



BUILDING PERMIT PLANS REVIEW SUBMITTAL CHECK-LIST

Project Name: _____

Location: _____

Date of Plans: _____

Initial below that the following items are included:	Check Mark	The applicant shall confirm that the list of items below are included in the permit application submittal: (Please check and initial those items that are included in this Permit Application Submittal.)
_____ 1.	<input type="checkbox"/>	Submittal of a Signed & Sealed Property & Topographic Survey (including the complete width of adjacent Right-of-Way, waterways, and/or 25 ft into adjacent properties) for the site. Survey is to be less than one (1) year old since the date the survey was last signed.
_____ 2.	<input type="checkbox"/>	Submittal of signed and sealed drainage calculations and supporting documents (including modeling) showing that a 25-year 3-day storm event is treated ON-SITE.
_____ 3.	<input type="checkbox"/>	Submittal of a signed and sealed drainage calculations and supporting documents (including modeling) for impacts to the Public RIGHT-OF-WAY storm water drainage facilities from a 10-year 1-day storm within the Right-of-Way & flow from contributing areas.
_____ 4.	<input type="checkbox"/>	Submittal of geotechnical or well-drillers report if exfiltration or wells are proposed for the site or adjacent Public Right-of-Way
_____ 5.	<input type="checkbox"/>	Submittal of an estimate of Potable Water Demands, Required Fire Flows (based on calculations) and Sanitary Sewer flows (including methodology and peak flows). Along with a tentative schedule of when these utilities will be needed to serve the site. Submittal fire flow test conducted by City of Miami Beach Fire Department on the adjacent water main network. Fire suppression apparatus (i.e. backflow prevention) to be located and approved designation by the City.
_____ 6.	<input type="checkbox"/>	Submittal of a Plan showing all adjacent existing Public Potable Water, Storm Water and Sanitary Sewer Mains and Facilities to the site.
_____ 7.	<input type="checkbox"/>	Submittal of a Detailed Traffic Impact Study for the site and impacts to the surrounding road network. (For Multifamily and Commercial Developments.)
_____ 8.	<input type="checkbox"/>	Submittal of a complete signed and sealed civil engineering plans for any proposed ONSITE potable water, sanitary sewer, storm sewer or pavements needed to improve the site.
_____ 9.	<input type="checkbox"/>	Submittal of a detailed signed and sealed plan for proposed RIGHT-OF-WAY improvements including, sidewalks, driveways, potable water, sanitary sewer, storm water drainage, waterways, roadway pavements, pavement marking & signage, lighting, landscaping & irrigation.
_____ 10.	<input type="checkbox"/>	Submittal of a copy of the DERM "Biological Opinion" for any permit applications involving seawall or dock work within private or public properties.
_____ 11.	<input type="checkbox"/>	Submittal of required legal documents, including proposed easements, developer agreements, etc.
_____ 12.	<input type="checkbox"/>	Compliance with ALL Public Works Department requirements listed in the project - including trash disposal facility, floor drainage discharge, air environmental equipmen, Design Review Board Order and/or Historic Preservation Board Order, before a Building Permit is Issued.
_____ 13.	<input type="checkbox"/>	Submittal of proof of water/sewer service impact fee payment, certified by MDWASD (Miami-Dade Water and Sewer Department).

Initialed By Applicant: _____ Date: _____

Reviewed By PW: _____ Date: _____