



TOWN OF SURFSIDE
Office of the Town Manager
MUNICIPAL BUILDING
9293 HARDING AVENUE
SURFSIDE, FLORIDA 33154-3009
Telephone (305) 861-4863

LETTER TO COMMISSION

No.: 144-2025

To: Mayor Charles W. Burkett, Vice Mayor Tina Paul, and
Members of the Town Commission

From: Mark Blumstein, Town Manager *MB*

Date: April 21, 2025

Subject: **Surfside Building Department – Plan Reviews Activity Report**

The purpose of this Letter to Commission (LTC) is to transmit the attached Plan Review Activity Report for the period April 14 to April 18, 2025.

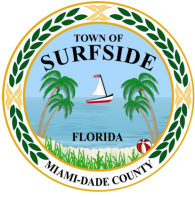
This Report highlights the **74** total reviews performed by reviewer as follows:

- *Building/Structural* by Daniel Dominguez – 6 reviews;
- *Flood Review* by Erica Valdes – 5 reviews;
- *Building/Structural* by Ulises Fernandez – 12 reviews;
- *Electrical* by Candelario Martinez – 16 reviews;
- *Mechanical* by Jan Perez – 6 reviews;
- *Planning/Zoning* by Scarlet Hammons – 8 reviews;
- *Plumbing* by Roberto Conde – 15 reviews;
- *Public Works* by Andre Eugent – 1 review;
- *Roofing* by Ulises Fernandez – 1 review; and
- *Structural/Multi-Family* by Chrome Engineering – 4 reviews.

I trust you will find this Report informative and insightful to better understand how our Town Building Department staff serves the Town and its residents and businesses.

If you have any questions or need additional information, feel free to contact me.

Enclosed: Surfside Building Department – Review Activity Report (April 14 – April 18, 2025)



COMPLETED REVIEWS BY DUE DATE BY DEPARTMENT (04/14/2025 TO 04/18/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
BUILDING										
Daniel Dominguez	2025-007242-BR	525 95Th St FI 33154	Building Review (Residential)	Building	Approved	1	Yes	03/25/2025	03/24/2025	04/14/2025
	2025-007247-BC	9499 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	03/27/2025	03/25/2025	04/15/2025
	2025-007268-BR	9024 Abbott Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	04/17/2025	03/26/2025	04/16/2025
	<i>Comments: PLEASE INCLUDE LOCATION OF EXISTING PROPERTY LINE ON SITE PLAN AND SECTION/DETAIL.</i>									
	2025-007277-BR	825 89Th St FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	04/03/2025	03/27/2025	04/17/2025
	<i>Comments: 1. PLEASE SUBMIT A PROPER FLOOR PLAN. 2. SHOW SCOPE OF WORK, CURRENT FBC 2023, LEVEL OF ALTERATION AND OCCUPNCY TYPE. 3. PLEASE SUBMIT ALL APPLICABLE PRODUCT APPROVAL DOCUMENTS. 4. PLEASE SUBMIT WIND LOAD CALCULATIONS.</i>									
Erica Valdes	2025-007279-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	03/20/2025	03/28/2025	04/18/2025
	2025-007285-BR	8818 Hawthorne Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	04/03/2025	03/28/2025	04/18/2025
	TOTAL REVIEWS FOR DANIEL DOMINGUEZ: 6									
	2024-006750-BR	8842 Byron Ave FI 33154	Building Review (Residential)	Flood	Approved	2*	Yes	04/03/2025	04/02/2025	04/16/2025
	<i>Comments: Approved as per Erica's Email on 04/02/2025</i>									
	2025-006994-BR	9081 Emerson Ave FI 33154	Building Review (Residential)	Flood	Approved	2*	Yes	04/01/2025	03/31/2025	04/14/2025
Erica Valdes	2025-007275-BR	8843 Byron Ave FI 33154	Building Review (Residential)	Flood	Requires Re-submit	1	Yes	04/04/2025	04/04/2025	04/17/2025
	<i>Comments: Please provide 5 year cumulative permits if any (previous permits issued). Flood Legend information ON plans to include, Flood Zone AE, BFE 8, FIRM Panel 12086CO326L AND Cost Estimate to include labor and materials.</i>									
	2025-007277-BR	825 89Th St FI 33154	Building Review (Residential)	Flood	Approved	1	Yes	03/28/2025	03/31/2025	04/15/2025
	<i>Comments: Please refer to approval email in files</i>									
Erica Valdes	2025-007288-BR	9016 Byron Ave FI 33154	Building Review (Residential)	Flood	Requires Re-submit	1	Yes	03/29/2025	03/28/2025	04/18/2025

