



**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.: 186-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: June 2, 2025

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

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The purpose of this Letter to Commission (LTC) is to transmit the attached Plan Review Activity Report for the period May 26 to May 31, 2025.

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

- *Building/Structural* by Daniel Dominguez – 14 reviews;
- *Flood Review* by Erica Valdes – 3 reviews;
- *Building/Structural* by Ulises Fernandez – 4 reviews;
- *Electrical* by Candelario Martinez – 7 reviews;
- *Mechanical* by Jan Perez – 6 reviews;
- *Planning/Zoning* by Scarlet Hammons – 12 reviews;
- *Plumbing* by Roberto Conde – 6 reviews;
- *Building/Roofing* by Ulises Fernandez – 1 review;
- *Permit Reviews* by Manuel Salazar – 1 review;
- *Public Works* by Andre Eugent – 4 reviews; 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 (May 26 – May 31, 2025)



## ALL REVIEWS BY DUE DATE BY DEPARTMENT (05/26/2025 TO 05/31/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<b>BUILDING</b>										
DANIEL DOMINGUEZ										
Permit Reviews	2025-007237-BR	408 Surfside Blvd FI 33154	Building Review (Residential)	Building	Pending Assignment	2*	Yes		05/14/2025	05/29/2025
	2025-007355-BR	9341 Bay Dr FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	05/13/2025	05/13/2025	05/28/2025
				<i>Comments: BUILDING IS APROVED BUT PENDING STRUCTURAL ENGINEER AND ZONING APPROVAL</i>						
	2025-007366-BR	8951 Garland Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	05/27/2025	05/06/2025	05/28/2025
				<i>Comments: PENDING ZONING PLANS REVIEW</i>						
	2025-007413-BR	9517 Byron Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	05/07/2025	05/06/2025	05/28/2025
				<i>Comments: PLANS REVIEW DENIED DUE TO: - PROVIDE: 1- ALTERATION LEVEL (R1, R2 OR R3) 2- NEW ROOF SHEATHING NAILING PATTERN. 3- NEW ROOF AND WINDOWS AND DOOR AS PER SEPARATE PERMITS. 4- PROVIDE FLOOD ELEVATION ON PLANS. 5- ADDRESS ELECTRICAL COMMENTS 6- PENDING TO CHECK MECHANICAL, PLUMBING AND FLOOD</i>						
	2025-007420-BR	9341 Bay Dr FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	05/13/2025	05/12/2025	05/27/2025
	2025-007455-BC	9472 Harding Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	05/14/2025	05/05/2025	05/27/2025
	2025-007459-BC	9272 Bay Dr FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	05/06/2025	05/05/2025	05/27/2025
				<i>Comments: 1- Wind loads calculations must be signed by an Engineer/architect certified in Florida state or provide Miami Dade County Wind load chart for openings based on ASCE 7-22</i>						
	2025-007463-BC	9472 Harding Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	05/12/2025	05/06/2025	05/28/2025
				<i>Comments: PENDING ZONING APPROVAL</i>						
	2025-007464-BC	9472 Harding Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	05/12/2025	05/06/2025	05/28/2025
	2025-007480-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	05/08/2025	05/08/2025	05/30/2025
	2025-007482-BR	9065 Froude Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	05/12/2025	05/08/2025	05/30/2025
				<i>Comments: PENDING STRUCTURAL ENGINEER TO APPROVE IT.</i>						
	2025-007483-BR	8925 Dickens Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	05/12/2025	05/08/2025	05/30/2025
				<i>Comments: IN ORDER TO APPROVE FINAL INSPECTION PROVIDE A SELFLOCKING LATCH FOR POOL INSTALLED AT 54" OVER THE GROUNDS.</i>						
	2025-007496	9195 Collins Ave FI 33154	Pool Review	Building	Approved	1	Yes	05/14/2025	05/13/2025	05/28/2025
	2025-007508	9480 Harding Ave FI 33154	Sign Review	Building	Approved	1	Yes	05/19/2025	05/14/2025	05/29/2025

