architectural or engineering scale to include:
 - The linear square footage of the storefront must be displayed in rendering
 - Disconnect shall NOT be visible from street

Supporting Documents:

- Public Works Department – Right of Way Permit (If applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Copy of Business Tax Receipt (BTR) or BTR Application must be provided to Planning Inspector at time of inspection

Building - Commercial Sign (Non-Illuminated)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Elevation and/or plans showing the location and height of the sign.
- Structural Plans
- Structural Calculations
- Details and Dimensions of proposed sign on applicable wall elevation. Include total square footage of sign
- Rendering of sign with dimensions to architectural or engineering scale to include:
 - The linear square footage of the storefront must be displayed in rendering

Supporting Documents:

- Public Works Department – Right of Way Permit (If applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Copy of Business Tax Receipt (BTR) or BTR Application must be provided to Planning Inspector at time of inspection

Building - Commercial Awnings**Plan Reviews:****Inspections:**

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Structural Plans
- Clearance height from Ground Finish Floor (min 7' high)
- Fire Protection Plans (If applicable)
- 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)

Supporting Documents:

- Structural Calculations
- Special Inspector form for connections
- Public Works Department – Right of Way Permit (If applicable)
- Declaration of Restrictive Covenant (if applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Proposed materials (type and color) - Fabric must be woven canvas material

- Detailed dimensions of structure

Building - Commercial Carport/Trellis/Pergola

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Architectural Plans
- Structural Plans
- Clearance height from Ground Finish Floor (min 7' high)
- Electrical Plans
- Plumbing Plans
- Fire Protection Plans (If applicable)
- Tree Protection Plan
- Tree survey
- Signed & Sealed Topographic/Boundary Survey
- 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 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable
- Detailed section showing the height from B.F.E. and grade when located within a required yard or setback area, or measured to highest point of structure from main roof line (if located on roof)

Supporting Documents:

- Structural Calculations

- Special inspector form
- Tree Disposition
- Approved Tree Permit (if applicable)
- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Declaration of Restrictive Covenant (if applicable)
- Public Works Department – Right of Way Permit (If applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- 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). Details and dimensions of equipment, including screening if applicable
- Line of Sight Study of equipment mounted on the roof. Equipment should be in an area that screens it from view at street level. The study should start at the centerline of the sidewalk (located across the street, each street for corner properties). Draw a line measured from 6' above the sidewalk connecting to a point in the parapet.
- Proposed materials (type and color)
- Detailed dimensions of structure

Building - Commercial Chickee Huts

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Architectural Plans

- Structural Plans
- Structural Calculations
- Special inspector form for connections (or piles as needed)
- Show Electrical or plumbing sheets (if outlets, ceiling fans, Sinks, Barbeque Gas Line, or anything similar is installed) whatever applicable with a Permit.
- If a concrete slab or pavers are installed for the flooring in lieu of wood, Structural plans must be submitted with a permit.
- Plumbing Plans
- Tree survey
- 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 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable
- Detailed and dimensioned section including height measured from Grade

Supporting Documents:

- Flame spread documentation
- Tree Disposition
- Tree Protection Plan
- Approved Tree Removal Permit (if applicable)
- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Declaration of Restrictive Covenant (if applicable)
- 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

Building - Commercial Concrete Restoration

Plan Reviews: Building, Structural, Zoning

Inspections: Building

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Structural Plans
- Life Safety Plans
- Exterior building elevations
- Plan key with proposed material, finishes and color (color name and code required)
- Exterior elevation plan

Supporting Documents:

- Special Inspector Forms (Threshold inspector required for buildings 4 stories or more)
- Miami Dade County Approval and Documents to include:
 - DERM Air Quality
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

Building - Commercial Stucco Repair - Add New

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Structural Plans
- Life Safety Plans

Supporting Documents:

- Special Inspector Forms (Threshold inspector required for buildings 4 stories or more)
- Miami Dade County Approval and Documents to include:
 - DERM Air Quality
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)

Building - Commercial Curb Adaptor for Roof Top Unit

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Structural Plans
- Mechanical plans

Supporting Documents:

- Structural Calculations
- Special Inspector Forms (Threshold inspector required for buildings 4 stories or more)

Building - Commercial Deck/Pavers**Plan Reviews:****Inspections:**

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Site Plans, showing the location and type of materials used (Can be site survey)
- Structural plans, if concrete is used, for edges or stem walls.
- Life Safety Plans
- Tree survey
- 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

Supporting Documents:

- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems: Exits, Compartmentation, Life Safety Systems. Etc.)
- Tree Disposition
- Tree Protection Plan
- Approved Tree Removal Permit (if applicable)

- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Declaration of Restrictive Covenant (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

Building - Commercial Demolition Total Demolition Only

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Show elevation once walls are removed.
- Tree survey
- Life Safety Plans (if there are multiple structure and only one is being demolished)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

Supporting Documents:

- Miami Dade County Approval and Documents to include:
 - DERM Air Quality
- Utility disconnect letters to include:
 - FPL disconnect letter

- Gas
 - Water & Sewer
- Dust control procedure (letter from contractor)
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Public Works Department – Right of Way Permit
- Construction Site Sediment and Erosion Control Affidavit
- Building Permit for new structure approved by Planning
- If lot is to remain vacant – requires compliance with Section 142-876

Building - Commercial Driveway/Approach

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey
- Site Plans, showing the location and type of materials used (Can be site survey)
- Construction details (may be include on the site plan)
- Tree survey
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, grade elevation as per survey).

Supporting Documents:

- Tree Disposition

- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Public Works Department – Right of Way Permit (if applicable)
- Construction Site Sediment and Erosion Control Affidavit
- Driveways and parking areas that are open to the sky shall be composed of porous pavement or shall have a high albedo surface per Urban Heat Island Ordinance
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

Building - Commercial Fence/Vehicular Gates

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey
- Site Plans, showing the location and type of materials used (Can be site survey)
- Electrical plans
- Structural Plans
- Structural Calculations
- 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).
- Plan key with proposed material, finishes and color

Supporting Documents:

- Entrapment Sensors if Automatic Vehicular Gates are include.
- Product Approval with specification on installations
- Public Works Department – Right of Way Permit (If applicable)

Building - Commercial Flood Barrier**Plan Reviews:****Inspections:**

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey
- Site Plans, showing the location and type of materials used (Can be site survey)
- Architectural plans
- Structural Plans
- Tree survey
- Approved Tree Permit (if applicable)
- Public Works Department – Right of Way Permit (If applicable)

Supporting Documents:

- Structural Calculations
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)

Building - Commercial Flooring (Use for flooring outside and in bathroom)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Architectural plans to include:
 - Dimensions
 - Location of the flooring work

Supporting Documents:

- Soundproofing specifications

Building - Commercial Hurricane Emergency Repair

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Structural Plans

Supporting Documents:

- Structural Calculations
- Special Inspector Forms

Building - Commercial Louvers

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey
- Architectural plans
- Structural Plans
- Existing and proposed floor plans
- Exterior elevations

Supporting Documents:

- Wind Load Calculations
- Product Approval with specification on installations
- Compliance with AMCA 550
- Proposed materials (type and color)

Building – Residential Marine (1&2 Family)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey with the following:
 - Width of the waterway measured from the seawall or property line as shown by recorded plat line if no seawall exists
 - Site Plans, showing the location and type of materials used (Can be site survey)
- Architectural plans

- Structural Plans
- Electrical plans
- Elevator plans
- Plumbing Plans
- Tree survey
- Structural Plans clearly locating property lines, face of seawall, seawall cap and dock with their respective elevations and preliminary approval by DERM.

