



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.: 179-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: May 28, 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 May 19 to May 24, 2025.

This Report highlights the **53** total reviews performed by reviewer as follows:

- *Building/Structural* by Daniel Dominguez – 8 reviews;
- *Flood Review* by Erica Valdes – 2 reviews;
- *Building/Structural* by Ulises Fernandez – 2 reviews;
- *Electrical* by Candelario Martinez – 7 reviews;
- *Mechanical* by Jan Perez – 7 reviews;
- *Planning/Zoning* by Scarlet Hammons – 10 reviews;
- *Plumbing* by Roberto Conde – 6 reviews;
- *Building/Roofing* by Ulises Fernandez – 1 review;
- *Permit Reviews* by Manuel Salazar – 4 reviews;
- *Public Works* by Andre Eugent – 3 reviews; and
- *Structural/Multi-Family* by Chrome Engineering – 3 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 (May 19 – May 24, 2025)



ALL REVIEWS BY DUE DATE BY DEPARTMENT (05/19/2025 TO 05/24/2025) 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	2024-006604	9273 Byron Ave FI 33154	Pool Review	Building	Pending Assignment	4*	Yes		05/16/2025	05/23/2025
	2024-006735-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	04/30/2025	04/29/2025	05/20/2025
	2025-007367-BR	9517 Bay Dr FI 33154	Building Review (Residential)	Building	Approved <i>Comments: PENDING FLOOD REVIEW</i>	2*	Yes	05/12/2025	05/05/2025	05/19/2025
	2025-007372-BC	9011 Collins Ave FI	Building Review (Commercial)	Building	In Review	1	Yes		04/30/2025	05/21/2025
	2025-007373-BC	9455 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	05/05/2025	04/29/2025	05/20/2025
	2025-007416-BR	8858 Garland Ave FI 33154	Building Review (Residential)	Building	Approved <i>Comments: PENDING ZONING</i>	1	Yes	05/13/2025	05/02/2025	05/23/2025
	2025-007432-BC	9195 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved <i>Comments: PENDING ZONING TO APPROVE IT.</i>	1	Yes	05/08/2025	05/07/2025	05/22/2025
	2025-007435-BR	8858 Garland Ave FI 33154	Building Review (Residential)	Building	Approved <i>Comments: PENDING ZONING APPROVAL</i>	1	Yes	05/13/2025	05/02/2025	05/23/2025
TOTAL REVIEWS FOR DANIEL DOMINGUEZ: 8										
ERICA VALDES										
Permit Reviews	2025-007367-BR	9517 Bay Dr FI 33154	Building Review (Residential)	Flood	Approved <i>Comments: Permit is approved for alteration interior to main house NO GARAGE CONVERSION / NON-HABITABLE SPACE IN GARAGE AREA.</i>	2*	Yes	05/12/2025	05/05/2025	05/19/2025
	2025-007453-BC	9264 Harding Ave FI 33154	Building Review (Commercial)	Flood	Requires Re-submit	1	Yes	05/05/2025	05/02/2025	05/23/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (05/19/2025 TO 05/24/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<i>Comments: This permit will be denied pending:</i> 1- Elevation Certificate OR Private Appraisal with Actual Cash Value 2- A cost estimate to include labor and materials.										
<i>Okay- Flood Legend information found on Survey page 2</i> <i>Okay- (Not required; but customer provided) Erosion & Sediment measures on Sheet T-Cover Page</i>										
TOTAL REVIEWS FOR ERICA VALDES: 2										
MANUEL SALAZAR										
Permit Reviews	2023-005066	303 Surfside Blvd FI 33154	Building Review (Residential)	Flood	Approved	5*	Yes	05/05/2025	05/05/2025	05/19/2025
	2024-006173-BR	500 93 St FI 33154	Building Review (Residential)	Building	Approved	1	Yes	05/08/2025	05/08/2025	05/23/2025
	2025-007288-BR	9016 Byron Ave FI 33154	Building Review (Residential)	Building	Approved	3*	Yes	05/27/2025	05/08/2025	05/22/2025
	2025-007446	9540 Collins Ave FI 33154	Building Review (Commercial)	Building	In Review	1	Yes		04/30/2025	05/21/2025
TOTAL REVIEWS FOR MANUEL SALAZAR: 4										
ULISES FERNANDEZ										
Permit Reviews	2025-007439-BR	600 88Th St FI 33154	Building Review (Residential)	Building	Pending Assignment	1	Yes		05/01/2025	05/22/2025
	2025-007453-BC	9264 Harding Ave FI 33154	Building Review (Commercial)	Building	In Review	1	Yes		05/02/2025	05/23/2025
TOTAL REVIEWS FOR ULISES FERNANDEZ: 2										
TOTAL REVIEWS FOR BUILDING: 16										
ELECTRICAL										
CANDELARIO MARTINEZ										
Permit Reviews	2025-007341-BR	300 Surfside Blvd FI 33154	Building Review (Residential)	Electrical	Requires Re-submit	1	Yes	04/23/2025	04/21/2025	05/21/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (05/19/2025 TO 05/24/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
				<i>Comments: It appears that this is a multifamily unit with two existing meters. However, an interior stairwell has been included between the units in this design, and it does not appear to have any doors/separations.</i> <i>PLEASE STATE OCCUPANCY TYPE CLEARLY SO APPLICABLE CODE REQUIREMENTS MAY BE APPLIED.</i>						
	2025-007372-BC	9011 Collins Ave FI	Building Review (Commercial)	Electrical	Approved	2*	Yes	05/13/2025	05/09/2025	05/23/2025
				Electrical	Requires Re-submit	1	Yes	05/01/2025	04/30/2025	05/21/2025
				<i>Comments: 1. Please verify manufactures specifications for transformer spacing and show separation required between transformers.</i> <i>2. Also pending proof of MDC fire approval.</i>						
	2025-007438	9332 Bay Dr FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	05/07/2025	04/29/2025	05/20/2025
				<i>Comments: 1. Any room with a closet shall be treated like a bedroom (including the study) and shall require a smoke alarm.</i> <i>2. A smoke alarm shall also be required at the base of the stairs on the ground level.</i>						
	2025-007453-BC	9264 Harding Ave FI 33154	Building Review (Commercial)	Electrical	In Review	1	Yes		05/02/2025	05/23/2025
				<i>Comments: Please show on plans the FPL letter with transformer fault information as well as the AIC calculation for verification of service equipment AIC rating.</i>						
	2025-007454	9195 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	05/06/2025	05/02/2025	05/23/2025
	MEP-2025-007422	9520 Harding Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	05/01/2025	04/30/2025	05/21/2025
				<i>Comments: Sub to approved master 2025-007173</i>						

TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 7

TOTAL REVIEWS FOR ELECTRICAL: 7

MECHANICAL

JAN PEREZ

Permit Reviews	2025-007341-BR	300 Surfside Blvd FI 33154	Building Review (Residential)	Mechanical	Approved	1	Yes	04/29/2025	04/21/2025	05/21/2025
	2025-007372-BC	9011 Collins Ave FI	Building Review (Commercial)	Mechanical	Approved	1	Yes	05/01/2025	04/30/2025	05/21/2025
	2025-007444	9481 Harding Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	05/01/2025	04/30/2025	05/21/2025
	2025-007453-BC	9264 Harding Ave FI 33154	Building Review (Commercial)	Mechanical	In Review	1	Yes		05/02/2025	05/23/2025
	2025-007454	9195 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Requires Re-submit	1	Yes	05/15/2025	05/02/2025	05/23/2025
				<i>Comments: missing AHRI sheet</i>						
	MEP-2025-007415	9520 Harding Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	05/01/2025	04/30/2025	05/21/2025
	MEP-2025-007442	9273 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	05/22/2025	05/01/2025	05/22/2025

TOTAL REVIEWS FOR JAN PEREZ: 7

TOTAL REVIEWS FOR MECHANICAL: 7

PLANNING/ZONING

ALL REVIEWS BY DUE DATE BY DEPARTMENT (05/19/2025 TO 05/24/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
SCARLET HAMMONS										
Permit Reviews	2024-005391	9040 Abbott Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	05/07/2025	05/05/2025	05/20/2025
	2024-006604	9273 Byron Ave FI 33154	Pool Review	Planning/Zoning	In Review	4*	Yes		05/16/2025	05/23/2025
	2025-007045	9024 Abbott Ave FI 33154	Pool Review	Planning/Zoning	Requires Re-submit	2*	Yes	05/14/2025	05/12/2025	05/19/2025
				<i>Comments: 1. SUBMIT SITE SURVEY 2. ALL EQUIPMENT SHALL BE SCREENED BY A PHYSICAL BARRIER BESIDES SHRUBBERY. LANDSCAPING DOES NOT REDUCE NOISE. 3. PVC FENCE MATERIAL IS PROHIBITED AS PER SEC. 90-56.14.</i>						
	2025-007288-BR	9016 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	3*	Yes	05/14/2025	05/08/2025	05/22/2025
	2025-007296-BR	9133 Froude Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	04/28/2025	04/28/2025	05/19/2025
	2025-007416-BR	8858 Garland Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	05/05/2025	05/02/2025	05/23/2025
				<i>Comments: 1. HEIGHT: ALL CONSTRUCTION FENCES SHALL BE AT LEAST SIX FEET HIGH AND NO HIGHER THAN EIGHT FEET. REVISE PLANS AND RESUBMIT. 2. MATERIAL: CHAIN-LINK FENCES MAY BE PERMITTED TO BE UTILIZED AS A TEMPORARY CONSTRUCTION FENCE AS LONG AS THEY HAVE CANVAS (OR SIMILAR MATERIAL) BACKING OR MESHING FOR A PERIOD OF NO LONGER THAN 18 MONTHS 3. ACCESS GATES: ALL TEMPORARY CONSTRUCTION FENCES SHALL CONTAIN ACCESS GATES WITH A MINIMUM CLEAR OPENING WIDTH OF 12 FEET. ACCESS GATES MUST BE PROVIDED AT THE FRONT AND REAR OF THE ENCLOSURE. GATES MUST BE KEPT UNLOCKED DURING INSPECTION HOURS.</i>						
	2025-007435-BR	8858 Garland Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	05/05/2025	05/02/2025	05/23/2025
				<i>Comments: FRONT YARD PERMEABILITY CALCULATIONS MUST INCLUDE ALL AREAS BORDERING THE BUILDING OUT TO THE PROPERTY LINE. NOT JUST THE 20FT SETBACK. RECALCULATE AND RESUBMIT.</i>						
	2025-007439-BR	600 88Th St FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	05/21/2025	05/01/2025	05/22/2025
	2025-007450-BR	8920 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	05/05/2025	05/01/2025	05/22/2025
	2025-007453-BC	9264 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	1	Yes	05/21/2025	05/02/2025	05/23/2025
				<i>Comments: Submit a demolition plan, show what is existing and what is proposed to change. Is this a garage conversion to a bedroom? If so, confirm parking is available for two cars on the property. Will any changes be made to the exterior front of the home? If so, show the existing and proposed changes on the elevations. Submit a written narrative to address these comments and questions. Additional review comments may be provided.</i>						