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<i>Comments: PENDING ELECTRICAL REVIEW</i>										
TOTAL REVIEWS FOR DANIEL DOMINGUEZ: 14										
ERICA VALDES										
Permit Reviews	2024-006747-BR	8841 Garland Ave FI 33154	Building Review (Residential)	Flood	Approved	5*	Yes	05/14/2025	05/14/2025	05/29/2025
<i>Comments: I will accept the Private Appraisal as stated in previous email for approving this permit.</i>										
<i>I will not accept the Elevation Certificate as part of approval. (the ACV appraisal is sufficient for this approval)</i>										
<i>A Final Elevation Certificate is required once the addition is completed, please keep in mind Elevation Certificate forms must be filled out accurately and completely.... 0 or zeroes are not allowed only N/A where applicable</i>										
<i>*Permit is approved by Flood*</i>										
	2025-007237-BR	408 Surfside Blvd FI 33154	Building Review (Residential)	Flood	Requires Re-submit	2*	Yes	05/27/2025	05/14/2025	05/29/2025
<i>Comments: Denied as per Erica's email:</i>										
<i>This permit is denied again pending:</i>										
<i>-All elevations to be in NGVD and not in NAVD</i>										
<i>-Please provide AVERAGES for crown of road and back of sidewalk (provide a flood legend format)</i>										
<i>-An Elevation Certificate to show new construction in compliance OR an ACV Private Appraisal</i>										
	2025-007459-BC	9272 Bay Dr FI 33154	Building Review (Commercial)	Flood	Approved	1	Yes	05/06/2025	05/05/2025	05/27/2025
TOTAL REVIEWS FOR ERICA VALDES: 3										
MANUEL SALAZAR										
Permit Reviews	2025-007461-BR	9317 Dickens Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	05/08/2025	05/05/2025	05/27/2025
TOTAL REVIEWS FOR MANUEL SALAZAR: 1										
ULISES FERNANDEZ										
Permit Reviews	2024-005973-BC	8801 Collins Ave FI 33154	Building Review (Commercial)	Building	In Review	2*	Yes		05/15/2025	05/30/2025
	2024-006747-BR	8841 Garland Ave FI 33154	Building Review (Residential)	Building	Approved	5*	Yes	05/22/2025	05/14/2025	05/29/2025
	2025-007448	9472 Harding Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	05/01/2025	05/05/2025	05/27/2025
<i>Comments: Approved by Building Official Manuel Salazar</i>										
	2025-007457-BC	9472 Harding Ave FI 33154								

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (05/26/2025 TO 05/31/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
			Building Review (Commercial)	Building	Pending Assignment	1	Yes		05/05/2025	05/27/2025
TOTAL REVIEWS FOR ULISES FERNANDEZ: 4										
TOTAL REVIEWS FOR BUILDING: 22										
ELECTRICAL										
CANDELARIO MARTINEZ										
Permit Reviews	2025-007016-Comm	9401 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	03/25/2025	05/07/2025	05/29/2025
	2025-007070	1385 Biscaya Dr FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	05/07/2025	05/07/2025	05/29/2025
				Comments: approved as per master plans and permit approval						
	2025-007413-BR	9517 Byron Ave FI 33154	Building Review (Residential)	Electrical	Requires Re-submit	1	Yes	05/07/2025	05/06/2025	05/28/2025
				Comments: Please indicate NEMA rating of exterior electrical equipment. All exterior electrical equipment must comply with the corrosion resistance requirements of article 110.28 of the NEC (3x minimum).						
	2025-007460-BR	9455 Collins Ave FI 33154	Building Review (Residential)	Electrical	Approved	1	Yes	05/06/2025	05/05/2025	05/27/2025
	2025-007496	9195 Collins Ave FI 33154	Pool Review	Electrical	In Review	1	Yes		05/13/2025	05/28/2025
	MEP-2025-007412	8995 Collins Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	05/08/2025	05/07/2025	05/29/2025
				Comments: Please include an electrical page with all electrical details and specifications.						
	MEP-2025-007467	9165 Collins Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	05/08/2025	05/07/2025	05/29/2025
				Comments: It appears that neither linked master permit (23-5097 or 25-7095) have been reviewed by electrical and approved.						
TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 7										
TOTAL REVIEWS FOR ELECTRICAL: 7										
MECHANICAL										
JAN PEREZ										
Permit Reviews	2024-006173-BR	500 93 St FI 33154	Building Review (Residential)	Mechanical	Approved	2*	Yes	05/13/2025	05/13/2025	05/28/2025
	2025-007404-BC	8877 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Requires Re-submit	1	Yes	05/06/2025	05/05/2025	05/27/2025
				Comments: need engineer plans for unit on roof/uplift						
	2025-007413-BR	9517 Byron Ave FI 33154	Building Review (Residential)	Mechanical	Approved	1	Yes	05/08/2025	05/06/2025	05/28/2025
	MEP-2025-007384	9149 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	05/08/2025	05/06/2025	05/28/2025
	MEP-2025-007385	9149 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	05/08/2025	05/06/2025	05/28/2025
	MEP-2025-007387	9149 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	05/15/2025	05/06/2025	05/28/2025
TOTAL REVIEWS FOR JAN PEREZ: 6										
TOTAL REVIEWS FOR MECHANICAL: 6										