Supporting Documents:

- Structural Calculations
- Special Inspector Forms
- Miami Dade County Approval and Documents to include:
 - DERM Preliminary Approval (Class I Permit)
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Construction Site Sediment and Erosion Control Affidavit
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

Building – Commercial Marine (includes Condominiums/Apartment Buildings)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey with the following:
 - Width of the waterway measured from the seawall or property line as shown by recorded plat line if no seawall exists
 - Site Plans, showing the location and type of materials used (Can be site survey)
- Architectural plans
- Structural Plans
- Electrical plans
- Elevator plans
- Fire Protection Plans (If 11 or more boat slips)
- Plumbing Plans
- Tree survey
- Structural Plans clearly locating property lines, face of seawall, seawall cap and dock with their respective elevations and preliminary approval by DERM.

Supporting Documents:

- Structural Calculations
- Special Inspector Forms
- Miami Dade County Approval and Documents to include:
 - Structural Plans clearly locating property lines, face of seawall, seawall cap and dock with their respective elevations and preliminary approval by DERM.
 - DERM Preliminary Approval (Class I Permit)
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)

- Construction Site Sediment and Erosion Control Affidavit
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

Building - Commercial Minor Repair (Less than \$5,000)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey
- Structural Plans (if needed for exact replacements previous approved plans may be used)
- Fire Protection Plans
- Fire Alarm Plans
- Life Safety Plans

Supporting Documents:

- Structural Calculations
- Special Inspector Forms
- Smoke Control (if applicable)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

Building - Commercial Pool Lifts

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey
 - Site Plans, showing the location and type of materials used (Can be site survey)
- Structural Plans
- Electrical plan

Supporting Documents:

- Lift documentation
- Structural Calculations

Building - Commercial Railings

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey
 - Site Plans, showing the location and type of materials used (Can be site survey)
- Architectural Plans (details and dimensions)
- Structural Plans
- Life Safety Plans

- Existing and proposed floor plans
- 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
- Exterior building elevations

Supporting Documents:

- Structural Calculations
- Product Approval with specification on installations
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems: Exits, Compartmentation, Life Safety Systems. Etc.)
- Detail section of railings. Railings must terminate at ground.

Building - Commercial Screen Enclosures

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey
 - Site Plans, showing the location and type of materials used (Can be site survey)
- Structural Plans
- Life Safety Plans

Supporting Documents:

- Structural Calculations

- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Provide Screening total height and materials finish, if applicable

Building - Commercial Shoring

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey
 - Site Plans, showing the location and type of materials used (Can be site survey)
- Structural Plans
- Fire Protection Plans
- Fire Alarm Plans

Supporting Documents:

- Structural Calculations
- Special Inspector Form
- Smoke Control (if applicable)

Building - Commercial Shutters

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey
 - Site Plans, showing the location and extent of work (Can be site survey)
- Architectural Plans
- Structural Plans
- Existing and proposed floor plans
- Exterior elevations

Supporting Documents:

- Wind Load Calculations
- Product Approval with specification on installations
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Proposed materials (type and color)
- HOA letter approving design, color and materials for Doors / Windows, Shutters and Louvers (Multi-family only)

Building - Commercial Soil Improvement

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey
 - Site Plans, showing the location and extent of work (Can be site survey)
- Tree survey

Supporting Documents:

- Geotechnical Report
- Special Inspector Form
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)

Building - Commercial Stairs**Plan Reviews:****Inspections:**

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey
 - Site Plans, showing the location and extent of work (Can be site survey)
- Architectural Plans (details and dimensions)
- Structural Plans
- Fire Protection Plans
- Fire Alarm Plans
- Life Safety Plans
- Existing and proposed floor plans
- 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

- Exterior building elevations

Supporting Documents:

- Structural Calculations
- Smoke Control (if applicable)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

Building - Commercial Steel Structure

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey
 - Site Plans, showing the location and extent of work (Can be site survey)
- Architectural Plans (details and dimensions)
- Structural Plans
- Fire Protection Plans
- Fire Alarm Plans
- Life Safety Plans

Supporting Documents:

- Structural Calculations
- Smoke Control (if applicable)

- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems: Exits, Compartmentation, Life Safety Systems. Etc.)
- Public Works Department – Right of Way Permit (If applicable) will need to be acquired for any steel structure proposed in the public right of way after structural approval is provided.

Building - Commercial Walk-in Coolers

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey
 - Site Plans, showing the location and extent of work (Can be site survey)
- Mechanical plans/Shop Drawings
- Architectural plans
- Fire Protection Plans
- Fire Alarm Plans

Supporting Documents: N/A

Building - Commercial Curtain Walls/Storefronts/Glass Glazing

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings include:

- Signed & sealed topographic/boundary survey
- Architectural plans
- Structural Plans
- Life Safety Plans
- Existing and proposed floor plan showing the location of the doors / windows being installed.
- Exterior door/window elevation, door/window schedule stating the frame type, finish and color of the glass

Supporting Documents:

- Wind Load Calculations
- Product Approval with specification on installations
- Special Inspector Form
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems: Exits, Compartmentation, Life Safety Systems. Etc.)
- Public Works Department – Right of Way Permit (If applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Photos of windows to be replaced
- HOA letter approving design, color and materials for Doors / Windows, Shutters and Louvers (Multi-family only)

Building - Commercial Windows/Doors

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey
- Architectural plans
- Structural Plans
- Existing and proposed floor plan showing the location of the doors / windows being installed.
- Exterior door/window elevation, door/window schedule stating the frame type, finish and color of the glass
- Photos of windows to be replaced

Supporting Documents:

- Wind Load Calculations
- Product Approval with specification on installations
- Public Works Department – Right of Way Permit (If applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- HOA letter approving design, color and materials for Doors / Windows, Shutters and Louvers (Multi-family only)

Building – Condominium Online Flooring (Interior flooring only;

No bathroom/balcony)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Unit Floor Plan

Supporting Documents:

- Soundproofing Specification Sheet
- Flooring affidavit

Building – Condominium Interior Alteration (No Structural)**Plan Reviews:****Inspections:**

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Architectural plans to include:
 - Clear scope of proposed work for all trades
 - Provide UL listing for any demising walls (exterior/between units or common areas)
- Electrical plans (as needed)
- Plumbing plans (as needed)
- Mechanical plans (as needed)
- Fire Protection Plans
- Fire Alarm Plans
- Life Safety Plans

Supporting Documents:

- Soundproofing Specification Form
- Soundproof data sheet (to correspond with slab thickness; 6” or 8”)
- Waterproofing Specification Sheet (if applicable)
- Condominium Approval Letter for any work proposed in Common Area (balcony)

- Smoke Control (if applicable)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)

Building - Residential Addition

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey
- Landscape plans
- Architectural plans
- Mechanical plans
- Electrical plans
- Plumbing plans
- Structural Plans
- Tree survey
- 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, etc. as may be required for scope
- All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable)

Supporting Documents:

- Structural Calculations

- Geotechnical Report
- Special Inspector Forms
- Product Approval with specification on installations
- Energy conservation form
- Heating/cooling load calculations
- Miami Dade County Building Tax Assessed Value or Cash Building Value Appraiser
- As-built Elevation Certificate - existing building
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Miami Dade County Approval and Documents to include:
 - DERM Sewer Capacity Certification Letter (if applicable)
 - WASD Ordinance 89-95 Compliance Form and proof of payment (if applicable)
- Public Works – Storm Water Utility Fee Worksheet (if applicable)
- Drainage Calculations Report
- Percolation Test Report (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet. Include any approved Variances - Scanned into plans per #2 above
- Completed Residential Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way

- All proposed mechanical equipment and/or allowable encroachments within required yards shall indicated on setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.
- Provide all required shaded diagrams and calculations (Lot Coverage, Unit Size, Front Yard Open Space, Rear Yard Open Space).

