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5 Essential Steps. View
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The Permitting Process



1. Application

To apply for a permit, applicants must submit a permit application signed and notarized by the owner or owner's representative and a registered contractor. For an owner-builder permit, only the owner is required to sign and notarize the application.

Download The Permit Application Form 

Tools to Assist You with the Permitting Process



1. Complete The Permit Application Submittal Checklist. Include All Required With Submittal



2. Find & Review The Permitting Checklist For Your Building Project Type.



(CSS) A small icon of a square with an arrow pointing outwards, typically used for sharing or linking.

Additional Application Requirements:

Additional Planning & Zoning Requirements For Submissions:

Refer to Planning & Zoning requirements. [Click here to view page.](#)

Plans And Related Documents, Digitally Signed For Online Submissions:

Plans must comply with the requirements on the [“Rules for Electronic File Submission”](#) [click here to download file](#) .

Construction Cost Affidavit:

Required when job value is greater than \$5,000. [Click here to download construction cost affidavit form](#) .

Construction Parking Management Plan (CPMP):

For jobs \$250,000 and greater. Affidavit in lieu of the Construction Parking Management for change of contractor, new mechanical equipment installation or replacement (exact change-out), and new sub-contractor permits when job value is \$250,00.00 or greater. [Click here to download CPMP form](#) .

Construction Site Sediment And Erosion Control Affidavit:

For all jobs proposing land disturbing activities (review fee of \$144.00 is assessed to those jobs valuing \$250,000.00 and greater). [Click here to download form](#) .



2. Plan Review

The plan review process for building permits in Miami Beach is essential to ensure compliance with building codes, zoning ordinances, and state and local laws. The process involves the review of construction documents by various disciplines and departments to ensure all requirements are met.

IMPORTANT. Step 1 of the Application Process as indicated above must be completed before the planning process can begin.

If you're submitting electronically, make sure to follow the electronic submission guidelines provided on the [Online Permitting Resource Center](#). →

The plan review for all disciplines is conducted simultaneously. Typically, each plan review cycle takes approximately 7 business days to complete. If the submitted plans and documents meet all the requirements, a permit will be issued. However, if corrections or additional documents are needed, the plan review will fail, and resubmission will be required.

On average, it takes two to three plan review cycles to address all the requirements successfully. It's crucial for design professionals or contractors involved to have a good understanding of the Florida Building Code and Miami Beach Ordinances when preparing the construction documents.

Please note that Miami-Dade County approval is often required before the City of Miami Beach plan review is complete. [Click here to view guidelines on how to submit for County Municipal Approval Depending](#) → on the project, State of Florida approval may also be necessary.



[Click here for more information.](#)

[Click here to download the pre-submittal request form](#) 

Expedited Plan Review:

Applicants may request an Expedited Plan Review provided that at least one review has been completed.

Requests are accepted Monday through Thursday by 2 p.m.

Applicants must submit a completed [Expedited Plan Review Request Form](#) to buildingadmin@miamibeachfl.gov.

Applicants must upload the revised drawings and documents prior to the scheduled plan review. Reviews are conducted on Saturdays and Sundays only.

Other Departments:

Fire Department Expedited Plan Review and Inspections

Fire Contact for Plan Review: Tom Armstrong

TomArmstrong@miamibeachfl.gov

Fire Contact for Inspections: Joseph

Bacallao JosephBacallao@miamibeachfl.gov

Planning Department Expedited Plan Review

Planning and Zoning: Letty Ducos LettyDucos@miamibeachfl.gov

For the Public Works Department, please contact Aaron Osbourne at

AaronOsborne@miamibeachfl.gov.



3. Permit Issuance

Once plans have been approved and all required documents have been received, applicants can pay the remaining balance and receive their permits. [Applicants can pay online via the Civic Access portal and download the permit card and approved drawings and related documents.](#)

4. Inspection

5. Certificate of Occupancy

Once the Final Building Inspection has been approved, applicants must obtain a Certificate of Occupancy (**CO**)/Certificate of Completion (**CC**) prior to occupying the property or space.

