



Town of Surfside

Permit Application Submittal Instructions

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

1. STEP 1: Preparing the Application:

- **Print and fill out the permit application included in this package.**
- **All information filled out on the application must be clean and legible.**
- **Include the job site address in the email subject line and master permit number if any.**
- **You must pay a non-refundable upfront fee: 20% of the estimated permit fee or the base fee, whichever is greater.**

2. STEP 2: Submitting the Application:

- **Attach the completed application and upfront fee payment in one PDF file.**
- **Submit plans in another PDF file, segregated according to discipline.**
- **Email the documents to BUILDINGAPP@townofsurfsidefl.gov**
- **For files larger than 20 MB, use drop box or one drive. Once files are uploaded, send the link to the Permit App email.**

3. STEP 3: Receive Receipt and Permit Application Number:

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

4. STEP 4: Submit Plans for Review:

- **Provide the assigned permit application number when submitting plans to Miami-Dade County (MDC), DERM, and Fire for all applicable reviews.**
- **The plans will be reviewed simultaneously by this department. Ensure plans are segregated according to discipline.**

5. STEP 5: Await Outcome:

- **After all applicable trades have reviewed the permit plans, a clerk will email you with the outcome.**

6. STEP 6: Resubmitting MDC Approved Plans

- **When submitting the plans approved by Miami-Dade County please include the permit application number assigned by this department (refer to your receipts).**
- **Ensure plans are segregated according to discipline.**

7. STEP 7: Final Payment and Permit Issuance.

- **Contact clerks for payment options and permit card.**