Building - Residential Alteration (w/o Phased)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey
- Architectural plans
- Mechanical plans
- Electrical plans
- Plumbing plans
- Structural Plans
- Tree survey
- 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, etc. as may be required for scope
- All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable)

Supporting Documents:

- Structural Calculations
- Geotechnical Report

- Special Inspector Forms
- Product Approval with specification on installations
- Energy conservation form
- Heating/cooling load calculations
- Miami Dade County Building Tax Assessed Value or Cash Building Value Appraiser
- As-built Elevation Certificate - existing building
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Well Permit from DERM (if applicable)
- Miami Dade County Approval and Documents to include:
 - DERM Sewer Capacity Certification Letter (if applicable)
 - WASD Ordinance 89-95 Compliance Form and proof of payment (if applicable)
- Public Works – Storm Water Utility Fee Worksheet (if applicable)
- Drainage Calculations Report
- Percolation Test Report (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet. Include any approved Variances - Scanned into plans per #2 above
- Completed Residential Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way

- All proposed mechanical equipment and/or allowable encroachments within required yards shall indicated on setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.
- Provide all required shaded diagrams and calculations (Lot Coverage, Unit Size, Front Yard Open Space, Rear Yard Open Space).
- Declaration of Restrictive Covenant (if applicable)
- Hold Harmless Agreement (if applicable)

Building - Residential Alteration (Phased)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Private provider required forms
- Private Provide Plan Compliance Affidavits
- Signed & sealed topographic/boundary survey
- Architectural plans
- Mechanical plans (as needed)
- Elevator plans (as needed)
- Electrical plans (as needed)
- Plumbing Plans (as needed)
- Structural Plans
- Tree survey
- 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, etc. as may be required for scope

- All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable)

Supporting Documents:

- Structural Calculations
- Geotechnical Report
- Special Inspector Forms
- Product Approval with specification on installations
- Energy conservation form
- Heating/cooling load calculations
- Miami Dade County Building Tax Assessed Value or Cash Building Value Appraiser
- As-built Elevation Certificate - existing building
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Well Permit from DERM (if applicable)
- Miami Dade County Approval and Documents to include:
 - DERM Sewer Capacity Certification Letter (if applicable)
 - WASD Ordinance 89-95 Compliance Form and proof of payment (if applicable)
- Public Works – Storm Water Utility Fee Worksheet (if applicable)
- Drainage Calculations Report
- Percolation Test Report (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)

- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet. Include any approved Variances - Scanned into plans per #2 above
- Completed Residential Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way
- All proposed mechanical equipment and/or allowable encroachments within required yards shall indicated on setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.
- Provide all required shaded diagrams and calculations (Lot Coverage, Unit Size, Front Yard Open Space, Rear Yard Open Space).
- Declaration of Restrictive Covenant (if applicable)
- Hold Harmless Agreement (if applicable)

Building - Residential New (Phased)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey
- Architectural plans
- Mechanical plans (as needed)
- Elevator plans (as needed)
- Electrical plans (as needed)
- Plumbing Plans (as needed)
- Water Feature plans (as needed)
- Pool plans (as needed)

- Structural Plans
- DERM, WASD approved plans
- Tree survey
- 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, etc. as may be required for scope
- All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable)

Supporting Documents:

- Structural Calculations
- Geotechnical Report
- Special Inspector Forms
- Product Approval with specification on installations
- Energy conservation form
- Heating/cooling load calculations
- Miami Dade County Building Tax Assessed Value or Cash Building Value Appraiser
- As-built Elevation Certificate - existing building
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Well Permit from DERM (if applicable)
- Miami Dade County Approval and Documents to include:
 - DERM Sewer Capacity Certification Letter (if applicable)

- WASD Ordinance 89-95 Compliance Form and proof of payment (if applicable)
- Public Works – Storm Water Utility Fee Worksheet (if applicable)
- Drainage Calculations Report
- Percolation Test Report (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet. Include any approved Variances - Scanned into plans per #2 above
- Completed Residential Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way
- All proposed mechanical equipment and/or allowable encroachments within required yards shall indicated on setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.
- Provide all required shaded diagrams and calculations (Lot Coverage, Unit Size, Front Yard Open Space, Rear Yard Open Space).
- Declaration of Restrictive Covenant (if applicable)
- Hold Harmless Agreement (if applicable)
- Engineered Flood Openings Certification or ICC Evaluation Report
- Onsite Stormwater Design and Calculations
- Seawall Permit in the review stage and submitted to DERM

Building - Residential New (w/o Phased)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey
- Architectural plans
- Civil Plans
- Mechanical plans
- Elevator plans (as needed)
- Electrical plans
- Plumbing Plans
- Water Feature plans (as needed)
- Pool plans (as needed)
- Structural Plans
- Tree survey
- 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, etc. as may be required for scope
- All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable)

Supporting Documents:

- Structural Calculations
- Geotechnical Report
- Special Inspector Forms
- Product Approval with specification on installations
- Energy conservation form
- Heating/cooling load calculations

- Miami Dade County Building Tax Assessed Value or Cash Building Value Appraiser
- As-built Elevation Certificate - existing building
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Well Permit from DERM (if applicable)
- Miami Dade County Approval and Documents to include:
 - DERM Sewer Capacity Certification Letter (if applicable)
 - WASD Ordinance 89-95 Compliance Form and proof of payment (if applicable)
- Public Works – Storm Water Utility Fee Worksheet (if applicable)
- Drainage Calculations Report
- Percolation Test Report (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet. Include any approved Variances - Scanned into plans per #2 above
- Completed Residential Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way
- All proposed mechanical equipment and/or allowable encroachments within required yards shall indicated on setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.
- Provide all required shaded diagrams and calculations (Lot Coverage, Unit Size, Front Yard Open Space, Rear Yard Open Space).
- Declaration of Restrictive Covenant (if applicable)
- Hold Harmless Agreement (if applicable)

- Engineered Flood Openings Certification or ICC Evaluation Report
- Onsite Stormwater Design and Calculations

Building - Residential Awning

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Structural Plans
- 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)

Supporting Documents:

- Structural Calculations
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Proposed materials (type and color) - Fabric must be woven canvas material
- Detailed dimensions of structure

Building - Residential Carport/Trellis/Pergola

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Site survey
- Architectural plans
- Structural Plans
- Electrical plans
- Plumbing plans
- Tree survey
- 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).
Details and dimensions of equipment, including screening if applicable
- 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 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable
- Detailed dimensions of structure and section showing the height from B.F.E. and grade when located within a required yard or setback area, or measured to highest point of structure from main roof line (if located on roof)

Supporting Documents:

- Structural Calculations
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Declaration of Restrictive Covenant (if applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

- Line of Sight Study of equipment mounted on the roof. Equipment should be in an area that screens it from view at street level. The study should start at the centerline of the sidewalk (located across the street, each street for corner properties). Draw a line measured from 6' above the sidewalk connecting to a point in the parapet.

