



BUILDING DEPARTMENT
1700 Convention Center Drive, 2nd Floor
Miami Beach, FL, 33139

APPOINTMENT REQUEST FORM

NEW CANCEL RESCHEDULE

Date

Permit #(s)

Jobsite Address

Contact Person Phone

E-mail Address

Architect Name & Phone #

Engineer Name & Phone #

Requested Date of Meeting (Afternoon Only)

Discipline(s)

PLEASE NOTE: THE ARCHITECT AND/OR ENGINEER OF RECORD MUST BE PRESENT AT THE TIME OF MEETING. OTHERWISE, THE APPOINTMENT WILL BE CANCELLED.

-FOR OFFICE USE ONLY-

Date of Meeting

Table with 4 columns: Scheduled Time P.M. (ONLY), Discipline(s) B/ADA/S/E/M/P/ELEV/ENG, Time In, Time Out. Rows for Monday through Friday.

Note: Fire Appointments can only be scheduled by the Fire Marshall's Office @ 305-673-7123

COMMENTS:

Please submit form to Paulita Perez Ph: 305-673-7610 x 2585 or e-mail paulitaperez@miamibeachfl.gov