COMPLETED REVIEWS BY DUE DATE BY DEPARTMENT (04/14/2025 TO 04/18/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<p><i>Comments: Good day,</i></p> <p><i>Mentioned permit is denied pending:</i></p> <p>1) Permit Application – need value of work. 2) Provide signed NPDES package. 3) Provide the SFWMD ERP permit and/or FDEP CGP whichever, is applicable. 4) Provide SWPPP plans showing the Erosion and Sediment controls. 5) A detailed cost estimate OR executed contract that includes all materials and labor.</p> <p><i>Also, a BUC - Building Under Construction will be required prior to building going vertical.</i></p> <p><i>AND</i></p> <p><i>A Final Elevation Certificate once construction is completed.</i></p> <p><i>Respectfully,</i></p>										
TOTAL REVIEWS FOR ERICA VALDES: 5										
Ulises Fernandez	2023-004932	525 95Th St FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	03/27/2025	03/24/2025	04/14/2025
<i>Comments: PLEASE SUBMIT SITE PLAN (INCLUDE ALL SERVICE LINES)</i>										
	2025-006869-BR	9432 Byron Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	04/03/2025	03/25/2025	04/15/2025
	2025-006994-BR	9081 Emerson Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	2*	Yes	04/03/2025	03/31/2025	04/14/2025
<p><i>Comments: 1. NEED ZONING APPROVAL.</i> 2. PLEASE SUBMIT A SITE PLAN. 3. PLEASE SHOW A COMPLETE EXISTING/DEMOLITION PLAN. 4. PLEASE PROVIDE EXISTING EXTERIOR ELEVATIONS AND PROPOSED ON SEPARATE DRAWINGS. 5. SURVEY MAY BE USED ONLY AS REFERENCE. 6. SHOW HEADER DETAIL FOR ATT NEW WINDOW/DOOR LOCATION. 7. SHOW COMPLIANCE WITH FBC R P2708.1 8. SHOW SHOWER ENCLASURE TYPE, IF GLASS PLEASE SHOW AS CAT. 2. 9. FURTHER COMMENTS MAY FOLLOW AS PLANS ARE MISSING REQUIRED INFORMATION IN ORDER TO PERFORM A COMPLETE BUILDING REVIEW.</p>										
	2025-007217-BC	8995 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	2*	Yes	04/03/2025	04/03/2025	04/17/2025
	2025-007249-BC	9559 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	03/27/2025	03/26/2025	04/16/2025
	2025-007250-BR	711 Surfside Blvd FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	03/27/2025	03/26/2025	04/16/2025
<p><i>Comments: 1. PLEASE SUBMIT A CURRENT SURVEY.</i> 2. PLEASE SUBMIT A PROPER SITE PLAN AND SHOW LOCATION AND DETAILS OF WORK TO BE PERFORMED.</p>										
				Building	Requires Re-submit	2*	Yes	04/17/2025	03/31/2025	04/14/2025
<i>Comments: PENDING SURVEY</i>										