Building - Residential Chickee Huts

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- If a concrete slab or pavers are installed for the flooring in lieu of wood, Structural plans must be submitted with a permit.
- If the Wood Structure includes any type of Sawn Lumber or Trusses, Structural calculations must be submitted with a permit.
- Plumbing Plans
- Electrical plans
- Site plan
- Tree survey
- 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
- 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 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable

Supporting Documents:

- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Declaration of Restrictive Covenant (if applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet
- Detailed and dimensioned section including height measured from Grade

Building - Residential Curb Adaptor for Roof Top Unit**Plan Reviews:****Inspections:**

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey
- Structural Plans
- Mechanical plans

Supporting Documents:

- Structural Calculations

Building - Residential Deck/Pavers**Plan Reviews:****Inspections:**

Drawings: Electronic Review requires 1 Set of Digitally or Electronically

signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Site survey
- Tree survey
- 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

Supporting Documents:

- Paving details
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Declaration of Restrictive Covenant (if applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

Building - Residential Demolition

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Site Plan or Survey that shows elevations if perimeter walls are removed.
- Plumbing Plans- Total Demolition requires the Public Works Sewer cap document only.
- Tree survey

Supporting Documents:

- Miami Dade County Approval and Documents to include:
 - DERM (Approved asbestos Review, two or more structures)
- Utilities disconnect letter for total demolition (FPL, Gas, WASA)
- Tree Disposition
- Tree Protection Plan
- Dust control program
- Approved Tree Permit (if applicable)
- Public Works Department – Right of Way Permit
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

Building - Residential Doors/Solid and Garage Doors

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey

- Architectural or Structural Plans
- Existing and proposed floor plan showing the location of the doors / windows being installed.
- Exterior door/window elevation, door/window schedule stating the frame type, finish and color of the glass

Supporting Documents:

- Wind Load Calculations
- Product Approval with specification on installations with specifications on installation
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Photos of windows/doors to be replaced
- HOA letter approving design, color and materials for Doors / Windows, Shutters and Louvers (Multi-family only)

Building - Residential Driveway/Approach

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey
- Site survey
- Landscape plan
- Tree Protection Plan
- Tree survey

- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, grade elevation as per survey).

Supporting Documents:

- Paving details
- Tree Disposition
- Approved Tree Permit (if applicable)
- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Public Works Department – Right of Way Permit (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

Building - Residential Fence

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary 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 NAVD values, per Section 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable
- Site survey
- Structural Plans
- Electrical plans (if using automated gates or lights)

- 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).

Supporting Documents:

- Structural Calculations
- Product Approval with specification on installations/ if using prefabricated fences
- Public Works Department – Right of Way Permit (If applicable)
- Plan key with proposed material, finishes and color

Building - Residential Flood Barrier

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey
- Architectural plans
- Structural Plans
- Tree survey

Supporting Documents:

- Structural Calculations
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Public Works Department – Right of Way Permit (If applicable)

Building - Residential Hurricane Emergency Repair of an existing permitted item(s)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey.
- Site survey
- Structural Plans

Supporting Documents:

- Structural Calculations
- Special Inspector Forms

Building - Residential Louvers

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey.
- Architectural plans
- Structural Plans
- Existing and proposed floor plans
- Exterior elevations

Supporting Documents:

- Wind Load Calculations
- Product Approval with specification on installations with specification on installation
- Proposed materials (type and color)

Building - Residential Marine

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey with the width of the waterway measured from the seawall or property line as shown by recorded plat line if no seawall exists
- Electrical plans (if boat lift is included)
- Plumbing Plans
- Structural Plans
- Tree survey
- Structural Plans clearly locating property lines, face of seawall, seawall cap and dock with their respective elevations and preliminary approval by DERM.

Supporting Documents:

- Structural Calculations
- Special Inspector Forms
- DERM Preliminary Approval (Class I Permit)
- Tree Disposition
- Tree Protection Plan

- Approved Tree Permit (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

Building - Residential Minor Repair (Less than \$5,000) **Repair of an existing permitted item(s)**

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey
- Structural Plans

Supporting Documents:

- Structural Calculations
- Special Inspector Forms
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

Building - Residential Pool Lifts

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey

- Architectural plans
- Electrical plans
- Structural Plans

Supporting Documents:

- Structural Calculations for anchorage
- Lift Specs
- Pool Safety Act compliance

Building - Residential Railings (For Glass railings, use Glass Glazing permit type)

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey
- 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
- Architectural plans
- Structural Plans
- Existing and proposed floor plans
- Exterior building elevations

Supporting Documents:

- Structural Calculations
- Product Approval with specification on installations

- Detail section of railings. Railings must terminate at ground

Building - Residential Screen Enclosures

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey
- Architectural plans
- Structural Plans

Supporting Documents:

- Structural Calculations
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Provide Screening total height and materials finish, if applicable

Building - Residential Shoring

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey (if applicable)
- Structural Plans

Supporting Documents:

- Structural Calculations

- Special Inspector Form

Building - Residential Shutters

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey
- Architectural plans
- Structural Plans
- Existing and proposed floor plans
- Exterior elevations

Supporting Documents:

- Wind Load Calculations
- Product Approval with specification on installations
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Proposed materials (type and color)
- HOA letter approving design, color and materials for Doors / Windows, Shutters and Louvers (Multi-family only)

Building - Residential Soil Improvement

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey
- Structural Plans
- Tree survey

Supporting Documents:

- Geotechnical Report
- Special Inspector Form
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)

Building - Residential Stairs

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey (if exterior)
- Architectural plans
- Structural Plans
- Existing and proposed floor plans
- 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
- Exterior building elevations

Supporting Documents:

- Structural Calculations
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

Building - Residential Steel Structure**Plan Reviews:****Inspections:**

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey
- Structural Plans

Supporting Documents:

- Structural Calculations
- Special Inspector Forms
- Public Works Department – Right of Way Permit (If applicable) will need to be acquired for any steel structure proposed in the public right of way after structural approval is provided.

Building - Residential Windows/Curtain Walls/Storefronts/Glass Glazing**Plan Reviews:****Inspections:**

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey

- Architectural plans
- Structural Plans
- Existing and proposed floor plan showing the location of the doors / windows being installed.
- Exterior door/window elevation, door/window schedule stating the frame type, finish and color of the glass
- Photos of windows to be replaced

Supporting Documents:

- Wind Load Calculations
- Product Approval with specification on installations
- Special Inspector Form
- Construction Cost Affidavit
- Public Works Department – Right of Way Permit (If applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- HOA letter approving design, color and materials for Doors / Windows, Shutters and Louvers (Multi-family only)

Building - Residential Windows/Doors

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & sealed topographic/boundary survey
- Architectural plans

- Existing and proposed floor plan showing the location of the doors / windows being installed.
- Exterior door/window elevation, door/window schedule stating the frame type, finish and color of the glass

Supporting Documents:

- Wind load Calculations
- Product Approval with specification on installations
- Public Works Department – Right of Way Permit (If applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Photos of windows to be replaced
- HOA letter approving design, color and materials for Doors/Windows, Shutters and Louvers (Multi-family only)

Building – Residential Stucco repairs/Concrete Restoration

Plan Reviews: Building, Structural, Zoning

Inspections: Building

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Structural Plans
- Plan key with proposed material, finishes and color (color name and code required)

Supporting Documents:

- Special Inspector Forms (Threshold inspector required for buildings 4 stories or more)
- Miami Dade County Approval and Documents to include:
 - DERM Air Quality
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems: Exits, Compartmentation, Life Safety Systems. Etc.)