Applicants must submit a completed CO/CC Request Form to the Building Department's Administration office. After the request has been reviewed, a final invoice will be generated. After the invoice has been paid, the Building Official will sign and issue the CO/CC. [Download the CO/CC Request Form.](#)

For work that is not entirely complete, applicants may request a Temporary Certificate of Occupancy (**TCO**)/Temporary Certificate of Completion (**TCC**). The building official shall set a time period during which the temporary certificate of occupancy/completion is valid.

Applicants must obtain TCO/TCC approval from each trade for which there is a required final inspection. [Download the TCO/TCC Request Form.](#)



sending a request to: homeownerbuild@miamibeachfl.gov

Resources:

Fee Schedule

Permitting Checklists

Interactive Permit Guide

Same Day Service

Additional Links



Contact Information:

Main Office

1700 Convention Center Drive,
Miami Beach, FL 33139
305.673.7610

North Beach Office

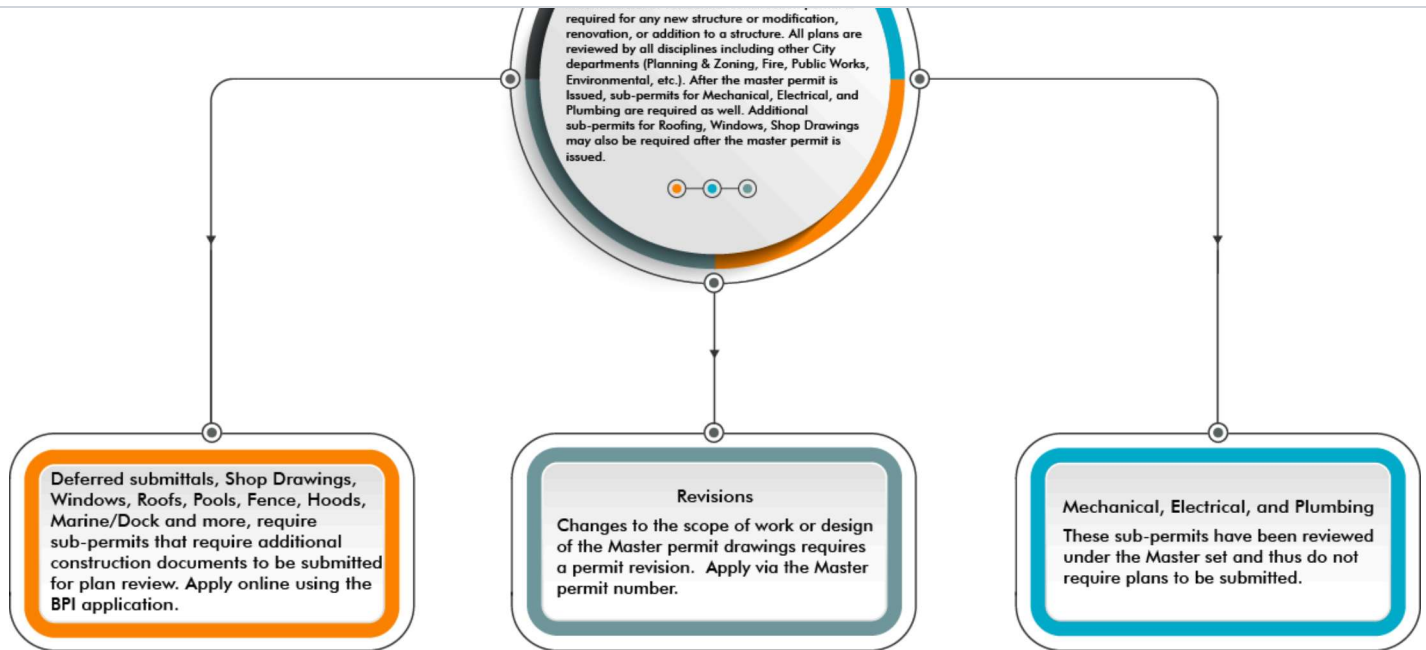
962 Normandy Drive,
Miami Beach, FL 33141
305.673.7610

Office Hours:

Monday - Friday
8 AM - 4 PM

Closed for Lunch:

12 PM - 1 PM



Note: Any project that involves two or more trades i.e. Mechanical, Electrical, and Plumbing, will require a Master Building permit which requires a General Contractor. Once the Master Building permit is issued, sub-permits for the trades may be obtained.

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