



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.: 153-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: April 30, 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 21 to April 26, 2025.

This Report highlights the **62** total reviews performed by reviewer as follows:

- *Building/Structural* by Daniel Dominguez – 10 reviews;
- *Flood Review* by Erica Valdes – 7 reviews;
- *Building/Structural* by Ulises Fernandez – 8 reviews;
- *Electrical* by Candelario Martinez – 10 reviews;
- *Mechanical* by Jan Perez – 5 reviews;
- *Planning/Zoning* by Scarlet Hammons – 8 reviews;
- *Plumbing* by Roberto Conde – 7 reviews;
- *Public Works* by Andre Eugent – 2 reviews;
- *Roofing* by Ulises Fernandez – 3 reviews; and
- *Structural/Multi-Family* by Chrome Engineering – 2 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 21 – April 26, 2025)



ALL REVIEWS BY DUE DATE BY DEPARTMENT (04/21/2025 TO 04/26/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
BUILDING										
DANIEL DOMINGUEZ										
Permit Reviews	2023-004932	525 95Th St FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	04/16/2025	04/11/2025	04/25/2025
	2024-006604	9273 Byron Ave FI 33154	Pool Review	Building	Pending Assignment	3*	Yes		04/16/2025	04/23/2025
	2025-006933-BR	9033 Froude Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	2*	Yes		04/08/2025	04/22/2025
	2025-007072-BC	9429 Harding Ave FI 33154	Building Review (Commercial)	Building	Approved	5*	Yes	04/10/2025	04/10/2025	04/24/2025
	2025-007138-BR	9375 Bay Dr FI 33154	Building Review (Residential)	Building	Approved	3*	Yes	04/10/2025	04/09/2025	04/23/2025
	2025-007196-BC	9477 Harding Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	04/03/2025	03/31/2025	04/21/2025
	2025-007264-BC	9341 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	2*	Yes	04/09/2025	04/08/2025	04/22/2025
	2025-007295-BR	9181 Carlyle Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	04/03/2025	03/31/2025	04/21/2025
				Comments: NOT TILES INSTALLATION ONLY FLOOR DEMOLITION						
				Comments: 1. PLEASE SUBMIT A PROPER FLOOR PLAN (SHOW AND LABEL ROOMS). 2. PLEASE SHOW SCOPE OF WORK, CURRENT FBC 2023, LEVEL OF ALTERATION AND OCCUANCY TYPE.						
				Building	Approved	2*	Yes	04/10/2025	04/09/2025	04/23/2025
	2025-007315-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	04/17/2025	04/04/2025	04/25/2025
				Comments: 1- PROVIDE DETAILS FOR NEW DROP CEILING TO BE INSTALLED (ATTACHMENTS, METAL CHANNEL, ETC) 2- PROVIDE SCREWS PATTERN INSTALLATION FOR NEW WALLS PARTITIONS 3- PROVIDE DETAILS FOR NEW WALL INSTALLED AT BALCONIES. 4- ADDRESS ELECTRICAL AND PLUMBING COMMENTS.						
TOTAL REVIEWS FOR DANIEL DOMINGUEZ: 10										
ERICA VALDES										
Permit Reviews	2024-006324-BR	9260 Carlyle Ave FI 33154	Building Review (Residential)	Flood	In Review	3*	Yes		04/08/2025	04/23/2025
	2025-006933-BR	9033 Froude Ave FI 33154	Building Review (Residential)	Flood	Approved	2*	Yes	04/25/2025	04/08/2025	04/22/2025
				Comments: Please refer to Erica's denial email in files. 4/11/2025 My last correction comment is the same because they are not proving the correct Private appraisal as requested for me to approve this permit. As previously requested, I required the ACV Private Appraisal, the appraisal they continue to provide is for Real Estate sales and comparisons.						
	2025-007038-BR	624 90Th St FI 33154	Building Review (Residential)	Flood	Approved	1	Yes	04/02/2025	04/01/2025	04/22/2025
	2025-007095-BC	9165 Collins Ave FI 33154								