Building Commercial, 3 Stories Alteration

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Architectural plans
- Structural Plans
- Plumbing Plans
- Mechanical plans
- Elevator plans
- Tree survey
- 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, etc. as may be required for scope
- All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable)

Supporting Documents:

- Structural Calculations
- Geotechnical Report
- Special Inspector Forms
- Product Approval with specification on installations
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Drainage Well Permit from DERM (if applicable)
- DERM Sewer Capacity Certification Letter
- WASD Ordinance 89-95 Compliance Form and proof of payment
- Public Works – Storm Water Utility Fee Worksheet
- Fire Flow Test (if applicable)
- Preliminary approval from Transportation Department
- Declaration of Restrictive Covenant (if applicable)
- Hold Harmless Agreement (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BO, PB recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Completed Commercial Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way
- All proposed mechanical equipment and/or allowable encroachments within required yards shall indicated on setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.

Residential, 3 Stories Alteration

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Architectural plans
- Structural Plans
- Plumbing Plans
- Mechanical plans
- Elevator plans
- Tree survey
- 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, etc. as may be required for scope
- All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable)

Supporting Documents:

- Structural Calculations
- Geotechnical Report
- Special Inspector Forms
- Product Approval with specification on installations
- Tree Disposition

- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Drainage Well Permit from DERM (if applicable)
- DERM Sewer Capacity Certification Letter
- WASD Ordinance 89-95 Compliance Form and proof of payment
- Seawall Permit in the review stage and submitted to DERM (if applicable)
- Declaration of Restrictive Covenant (if applicable)
- Hold Harmless Agreement (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BO, PB recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Completed Commercial Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way
- All proposed mechanical equipment and/or allowable encroachments within required yards shall indicated on setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.

Electrical - Commercial Online - Alteration - Sub Permit

Plan Reviews: N/A

Inspections: Electrical

Drawings: N/A

Supporting Documents: N/A

Note: Requires a Master permit.

Electrical - Commercial Online - New - Sub Permit

Plan Reviews: N/A

Inspections: Electrical

Drawings: N/A

Supporting Documents: N/A

Note: Requires a Master permit.

Electrical - Commercial Sign

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Elevation and/or plans showing the location and height of the sign.
- Electrical wiring diagram.
- Structural Plans
- Structural Calculations
- Details and Dimensions of proposed sign on applicable wall elevation. Include total square footage of sign
- Rendering of sign with dimensions to architectural or engineering scale to include:
 - The linear square footage of the storefront must be displayed in rendering
 - Disconnect shall NOT be visible from street

Supporting Documents:

- Public Works Department – Right of Way Permit (If applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

Electrical - Commercial Alteration

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Electrical plans
- Life Safety Plans

Supporting Documents:

- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems: Exits, Compartmentation, Life Safety Systems. Etc.)

Electrical - Commercial Low Voltage

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Electrical Plans (if related to access control/fire alarm)
- Life Safety Plans

Supporting Documents:

- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)

Electrical - Commercial New

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Electrical plans
- Life Safety Plans

Supporting Documents:

- Public Works Department – Right of Way Permit

Electrical - Residential Online - Alteration - Sub Permit

Plan Reviews: N/A

Inspections: Electrical

Drawings: N/A

Supporting Documents: N/A

Note: Requires a Master permit.

Electrical - Residential Online - New - Sub Permit

Plan Reviews: N/A

Inspections: Electrical

Drawings: N/A

Supporting Documents: N/A

Note: Requires a Master permit.

Electrical - Residential Alteration

Plan Reviews: Electrical

Inspections: Electrical

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Electrical plans

Supporting Documents:

Electrical - Residential Demolition

Plan Reviews: Electrical

Inspections: Electrical

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Demolition plans (if partial demolition)
- Disconnection letter from FPL, if total demo

Supporting Documents: N/A

Electrical - Residential New

Plan Reviews: Electrical

Inspections: Electrical

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Electrical plans

Supporting Documents:

- Public Works Department – Right of Way Permit

Fire - Fire Alarm

Plan Reviews: Fire

Inspections: Fire

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Fire Alarm Plans to include layout
- Life Safety Plans

Supporting Documents:

- Cut sheets
- Calculations

Note: Requires a Master permit

Fire – Flow Test

Plan Reviews: N/A

Inspections: Fire

Drawings: N/A

Supporting Documents: N/A

Fire - Hood Suppression System

Plan Reviews: Fire, Electrical

Inspections: Fire, Electrical

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Fire Suppression Plans to include nozzle layout
- Fire Alarm Plans
- Electrical Plans
- Life Safety Plans
- Approved Kitchen equipment layout

Supporting Documents:

- Cut sheets
- Calculations

Note: Requires a Master permit

Fire - Occupant Load

Plan Reviews: Fire

Inspections: N/A

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Life Safety Plans to include scaled drawings showing complete furniture layout and proposed occupant loads and egress capacities, per the Florida Fire Prevention Code
- Proposed floor plan to include address, business name and type of business

Supporting Documents:

- DRB, HPB, BOA, AND PLANNING BOARD recorded order (if applicable) scanned into plans after cover sheet.
- Projected occupant load count

Fire - Special Event

Plan Reviews: Fire

Inspections: Fire

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- See Building Special Events (Temporary Structures) Structures, Electrical, and Special Event Review Bleachers, Platform, Stages, Structures, Tent, Trusses

Supporting Documents:

- Fireworks/Pyrotechnic/Smoke Permit Application (Requirements listed on permit application):
- Site plan
- Materials list

- Certificate of Liability Insurance
- ATF and/or State Explosives license for Fireworks/Pyro display
- Operator and assistants Driver's License
- Letter from building owner if interior display
- Bonfire Permit Application (Requirements listed on permit application):
- Site plan
- Materials list
- Certificate of Liability Insurance

Fire - Sprinkler System

Plan Reviews: Fire

Inspections: Fire

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Fire Sprinkler Plans to include layout
- Fire Alarm Plans
- Life Safety Plans

Supporting Documents:

- Current City issued Water Flow test (within 6 months of application)
- Cut sheets
- Calculations
- DRB, HPB, BOA, AND PLANNING BOARD recorded order (if applicable) scanned into plans after cover sheet

Note: Requires a Master permit.

Generator - Commercial Alteration

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey with location of equipment
- Mechanical Plans
- Elevator plans (as needed)
- Electrical plans
- Plumbing Plans
- Structural Plans
- Life Safety Plans
- Fire Alarm Plans
- 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, etc. as may be required for scope
- Proposed roof plan including location and height of equipment if located above the main roof line showing setback to the edge of roof

Supporting Documents:

- Structural Calculations
- Product Approval with specification on installations
- Listing of generator (UL 2200)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)

- Public Works Department – Right of Way Permit (If applicable)
- Declaration of Restrictive Covenant (if applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Details and dimensions of equipment, including screening if applicable
- Detailed section showing the height of the unit measured from B.F.E. and grade when located within a required yard or setback area
- Line of Sight Study of equipment mounted on the roof. Equipment should be in an area that screens it from view at street level. The study should start at the centerline of the sidewalk (located across the street, each street for corner properties). Draw a line measured from 6' above the sidewalk connecting to a point in the parapet.