COMPLETED REVIEWS BY DUE DATE BY DEPARTMENT (04/14/2025 TO 04/18/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-007264-BC	9341 Collins Ave Fl 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	03/27/2025	03/26/2025	04/16/2025
	<i>Comments: 1. PLEASE SHOW SCOPE OF WORK ON PLANS, CURRENT FBC 2023, LEVEL OF ALTERATION AND OCCUPANCY TYPE. 2. SHOW TOTAL SQUARE FOOTAGE AREA OF FLOORING TO BE REPLACED. 3. SHOW SOUND PROOFING STC VALUE. 4. SUBMIT CONDO ASSOCIATION LETTER APPROVING THE SCOPE OF WORK.</i>									
	2025-007270	9524 Harding Ave Fl 33154	Sign Review	Building	Approved	1	Yes	04/10/2025	04/04/2025	04/18/2025
	2025-007275-BR	8843 Byron Ave Fl 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	04/03/2025	03/27/2025	04/17/2025
	<i>Comments: 1. PLEASE SHOW LOCATION OF DEMOLITION OF EXISTING CONCRETE FLOOR SLAB FOR NEW INSTALLATION OF SERVICE LINES. 2. SHOW MINIMUM WIDTH OF TRENCH FOR SLAB REPAIR. 3. SHOW COMPLIANCE WITH TERMITE PROTECTION REQUIREMENT AS PER FBC1816.1.3. 4. SHOW COMPLIANCE WITH FBC R307.1 AND FBC R P2708.</i>									
	2025-007288-BR	9016 Byron Ave Fl 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	04/10/2025	03/28/2025	04/18/2025
	<i>Comments: 1. PENDING ZONING APPROVAL. 2. NEED ORIGINAL SIGNATURE AND SEAL, AS THIS PLANS HAVE BEEN PRINTED AND ARE "NOT CONSIDERED SIGNED AND SEALED". 3. NEED MIAMI-DADE COUNTY DERM APPROVAL. 4. SHOW COMPLIANCE WITH FBC R319 (SITE ADDRESS NUMBER). 5. PLEASE SHOW LOCATION AND DIMENSIONS OF ROOF SCUPPERS AND EMERGENCY DRAINS ON ROOF PLAN. 6. PLEASE SHOW VERTICAL DIMENSIONS ON ALL SECTIONS AND EXTERIOR ELEVATIONS. 7. PLEASE SUBMIT ALL PRODUCT APPROVAL DOCUMENTS FOR ALL HURRICANE HANGERS, STRAPS, CLIP, ETC. 8. PLEASE SUBMIT CONSTRUCTION SITE EROSION AND SEDIMENTATION CONTROL FORM FILLED BY THE QUALIFIER.</i>									
	2025-007290-BC	9011 Gb Collins Ave Fl 33154	Building Review (Commercial)	Building	Approved	1	Yes	03/28/2025	03/28/2025	04/18/2025

TOTAL REVIEWS FOR ULISES FERNANDEZ: 12

TOTAL REVIEWS FOR BUILDING: 23

ELECTRICAL										
Candelario Martinez	2025-006994-BR	9081 Emerson Ave Fl 33154	Building Review (Residential)	Electrical	Approved	2*	Yes	03/25/2025	03/31/2025	04/14/2025
	2025-007028-Comm	9225 Collins Ave Fl 33154	Electrical Trade Review	Electrical	Approved	1	Yes	02/13/2025	03/26/2025	04/16/2025
	2025-007132-BC	9401 Collins Ave Fl 33154	Building Review (Commercial)	Electrical	Approved	2*	Yes	04/02/2025	04/01/2025	04/15/2025
	2025-007200-Comm	9225 Collins Ave Fl 33154	Electrical Trade Review	Electrical	Approved	1	Yes	03/24/2025	03/24/2025	04/14/2025
	2025-007247-BC	9499 Collins Ave Fl 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	03/26/2025	03/25/2025	04/15/2025
	2025-007267	9009 Byron Ave Fl 33154	Electrical Trade Review	Electrical	Approved	1	Yes	03/27/2025	03/26/2025	04/16/2025
	2025-007275-BR	8843 Byron Ave Fl 33154	Building Review (Residential)	Electrical	Approved	1	Yes	04/02/2025	03/27/2025	04/17/2025
	2025-007279-BC	9595 Collins Ave Fl 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	02/10/2025	03/28/2025	04/18/2025
	2025-007280-Comm	9559 Collins Ave Fl 33154	Electrical Trade Review	Electrical	Approved	1	Yes	03/31/2025	03/28/2025	04/18/2025
	2025-007281-Comm	9595 Collins Ave Fl 33154	Electrical Trade Review	Electrical	Approved	1	Yes	03/31/2025	03/28/2025	04/18/2025
	2025-007288-BR	9016 Byron Ave Fl 33154	Building Review (Residential)	Electrical	Approved	1	Yes	03/31/2025	03/28/2025	04/18/2025
	MEP-2025-007257	9149 Collins Ave Fl 33154	Electrical Trade Review	Electrical	Approved	1	Yes	03/26/2025	03/25/2025	04/15/2025
	MEP-2025-007258	9149 Collins Ave Fl 33154	Electrical Trade Review	Electrical	Approved	1	Yes	03/26/2025	03/25/2025	04/15/2025