ALL REVIEWS BY DUE DATE BY DEPARTMENT (04/21/2025 TO 04/26/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
			Building Review (Commercial)	Flood	Requires Re-submit	1	Yes	04/03/2025	04/04/2025	04/21/2025
				<i>Comments: Good evening,</i> <i>This permit is denied pending:</i> <i>Please clarify if this is NEW construction or INTERIOR Build-out - Application says interior, plans say proposed.</i> <i>(If interior build-out then #2 is NOT required)</i> <i>Please provide most current ASCE 24-24 information for DFE on sheet A-004A</i> <i>1) Provide signed NPDES package</i> <i>2) Provide the SFWMD ERP permit and/or FDEP CGP whichever, is applicable.</i> <i>3) Provide DOH approval documentation for commercial pools</i> <i>AND</i> <i>4) A detailed cost estimate that includes all materials and labor.</i> <i>A Building Under Construction (BUC) will be required prior to building going vertical and a Final Elevation Certificate (FEC) is required prior to permit being finalized.</i>						
	2025-007228-BR	9157 Dickens Ave FI 33154	Building Review (Residential)	Flood	In Review	1	Yes		04/08/2025	04/23/2025
	2025-007249-BC	9559 Collins Ave FI 33154	Building Review (Commercial)	Flood	Approved	1	Yes	04/04/2025	04/04/2025	04/25/2025
				<i>Comments: Approved as per Erica's Email on 4/4/2025</i>						
	2025-007295-BR	9181 Carlyle Ave FI 33154	Building Review (Residential)	Flood	Approved	1	Yes	04/02/2025	03/31/2025	04/21/2025
				<i>Comments: Please refer to files for approval email</i>						
TOTAL REVIEWS FOR ERICA VALDES: 7										
ULISES FERNANDEZ										
Permit Reviews	2024-006324-BR	9260 Carlyle Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	3*	Yes		04/08/2025	04/22/2025
	2025-006994-BR	9081 Emerson Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	3*	Yes		04/11/2025	04/25/2025
	2025-007038-BR	624 90Th St FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	04/03/2025	04/01/2025	04/22/2025
				<i>Comments: 1. PLEASE SUBMIT 2 SETS.</i> <i>2. PLEASE SUBMIT A PROPER FLOOR PLAN (SHOW AND LABEL ALL ROOMS)</i> <i>3. PLEASE SHOW CURRENT FNC 2023, LEVEL OF ALTERATION AND OCCUPANCY TYPE.</i> <i>4. PLEASE MARK AND/OR CIRCLE ALL APPLICABLE DETAILS ON PRODUCT APPROVAL DOCUMENTS.</i>						
	2025-007071-BC	9341 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	03/06/2025	03/31/2025	04/21/2025
	2025-007201-Comm	9553 Harding Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	03/27/2025	04/03/2025	04/24/2025
				<i>Comments: NEED FIRE APPROVAL</i>						

ALL REVIEWS BY DUE DATE BY DEPARTMENT (04/21/2025 TO 04/26/2025)

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	2025-007275-BR	8843 Byron Ave FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	04/10/2025	04/10/2025	04/24/2025
	2025-007293	8955 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	03/31/2025	03/31/2025	04/21/2025
	2025-007296-BR	9133 Froude Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	04/03/2025	03/31/2025	04/21/2025
<i>Comments: PLEASE SUBMIT ORIGINAL JOB COPY AS REFERENCE.</i>										

