



Town of Surfside

Building Recertification Instructions

We accept applications by email ONLY. We do not accept hard copies.

1. STEP 1: Preparing the Application:

- **Print and fill out the permit application. (all forms available online)**
- **All information filled out on the application must be clean and legible.**
- **Include the building address in the email subject line and application number if any.**

2. STEP 2: Submitting the Application:

- **Attach the completed application in one PDF file.**
- **Submit the recertification package in another PDF file, segregated according to discipline. (Structural, Electrical)**
- **Email the documents to BUILDINGAPP@townofsurfsidefl.gov**
- **For files larger than 20 MB, use drop box or one drive, or other FTP service. Once files are uploaded, send the link to the Permit App email.**

3. STEP 3: Receive Receipt and Application Number:

- **Once processed, the permit technician will email you a receipt for the charges.**
- **The application number will be included in the receipt for your reference.**

4. STEP 5: Await Outcome:

- **After the recertification package is reviewed, the clerk will contact you for the fees and recertification letter.**

5. STEP 5: Final Payment and issuance of recertification letter.

- **Contact clerks for payment options and recertification letter.**

NOTE: Please do not email the Building Official or Town Manager. Your package may not be received and/or processed. Failure to do so may result in violations and fines.