COMPLETED REVIEWS BY DUE DATE BY DEPARTMENT (04/14/2025 TO 04/18/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	MEP-2025-007259	9149 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	03/26/2025	03/25/2025	04/15/2025
	MEP-2025-007260	9149 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	03/26/2025	03/25/2025	04/15/2025
	MEP-2025-007272	9425 Carlyle Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	03/31/2025	03/27/2025	04/17/2025
TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 16										

TOTAL REVIEWS FOR ELECTRICAL: 16

MECHANICAL										
Jan Perez	2025-006994-BR	9081 Emerson Ave FI 33154	Building Review (Residential)	Mechanical	Requires Re-submit	2*	Yes	03/31/2025	03/31/2025	04/14/2025
		<i>Comments: 1. need makeup air for kitchen hood 2. need heat load calculations 3. need AHRI Sheet for units</i>								
	2025-007248	9516 Harding Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	03/27/2025	03/25/2025	04/15/2025
	2025-007256	8858 Garland Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	03/27/2025	03/25/2025	04/15/2025
	2025-007275-BR	8843 Byron Ave FI 33154	Building Review (Residential)	Mechanical	Approved	1	Yes	03/27/2025	03/27/2025	04/17/2025
	2025-007279-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	10/03/2024	03/28/2025	04/18/2025
	2025-007288-BR	9016 Byron Ave FI 33154	Building Review (Residential)	Mechanical	Approved	1	Yes	04/01/2025	03/28/2025	04/18/2025
TOTAL REVIEWS FOR JAN PEREZ: 6										

TOTAL REVIEWS FOR MECHANICAL: 6

PLANNING/ZONING										
Scarlet Hammons	2023-004932	525 95Th St FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	04/11/2025	03/24/2025	04/14/2025
	2025-006869-BR	9432 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	03/26/2025	03/25/2025	04/15/2025
	2025-006924	9526 Harding Ave FI 33154	Sign Review	Planning/Zoning	Approved	2*	Yes	04/16/2025	04/07/2025	04/14/2025
	2025-006994-BR	9081 Emerson Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	2*	Yes	03/31/2025	03/31/2025	04/14/2025
		<i>Comments: As per scarlet's request: applicant needs to take out the Arch. sheets showing windows and doors as well as removing it from the scope of work in the plans because they need to go to Planning and zoning board meeting. RC</i>								
	2025-007250-BR	711 Surfside Blvd FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	03/27/2025	03/26/2025	04/16/2025
		<i>Comments: Provide narrative of what option 1 vs option 2. Choose one option. Provide current site survey signed and sealed. Provide lot coverage percentages front yard not to exceed 50%.</i>								
				Planning/Zoning	Approved	2*	Yes	04/16/2025	03/31/2025	04/14/2025
	2025-007270	9524 Harding Ave FI 33154	Sign Review	Planning/Zoning	Requires Re-submit	1	Yes	04/09/2025	04/04/2025	04/18/2025
		<i>Comments: provide dimensions of each window pane and calculations for the percentage of each pane the window signs are compared to the total size of the window. Window signs are limited to 30% of the size of the window</i>								
	2025-007288-BR	9016 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	04/21/2025	04/02/2025	04/18/2025