Generator - Commercial New

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey with location of equipment
- Mechanical Plans
- Elevator plans (as needed)
- Electrical plans
- Plumbing Plans
- Structural Plans
- Life Safety Plans

- Fire Alarm Plans
- 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, etc. as may be required for scope
- Proposed roof plan including location and height of equipment if located above the main roof line showing setback to the edge of roof

Supporting Documents:

- Structural Calculations
- Product Approval with specification on installations
- Listing of generator (UL 2200)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- Public Works Department – Right of Way Permit (If applicable)
- Declaration of Restrictive Covenant (if applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Details and dimensions of equipment, including screening if applicable
- Detailed section showing the height of the unit measured from B.F.E. and grade when located within a required yard or setback area
- Line of Sight Study of equipment mounted on the roof. Equipment should be in an area that screens it from view at street level. The study should start at the centerline of the sidewalk (located across the street, each street for corner properties). Draw a line measured from 6' above the sidewalk connecting to a point in the parapet.

Generator - Residential Alteration

Plan Reviews:**Inspections:**

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey with location of equipment
- Mechanical Plans
- Elevator plans (as needed)
- Electrical plans
- Plumbing Plans
- Structural Plans
- Life Safety Plans
- Fire Alarm Plans
- 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, etc. as may be required for scope
- Proposed roof plan including location and height of equipment if located above the main roof line showing setback to the edge of roof

Supporting Documents:

- Structural Calculations
- Product Approval with specification on installations
- Listing of generator (UL 2200)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- Public Works Department – Right of Way Permit (If applicable)

- Declaration of Restrictive Covenant (if applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Details and dimensions of equipment, including screening if applicable
- Detailed section showing the height of the unit measured from B.F.E. and grade when located within a required yard or setback area
- Line of Sight Study of equipment mounted on the roof. Equipment should be in an area that screens it from view at street level. The study should start at the centerline of the sidewalk (located across the street, each street for corner properties). Draw a line measured from 6' above the sidewalk connecting to a point in the parapet.

Generator – Residential New

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey with location of equipment
- Mechanical Plans
- Elevator plans (as needed)
- Electrical plans
- Plumbing Plans
- Structural Plans
- Life Safety Plans
- Fire Alarm Plans

- 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, etc. as may be required for scope
- Proposed roof plan including location and height of equipment if located above the main roof line showing setback to the edge of roof

Supporting Documents:

- Structural Calculations
- Product Approval with specification on installations
- Listing of generator (UL 2200)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- Public Works Department – Right of Way Permit (If applicable)
- Declaration of Restrictive Covenant (if applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Details and dimensions of equipment, including screening if applicable
- Detailed section showing the height of the unit measured from B.F.E. and grade when located within a required yard or setback area
- Line of Sight Study of equipment mounted on the roof. Equipment should be in an area that screens it from view at street level. The study should start at the centerline of the sidewalk (located across the street, each street for corner properties). Draw a line measured from 6' above the sidewalk connecting to a point in the parapet.

Mechanical - Commercial Online - Alteration - Sub Permit

Plan Reviews: N/A

Inspections: Mechanical

Drawings: N/A

Supporting Documents: N/A

Note: Requires a Master permit.

Mechanical - Commercial Online - New - Sub Permit

Plan Reviews: N/A

Inspections: Mechanical

Drawings: N/A

Supporting Documents: N/A

Note: Requires a Master permit.

Mechanical - Commercial Alteration

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Architectural plans
- Structural Plans
- Mechanical plans
- Fire Alarm plans (if applicable)
- Fire Sprinkler plans (if applicable)
- Life Safety Plans
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, Grade as per survey).
Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required

- 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 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable
- Existing floor plan
- Proposed floor plan
- Proposed roof plan showing setbacks to edge of roof and height of equipment

Supporting Documents:

- Structural Calculations
- Stand Product Approval with specification on installation
- Smoke Control (if applicable)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Details and dimensions of equipment

Mechanical - Commercial Demolition

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Fire Alarm plans (if applicable)
- Fire Sprinkler plans (if applicable)
- Life Safety Plans

Supporting Documents:

- Smoke Control (if applicable)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)

Mechanical - Commercial Hood**Plan Reviews:****Inspections:****Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -***Drawings included:*

- Hood plans
- Fire Suppression

Supporting Documents:

- Manufacturer Data

*Note: Requires a Master permit.***Mechanical - Commercial New****Plan Reviews:****Inspections:****Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -***Drawings included:*

- Architectural plans
- Structural Plans
- Mechanical plans
- Fire Alarm plans (if applicable)

- Fire Sprinkler plans (if applicable)
- Life Safety Plans
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, Grade as per survey).
Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required
- 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 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable
- Existing floor plan
- Proposed floor plan
- Proposed roof plan showing setbacks to edge of roof and height of equipment

Supporting Documents:

- Structural Calculations
- Stand Product Approval with specification on installation
- Smoke Control (if applicable)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Details and dimensions of equipment

Mechanical - Commercial Fuel Gas/Boiler

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically

signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Architectural plans
- Mechanical Plans
- Fuel Gas Plans
- Fire Alarm Drawings (if applicable)
- Life Safety Plans

Supporting Documents:

Mechanical - Commercial Stand for Roof Top Equipment

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey with location of equipment
- Architectural plans
- Structural Plans for anchorage

Supporting Documents:

- Structural Calculations
- Stand Product Approval with specification on installation

Mechanical - Residential Online - Alteration - Sub Permit

Plan Reviews: N/A

Inspections: Mechanical

Drawings: N/A

Supporting Documents: N/A

Note: Requires a Master permit.

Mechanical - Residential Online - New - Sub Permit

Plan Reviews: N/A

Inspections: Mechanical

Drawings: N/A

Supporting Documents: N/A

Note: Requires a Master permit.

Mechanical - Residential Alteration

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Mechanical Plans
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, Grade as per survey).
Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required
- 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 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable
- Existing floor plan
- Proposed floor plan

- Proposed roof plan showing setbacks to edge of roof and height of equipment

Supporting Documents:

- Structural Calculations
- Stand Product Approval with specification on installation
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Details and dimensions of equipment

Mechanical - Residential New

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Mechanical Plans
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, Grade as per survey).
Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required
- 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 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable
- Existing floor plan
- Proposed floor plan

- Proposed roof plan showing setbacks to edge of roof and height of equipment

Supporting Documents:

- Structural Calculations
- Stand Product Approval with specification on installation
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Details and dimensions of equipment

Mechanical - Residential Duct

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Architectural plans
- Mechanical Plans

Supporting Documents: N/A

Mechanical - Residential Stand for Roof Top Equipment

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Architectural plans

- Structural Plans

Supporting Documents:

- Structural Calculations
- Stand Product Approval with specification on installation

Photovoltaic - Commercial Alteration

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Architectural plans
- Structural Plans
- Electrical plans to include listing of equipment
- Plumbing Plans
- Life Safety Plans
- Proposed roof plan including height of solar panels above the main roofline, provide setbacks of equipment / panels to edge of roof
- Site plan with property lines, showing adjacent ROW
- If located on grade, provide:
 - 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, etc. as may be required for scope and adjacent ROW
 - 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 114-1 of the City

Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable

Supporting Documents:

- Structural Calculations
- Roofing details
- Public Works Department – Right of Way Permit (If applicable)
- Declaration of Restrictive Covenant (if applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Provide section/detail measured from finish roof material
- May require Land Use Board approval if visible from ROW

Photovoltaic - Commercial New

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Architectural plans
- Structural Plans
- Electrical plans to include listing of equipment
- Plumbing Plans
- Life Safety Plans
- Proposed roof plan including height of solar panels above the main roofline, provide setbacks of equipment / panels to edge of roof

- Site plan with property lines, showing adjacent ROW
- If located on grade, provide:
- 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, etc. as may be required for scope and adjacent ROW
- 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 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable

Supporting Documents:

- Structural Calculations
- Roofing details
- Public Works Department – Right of Way Permit (If applicable)
- Declaration of Restrictive Covenant (if applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Provide section/detail measured from finish roof material
- May require Land Use Board approval if visible from ROW

Photovoltaic - Commercial Charging Station

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey

- Architectural plans
- Electrical plans to include listing of equipment
- Life Safety Plans

Supporting Documents:

- Public Works Department – Right of Way Permit (If applicable)
- Declaration of Restrictive Covenant (if applicable)
- Equipment Specifications

Photovoltaic - Residential Alteration

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Architectural plans
- Structural Plans
- Electrical plans to include listing of equipment
- Plumbing Plans
- Proposed roof plan including height of solar panels above the main roofline, provide setbacks of equipment / panels to edge of roof
- Site plan with property lines, showing adjacent ROW
- If located on grade, provide:
 - 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, etc. as may be required for scope and adjacent ROW

- 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 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable

Supporting Documents:

- Structural Calculations
- Roofing details
- Public Works Department – Right of Way Permit (If applicable)
- Declaration of Restrictive Covenant (if applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Provide section/detail measured from finish roof material
- May require Land Use Board approval if visible from ROW

Photovoltaic - Residential New

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Architectural plans
- Structural Plans
- Electrical plans to include listing of equipment

- Plumbing Plans
- Proposed roof plan including height of solar panels above the main roofline, provide setbacks of equipment / panels to edge of roof
- Site plan with property lines, showing adjacent ROW
- If located on grade, provide:
 - 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, etc. as may be required for scope and adjacent ROW
 - 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 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable

Supporting Documents:

- Structural Calculations
- Roofing details
- Public Works Department – Right of Way Permit (If applicable)
- Declaration of Restrictive Covenant (if applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Provide section/detail measured from finish roof material
- May require Land Use Board approval if visible from ROW

Photovoltaic - Residential Charging Station

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically

signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Architectural plans
- Electrical plans to include listing of equipment

Supporting Documents:

- Equipment Specifications

Plumbing - Commercial Online - Alteration - Sub Permit

Plan Reviews: N/A

Inspections: Plumbing

Drawings: N/A

Supporting Documents: N/A

Note: Requires a Master permit.

Plumbing - Commercial Online - New - Sub Permit

Plan Reviews: N/A

Inspections: Plumbing

Drawings: N/A

Supporting Documents: N/A

Note: Requires a Master permit.

Plumbing - Commercial Portable Toilet

Plan Reviews: N/A

Inspections: Plumbing Final (to confirm removal)

Drawings: N/A

Supporting Documents: N/A

Note: Requires a Master permit.

Plumbing - Commercial Fuel Gas

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Plumbing Plans
- Fire Alarm Plans (if applicable)
- Life Safety Plans

Supporting Documents:

- Public Works Department – Right of Way Permit (If applicable)

Plumbing - Commercial Irrigation

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Plumbing Plans
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, Grade as per survey). Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required

Supporting Documents:

- Public Works Department – Right of Way Permit

Plumbing - Commercial Pool Piping

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Plumbing Plans

Supporting Documents: N/A

Plumbing - Commercial Well

Plan Reviews: Plumbing

Inspections: Plumbing

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Plumbing Plans

Supporting Documents:

- Well Permit from DERM (if applicable)

Plumbing - Commercial Alteration

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Plumbing Plans
- Life Safety Plans

Supporting Documents:

- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems: Exits, Compartmentation, Life Safety Systems. Etc.)
- Public Works Department – Right of Way Permit (If applicable)

Plumbing - Commercial New

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Plumbing Plans
- Life Safety Plans

Supporting Documents:

- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems: Exits, Compartmentation, Life Safety Systems. Etc.)
- Public Works Department – Right of Way Permit (If applicable)

Plumbing - Commercial Site Work

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically

signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Plumbing Plans
- Life Safety Plans

Supporting Documents:

- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- Public Works Department – Right of Way Permit (If applicable)

Plumbing - Residential Online - Alteration - Sub Permit

Plan Reviews: N/A

Inspections: Plumbing

Drawings: N/A

Supporting Documents: N/A

Note: Requires a Master permit.

Plumbing - Residential Online - New - Sub Permit

Plan Reviews: N/A

Inspections: Plumbing

Drawings: N/A

Supporting Documents: N/A

Note: Requires a Master permit.

Plumbing - Residential Portable Toilet

Plan Reviews: N/A

Inspections: Plumbing Final (to confirm removal)

Drawings: N/A

Supporting Documents:

- Public Works Department – Right of Way Permit (If applicable)

Note: Requires a Master permit.

Plumbing - Residential Fuel Gas

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Plumbing Plans

Supporting Documents:

- Public Works Department – Right of Way Permit (If applicable)

Plumbing - Residential Irrigation

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Plumbing Plans
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, Grade as per survey). Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required

Supporting Documents:

- Public Works Department – Right of Way Permit

Plumbing - Residential Pool Piping

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Plumbing Plans

Supporting Documents: N/A

Plumbing - Residential Well

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Plumbing Plans

Supporting Documents:

- Well Permit from DERM (if applicable)

Plumbing - Residential Alteration

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Plumbing Plans

Supporting Documents:

- Public Works Department – Right of Way Permit (If applicable)

Plumbing - Residential New

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Plumbing Plans
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, Grade as per survey). Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required
- Proposed floor plan

Supporting Documents:

- Public Works Department – Right of Way Permit (If applicable)

Plumbing - Residential Site Work

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey

- Plumbing Plans

Supporting Documents: N/A

Pool - Commercial Alteration

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Site Plan
- Landscaping Plans
- Architectural plans (if applicable)
- Mechanical plans (if applicable)
- Electrical plans (if applicable)
- Plumbing plans (if applicable)
- Structural plans (if applicable)
- Pool Plans
- Plumbing Plans
- Life Safety Plans
- Tree survey

Supporting Documents:

- Structural Calculations
- Geotechnical Report
- Special Inspector Forms

- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)

Pool - Commercial New

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Site Plan
- Landscaping Plans
- Architectural plans (if applicable)
- Mechanical plans (if applicable)
- Electrical plans (if applicable)
- Plumbing plans (if applicable)
- Structural plans (if applicable)
- Pool Plans
- Plumbing Plans
- Life Safety Plans

- Tree survey
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, Grade as per survey). Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc.
- All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade and Freeboard (if applicable)
- If located on rooftop, a roof plan must be submitted providing pool setbacks to the edge of roof and total height measured from the main roofline. (Commercial or Multi-family)

Supporting Documents:

- Structural Calculations
- Geotechnical Report
- Special Inspector Forms
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- All proposed mechanical equipment and/or allowable encroachments within required yards shall indicate setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.
- All required shaded diagrams and calculations. Open Space calculation for rear yard and side yard (if facing street)
- Provide Screening total height and materials finish, if applicable
- Provide pool coping grade (NGVD or NAVD values)

Pool - Commercial Finishing

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Site Plan showing the location and size of the pool.