TOTAL REVIEWS FOR SCARLET HAMMONS: 10

TOTAL REVIEWS FOR PLANNING/ZONING: 10

PLUMBING

ALL REVIEWS BY DUE DATE BY DEPARTMENT (05/19/2025 TO 05/24/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
ROBERTO CONDE										
Permit Reviews	2025-007341-BR	300 Surfside Blvd FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	04/21/2025	04/21/2025	05/21/2025
	2025-007372-BC	9011 Collins Ave FI	Building Review (Commercial)	Plumbing	Requires Re-submit	1	Yes	04/30/2025	04/30/2025	05/21/2025
	2025-007445	9272 Abbott Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	04/30/2025	04/30/2025	05/21/2025
	2025-007453-BC	9264 Harding Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	05/05/2025	05/02/2025	05/23/2025
	MEP-2025-007423	9520 Harding Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	04/30/2025	04/30/2025	05/21/2025
	MEP-2025-007449	9273 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Requires Re-submit	1	Yes	05/05/2025	05/01/2025	05/22/2025
<i>Comments: PROVIDE AN IRRIGATION PLAN FOR REVIEW. SHOW LOCATION OF PRESSURE VACUUM BREAKER ON PLAN. SHOW LOCATIONS OF SPRINKLER HEADS AND SHOW PIPE SIZES ON PLANS AS PER THE 2023 FBC PLUMBING, IRRIGATION SECTION 318. IRRIGATION SPRINKLER SYSTEMS AND SPRAY HEADS SHALL NOT BE INSTALLED WITHIN 1 FOOT OF THE BUILDING SIDEWALL. THANKS, ROBERTO CONDE, 305-216-9276</i>										

TOTAL REVIEWS FOR ROBERTO CONDE: 6

TOTAL REVIEWS FOR PLUMBING: 6

PUBLIC WORKS

ANDRE EUGENT

Permit Reviews	2024-005391	9040 Abbott Ave FI 33154	Building Review (Residential)	Public Works	Not Required	1	Yes		05/05/2025	05/20/2025
	2025-007421		Right of Way Review	Public Works	Approved	1	Yes	05/07/2025	05/06/2025	05/20/2025
	2025-007472	8925 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	05/06/2025	05/06/2025	05/20/2025

TOTAL REVIEWS FOR ANDRE EUGENT: 3

TOTAL REVIEWS FOR PUBLIC WORKS: 3

ROOF

ULISES FERNANDEZ

Permit Reviews	2025-007440-BR	525 95Th St FI 33154	Roof Review	Roof	In Review	1	Yes		05/02/2025	05/23/2025
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TOTAL REVIEWS FOR ULISES FERNANDEZ: 1

TOTAL REVIEWS FOR ROOF: 1

STRUCTURAL

STRUCTURAL REVIEWER

Permit Reviews	2025-007045	9024 Abbott Ave FI 33154	Pool Review	Structural	Requires Re-submit	2*	Yes	05/19/2025	05/13/2025	05/19/2025
	2025-007288-BR	9016 Byron Ave FI 33154	Building Review (Residential)	Structural	Approved	3*	Yes	05/19/2025	05/08/2025	05/22/2025
	2025-007453-BC	9264 Harding Ave FI 33154								

ALL REVIEWS BY DUE DATE BY DEPARTMENT (05/19/2025 TO 05/24/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
			Building Review (Commercial)	Structural	Approved	1	Yes	05/09/2025	05/02/2025	05/23/2025
TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 3										
TOTAL REVIEWS FOR STRUCTURAL: 3										
GRAND TOTAL OF ALL REVIEWS: 53										

* This review is a resubmittal