COMPLETED REVIEWS BY DUE DATE BY DEPARTMENT (04/14/2025 TO 04/18/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<i>Comments: Missing an outdoor lighting plan as now required for permitting of new houses. The plan must include all lighting fixed to the house as well as landscape lighting. The exterior lighting plan is required to comply with Ordinance No.24-1767. This is required at the time of permit application. The P&Z Board conditioned that the glass railing on the rear stairs be replaced with planters, similar to the front stairs.</i>										
TOTAL REVIEWS FOR SCARLET HAMMONS: 8										
TOTAL REVIEWS FOR PLANNING/ZONING: 8										
PLUMBING										
Roberto Conde	2024-006173-BR	500 93 St FI 33154	Building Review (Residential)	Plumbing	Approved	3*	Yes	04/02/2025	04/01/2025	04/15/2025
	2025-007030	9225 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	02/12/2025	03/26/2025	04/16/2025
	2025-007244	8888 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/28/2025	03/24/2025	04/14/2025
	2025-007247-BC	9499 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	03/26/2025	03/25/2025	04/15/2025
	2025-007255	8858 Garland Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/26/2025	03/25/2025	04/15/2025
	2025-007262	9149 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/19/2025	03/25/2025	04/15/2025
	2025-007263	9149 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/19/2025	03/25/2025	04/15/2025
	2025-007265	9201 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/28/2025	03/26/2025	04/16/2025
	2025-007266	9201 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/28/2025	03/26/2025	04/16/2025
	2025-007275-BR	8843 Byron Ave FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	03/28/2025	03/27/2025	04/17/2025
	2025-007279-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	02/28/2025	03/28/2025	04/18/2025
	2025-007287	716 88 St FI 33154	Plumbing Trade Review	Plumbing	Requires Re-submit	1	Yes	03/28/2025	03/28/2025	04/18/2025
<i>Comments: PROVIDE GAS PLANS WITH PERMIT APPLICATION....RC</i>										
	2025-007288-BR	9016 Byron Ave FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	03/28/2025	03/28/2025	04/18/2025
	MEP-2025-007273	9425 Carlyle Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/28/2025	03/27/2025	04/17/2025
	MEP-2025-007286	9073 Dickens Ave FI 33154	Plumbing Trade Review	Plumbing	Requires Re-submit	1	Yes	03/28/2025	03/28/2025	04/18/2025
<i>Comments: 1. INCLUDE THE REMOVAL AND RESETTING OF THE GAS STOVE IN YOUR DESCRIPTION OF WORK. PROVIDE PLANS THAT SHOWS A GAS PIPING ISOMETRIC, BTU SCHEDULE, SPECS FOR THE WATER HEATERS AND LOCATION OF THE APPLIANCES AND HEATERS AS PER THE 2023 FBC FUEL GAS CODE, PIPE SIZING, 401.1....RC</i>										
TOTAL REVIEWS FOR ROBERTO CONDE: 15										
TOTAL REVIEWS FOR PLUMBING: 15										
PUBLIC WORKS										
Andre Eugent	2025-007313	9011 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	04/04/2025	04/03/2025	04/17/2025
TOTAL REVIEWS FOR ANDRE EUGENT: 1										
TOTAL REVIEWS FOR PUBLIC WORKS: 1										
ROOF										
Ulises Fernandez	2025-007026-BR	9425 Carlyle Ave FI 33154	Roof Review	Roof	Approved	2*	Yes	04/03/2025	04/03/2025	04/17/2025

COMPLETED REVIEWS BY DUE DATE BY DEPARTMENT (04/14/2025 TO 04/18/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
TOTAL REVIEWS FOR ULISES FERNANDEZ: 1										
TOTAL REVIEWS FOR ROOF: 1										
STRUCTURAL										
Structural	2023-004932	525 95Th St FI 33154	Building Review (Residential)	Structural	Approved	1	Yes	04/11/2025	03/24/2025	04/14/2025
Reviewer	2025-006994-BR	9081 Emerson Ave FI 33154	Building Review (Residential)	Structural	Approved	2*	Yes	04/01/2025	03/31/2025	04/14/2025
	Comments: approved as per Structural reviewer on monday 3-31-3035									
	2025-007243-BR	9341 Bay Dr FI 33154	Building Review (Residential)	Structural	Approved	1	Yes	04/08/2025	03/24/2025	04/14/2025
	2025-007288-BR	9016 Byron Ave FI 33154	Building Review (Residential)	Structural	Requires Re-submit	1	Yes	04/01/2025	03/28/2025	04/18/2025
TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 4										
TOTAL REVIEWS FOR STRUCTURAL: 4										
GRAND TOTAL OF ALL REVIEWS: 74										

* This review is a resubmittal