TOTAL REVIEWS FOR ULISES FERNANDEZ: 8

TOTAL REVIEWS FOR BUILDING: 25

ELECTRICAL										
CANDELARIO MARTINEZ										
Permit Reviews	2023-005091-BC	8851 Harding Ave FI 33154	Building Review (Commercial)	Electrical	Approved	3*	Yes	10/17/2024	04/11/2025	04/25/2025
	2025-007003-Comm	9499 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	04/01/2025	04/01/2025	04/22/2025
	2025-007090	1400 Biscaya Dr FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	02/27/2025	04/04/2025	04/25/2025
	2025-007296-BR	9133 Froude Ave FI 33154	Building Review (Residential)	Electrical	Approved	1	Yes	04/01/2025	03/31/2025	04/21/2025
	2025-007299	525 95Th St FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	04/08/2025	04/03/2025	04/24/2025
	2025-007310	9081 Emerson Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	04/15/2025	04/03/2025	04/24/2025
	2025-007315-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	04/08/2025	04/04/2025	04/25/2025
<i>Comments: 1. Show location of all lighting fixtures and devices as well as all circuit numbers. 2. Show all smoke alarms and carbon monoxide detectors in the locations required by the FBC. 3. It appears that this design will include LED linear/strip lighting. Please show the following information on plans: a. Location and type of driver/transformer to be used for each. b. Specify type of LED in each location (length, wattage, etc.). c. Type and size/gauge of conductor to be used on secondary/LV side of drivers/transformers.</i>										
	MEP-2025-007067	9472 Harding Ave FI 33154	Electrical Trade Review	Electrical	Approved	2*	Yes	04/15/2025	04/11/2025	04/25/2025
	MEP-2025-007303	8995 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	04/02/2025	04/02/2025	04/23/2025
	MEP-2025-007307	9511 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	04/08/2025	04/03/2025	04/24/2025

TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 10

TOTAL REVIEWS FOR ELECTRICAL: 10

MECHANICAL										
JAN PEREZ										
Permit Reviews	2025-006994-BR	9081 Emerson Ave FI 33154	Building Review (Residential)	Mechanical	Requires Re-submit	3*	Yes	04/17/2025	04/11/2025	04/25/2025
<i>Comments: Condenser + Air handler not compatible (HRI) - S.V.</i>										
	2025-007004	9499 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	04/01/2025	04/01/2025	04/22/2025
	2025-007296-BR	9133 Froude Ave FI 33154	Building Review (Residential)	Mechanical	Approved	1	Yes	04/01/2025	03/31/2025	04/21/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (04/21/2025 TO 04/26/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-007300	9511 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	04/03/2025	04/02/2025	04/23/2025
	2025-007315-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	04/15/2025	04/04/2025	04/25/2025
TOTAL REVIEWS FOR JAN PEREZ: 5										

TOTAL REVIEWS FOR MECHANICAL: 5

PLANNING/ZONING

SCARLET HAMMONS

Permit Reviews	2023-005066	303 Surfside Blvd FI 33154	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	04/09/2025	04/04/2025	04/21/2025
	2023-005091-BC	8851 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	3*	Yes	04/14/2025	04/11/2025	04/25/2025
	2024-006324-BR	9260 Carlyle Ave FI 33154	Building Review (Residential)	Planning/Zoning	In Review	3*	Yes		04/08/2025	04/22/2025
	2024-006604	9273 Byron Ave FI 33154	Pool Review	Planning/Zoning	Requires Re-submit	3*	Yes	04/07/2025	04/16/2025	04/23/2025
					<i>Comments: CLARIFICATION FROM LETTER: SUBMIT TOTAL PERVIOUS AREA AND PERCENTAGE CALCULATIONS FOR THE REAR YARD, TO INCLUDE THE NEW PROPOSED POOL DECK. THE PREVIOUS CALCULATIONS PROVIDED DID NOT INCLUDE THE POOL DECK. NOTE: THE REAR YARD RUNS ALONG THE BUILDING STRUCTURE TO THE PROPERTY LINE. RECALCULATE AND RESUBMIT.</i>					
	2025-006933-BR	9033 Froude Ave FI 33154	Building Review (Residential)	Planning/Zoning	In Review	2*	Yes		04/08/2025	04/22/2025
	2025-006994-BR	9081 Emerson Ave FI 33154	Building Review (Residential)	Planning/Zoning	In Review	3*	Yes		04/11/2025	04/25/2025
	2025-007167-BR	9440 Abbott Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	2*	Yes	04/16/2025	04/07/2025	04/21/2025
					<i>Comments: The specs, material and visuals of the proposed "blanket" were not provided. Therefore, permit may not be approved. We strongly suggest a screening enclosure instead. You may keep the hedges around the perimeter in addition to enclosure. Please resubmit with narrative and specs for either approach.</i>					
	2025-007196-BC	9477 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	03/26/2025	03/31/2025	04/21/2025