Supporting Documents:

- Public Pool Resurfacing-Modifications Affidavit, click [here](#) to download form.
- A Statement saying that all markers, means of access to the pool has been restored to be compliant with the Building Code

Pool - Residential Alteration

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Site Plan
- Landscaping Plans
- Architectural plans (if applicable)
- Mechanical plans (if applicable)
- Electrical plans (if applicable)
- Plumbing plans (if applicable)

- Structural plans (if applicable)
- Pool Plans
- Plumbing Plans
- Life Safety Plans
- Tree survey

Supporting Documents:

- Structural Calculations
- Geotechnical Report
- Special Inspector Forms
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)

Pool - Residential New

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Site Plan
- Pool Safety Act, click [here](#) to download form.

- Landscaping Plans
- Architectural plans (if applicable)
- Mechanical plans (if applicable)

Electrical plans (if applicable)

- Plumbing plans (if applicable)
- Structural plans (if applicable)
- Pool Plans
- Plumbing Plans
- Life Safety Plans
- Tree survey
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, Grade as per survey). Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc.
- All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade and Freeboard (if applicable)
- If located on rooftop, a roof plan must be submitted providing pool setbacks to the edge of roof and total height measured from the main roofline. (Commercial or Multi-family)

Supporting Documents:

- Structural Calculations
- Geotechnical Report
- Special Inspector Forms
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems: Exits, Compartmentation, Life Safety Systems. Etc.)
- Tree Disposition
- Tree Protection Plan

- Approved Tree Permit (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- All proposed mechanical equipment and/or allowable encroachments within required yards shall indicate setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.
- All required shaded diagrams and calculations. Open Space calculation for rear yard and side yard (if facing street)
- Provide Screening total height and materials finish, if applicable
- Provide pool coping grade (NGVD or NAVD values)
- Drainage Calculations Report (If applicable)

Pool - Residential Finishing

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Site Plan showing the location and size of the pool.

Supporting Documents:

- Public Pool Resurfacing-Modifications Affidavit, click [here](#) to download form.
- A Statement saying that all markers, means of access to the pool has been restored to be compliant with the Building Code

Revision As-Built (Record Set)

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

The whole set of plans including all subsequent revisions for all the trades, with the *All Applicable Codes Compliance Testifying Statement* of, either the respective Design Professional on the Cover Sheet of their own trade set, or the Architect of Record on the Index sheet that includes the list of all the sheets in the whole set of plans. The Statement shall be as follows:

Master Permit:_____ . To the best of my knowledge, belief and professional judgment these construction documents meet the intent of the Florida Building Code, represent accurately the AS BUILT conditions of the project and include all of the revisions previously submitted and approved by the City of _____ Building Department.

Revision General

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- *Revised plans to include:*
- A Narrative of Changes from the previous Master/Revision set for every sheet submitted.
- A Delta number or letter identifying the changes in this revision with the date of change.
- A BOLD cloud around the location of the change in all the sheets. Previous revisions may have a faded (lightly inked) clouds

Supporting Documents:

- A revised Construction Cost Affidavit Form showing the additional cost (if any) of this revision.

Building - Commercial Gutter/Downspout

Plan Reviews: Building

Inspections:Building final

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Roofing plan with location/detail of installation
- Anchorage plan

Supporting Documents: N/A

Roofing - Commercial Re Roof

Plan Reviews: Roofing

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

Uniform Roofing Application
Owner's Notification for Roofing Considerations
Product Approvals
Flashing details

Supporting Documents: N/A

Building - Residential Gutter/Downspout

Plan Reviews: Building

Inspections: Building Final

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey

- Roofing plan with location/detail of installation
- Anchorage plan

Supporting Documents: N/A

Roofing - Residential Re Roof

Plan Reviews: Roofing

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

Uniform Roofing Application

Hurricane Mitigation Retrofit Forms for single-family homes, pursuant to Florida state statutes

Owner's Notification for Roofing Considerations

Product Approvals

Flashing details

Supporting Documents: N/A

Roofing - Residential Waterproofing

Plan Reviews:

Inspections:

Drawings: N/A

Supporting Documents:

- Product Approval for waterproofing material.
- Flood report by an approved testing lab.

Flood Barrier

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically

signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Architectural Plans
- Structural Plans
- Designer Of Record Approval
- Life Safety Plans

Supporting Documents: N/A

- Structural Calculations
- Floodproofing Certificate
- Flood Emergency Operation Plan
- Public Works Department – Right of Way Permit (If applicable)

Shop Drawing - Floor Joist

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Structural Plans
- Designer Of Record Approval

Supporting Documents:

- Structural Calculations

Shop Drawing - Other

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Structural Plans
- Designer Of Record Approval
- System Plans to include layout, sizes, and dimensions

Supporting Documents:

- Structural Calculations
- Cut sheets
- System Calculations

Note: Requires a Master permit.

Shop Drawing - Post Tension

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Structural Plans
- Designer Of Record Approval

Supporting Documents:

- Structural Calculations

Note: Requires a Master permit.

Shop Drawing - Railings

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Structural Plans
- Architectural Details
- Life Safety Plans
- Designer Of Record Approval

Supporting Documents:

- Structural Calculations

Note: Requires a Master permit.

Shop Drawing - Shoring

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Structural Plans
- Designer Of Record Approval

Supporting Documents:

- Structural Calculations

Note: Requires a Master permit.

Building - Shutters

Plan Reviews: Building & Structural

Inspections: Building

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Structural Plans
- Designer Of Record Approval

Supporting Documents:

- Structural Calculations
- Product Approval with specification on installations

Shop Drawing - Trusses

Plan Reviews:

Inspections:

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Structural Plans
- Designer Of Record Approval

Supporting Documents:

- Structural Calculations
- Product Approval with specification on installations

Note: Requires a Master permit.

Temporary for Construction - Commercial Electrical

Plan Reviews: Electrical

Inspections: Electrical

Drawings: Electronic Review requires 1 Set of Digitally or Electronically

signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Electrical Plans to include application for Temporary over 200A.

Supporting Documents: N/A

Note: Requires a Master permit.

Temporary for Construction - Commercial Mechanical

Plan Reviews: Mechanical

Inspections: Mechanical

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Mechanical Plans

Supporting Documents: N/A

Note: Requires a Master permit.

Temporary for Construction - Residential Electrical

Plan Reviews: Electrical

Inspections: Electrical

Drawings: Electronic Review requires 1 Set of Digitally or Electronically signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Electrical Plans to include application for Temporary over 200A.

Supporting Documents: N/A

Note: Requires a Master permit.

Temporary for Construction - Residential Mechanical

Plan Reviews: Mechanical

Inspections: Mechanical

Drawings: Electronic Review requires 1 Set of Digitally or Electronically

signed and sealed drawings; In-person Review requires 2 Sets of signed and sealed drawings -

Drawings included:

- Mechanical Plans

Supporting Documents: N/A

Note: Requires a Master permit.