TOTAL REVIEWS FOR SCARLET HAMMONS: 8

TOTAL REVIEWS FOR PLANNING/ZONING: 8

PLUMBING

ROBERTO CONDE

Permit Reviews	2025-006868-BC	9317 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	03/24/2025	03/20/2025	04/21/2025
	2025-006933-BR	9033 Froude Ave FI 33154	Building Review (Residential)	Plumbing	Approved	2*	Yes	04/09/2025	04/08/2025	04/22/2025
	2025-007009	9499 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	04/01/2025	04/01/2025	04/22/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (04/21/2025 TO 04/26/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-007296-BR	9133 Froude Ave FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	04/09/2025	03/31/2025	04/21/2025
	2025-007315-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Plumbing <i>Comments: DERM</i>	Requires Re-submit	1	Yes	04/07/2025	04/04/2025	04/25/2025
	MEP-2025-007294	724 90 St FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	04/02/2025	03/31/2025	04/21/2025
	MEP-2025-007308	9511 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	04/04/2025	04/03/2025	04/24/2025

TOTAL REVIEWS FOR ROBERTO CONDE: 7

TOTAL REVIEWS FOR PLUMBING: 7

PUBLIC WORKS

ANDRE EUGENT

Permit Reviews	2024-006324-BR	9260 Carlyle Ave FI 33154	Building Review (Residential)	Public Works	In Review	3*	Yes		04/08/2025	04/22/2025
	2025-007322	9133 Froude Ave FI 33154	Right of Way Review	Public Works	In Review	1	Yes		04/07/2025	04/21/2025

TOTAL REVIEWS FOR RANDY STOKES: 2

TOTAL REVIEWS FOR PUBLIC WORKS: 2

ROOF

ULISES FERNANDEZ

Permit Reviews	2025-007297-BC	9156 Collins Ave FI 33154	Roof Review	Roof	Requires Re-submit	1	Yes	04/03/2025	04/01/2025	04/22/2025
					<i>Comments: PLEASE SUBMIT 2 SETS FOR REVIEW</i>					
				Roof	Approved	2*	Yes	04/10/2025	04/10/2025	04/24/2025
	2025-007311-BR	9232 Byron Ave FI 33154	Roof Review	Roof	Approved	1	Yes	04/03/2025	04/03/2025	04/24/2025

TOTAL REVIEWS FOR ULISES FERNANDEZ: 3

TOTAL REVIEWS FOR ROOF: 3

STRUCTURAL

STRUCTURAL REVIEWER

Permit Reviews	2024-006324-BR	9260 Carlyle Ave FI 33154	Building Review (Residential)	Structural	Approved	3*	Yes	04/08/2025	04/08/2025	04/22/2025
	2025-006933-BR	9033 Froude Ave FI 33154	Building Review (Residential)	Structural	Approved	2*	Yes	04/15/2025	04/08/2025	04/22/2025
					<i>Comments: pending hardcopies (Please refer to email sent from Oscar on 04.15.25)</i>					

TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 2

TOTAL REVIEWS FOR STRUCTURAL: 2

GRAND TOTAL OF ALL REVIEWS: 62

** This review is a resubmittal*