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Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<b>PLANNING/ZONING</b>										
SCARLET HAMMONS										
Permit Reviews	2025-007237-BR	408 Surfside Blvd FI 33154	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	05/14/2025	05/14/2025	05/29/2025
	2025-007355-BR	9341 Bay Dr FI 33154	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	05/20/2025	05/13/2025	05/28/2025
	2025-007413-BR	9517 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	05/28/2025	05/06/2025	05/28/2025
				<i>Comments: 1. PROVIDE PLANTERS IN FRONT OF GARAGE. AS PER SEC. 90-50, IF THE GARAGE ENTRANCE IS LOCATED AT THE FRONT OR PRIMARY CORNER OF THE PROPERTY, LANDSCAPING SHALL BE PROVIDED ALONG THE BASE OF THE NEW EXTERIOR WALL. WHEN THE INSTALLATION OF LANDSCAPING RESULTS IN INSUFFICIENT OFF-STREET PARKING, A LANDSCAPED PLANTER SHALL BE PERMITTED IN LIEU OF THE REQUIRED LANDSCAPING. 2. ALL NEW WINDOWS MUST MATCH EXISTING WINDOWS. 3. SUBMIT SEPARATE PERMIT FOR ANY NEW RAILINGS, FENCE, LANDSCAPING AND/OR PORCH.</i>						
	2025-007432-BC	9195 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	1	Yes	05/14/2025	05/07/2025	05/29/2025
				<i>Comments: 1. PORTA JOHN MUST BE ENCLOSED WITHIN THE CONSTRUCTION FENCE 2. CHAIN LINKED FENCE MUST BE COVERED WITH CANVAS (OR SIMILAR MATERIAL) BACKING OR MESHING. MAY BE UTILIZED AS A TEMPORARY CONSTRUCTION FENCE FOR A PERIOD OF NO LONGER THAN 18 MONTHS, PROVIDED THEY ARE NEATLY DESIGNED AND MAINTAINED. 3. EXPLAIN WHAT IS INTENDED WITH "POP-UP WOOD DECK, POP-UP CONCRETE DECK, AND ROOF HATCH" AS SHOWN ON FILE.</i>						
	2025-007435-BR	8858 Garland Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	05/28/2025	05/14/2025	05/29/2025
	2025-007455-BC	9472 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	05/05/2025	05/05/2025	05/27/2025
	2025-007457-BC	9472 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	1	Yes	05/05/2025	05/05/2025	05/27/2025
				<i>Comments: SPECIFY WHICH COLOR FABRIC IS PROPOSED ON APPLICATION</i>						
	2025-007463-BC	9472 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	1	Yes	05/07/2025	05/06/2025	05/28/2025
				<i>Comments: PROVIDE COLOR SWATCH AND MATERIAL TYPE DETAILS. IT CAN BE PHYSICAL OR DIGITAL.</i>						
				Planning/Zoning	Approved	2*	Yes	05/12/2025	05/12/2025	05/27/2025
				<i>Comments: FABRIC COLOR FOG (82024-0000) APPROVED TO BE USED</i>						
	2025-007464-BC	9472 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	05/07/2025	05/06/2025	05/28/2025
	2025-007480-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	1	Yes	05/14/2025	05/08/2025	05/30/2025
				<i>Comments: SUBMIT SYNTHETIC TURF SPECS AND MATERIALS WITH THIS TURF APPLICATION. ADHERE TO SEC. 90-87 (15). SEE UPLOADED PDF FOR SPECIFIC REQUIREMENTS UNDER "FILES".</i>						
	2025-007483-BR	8925 Dickens Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	05/28/2025	05/08/2025	05/30/2025
TOTAL REVIEWS FOR SCARLET HAMMONS: 12										

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TOTAL REVIEWS FOR PLANNING/ZONING: 12										
PLUMBING										
ROBERTO CONDE										
Permit Reviews	2025-007023	9401 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/21/2025	05/06/2025	05/28/2025
	2025-007413-BR	9517 Byron Ave FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	05/09/2025	05/06/2025	05/28/2025
	2025-007426	919 Gb 92 St FI 33154	Plumbing Trade Review	Plumbing	In Review	1	Yes		05/08/2025	05/30/2025
	2025-007460-BR	9455 Collins Ave FI 33154	Building Review (Residential)	Plumbing	In Review	1	Yes		05/05/2025	05/27/2025
	2025-007496	9195 Collins Ave FI 33154	Pool Review	Plumbing	In Review	1	Yes		05/13/2025	05/28/2025
	MEP-2025-007466	9165 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	In Review	1	Yes		05/07/2025	05/29/2025
TOTAL REVIEWS FOR ROBERTO CONDE: 6										
TOTAL REVIEWS FOR PLUMBING: 6										
PUBLIC WORKS										
ANDRE EUGENT										
Permit Reviews	2025-007462	200 96Th St FI 33154	Right of Way Review	Public Works	Approved	1	Yes	05/14/2025	05/13/2025	05/28/2025
	2025-007473	9400 Abbott Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	05/13/2025	05/12/2025	05/27/2025
	2025-007492	524 94Th St FI 33154	Right of Way Review	Public Works	Approved	1	Yes	05/14/2025	05/14/2025	05/29/2025
	2025-007503	8911 Collins Ave FI 33154	Right of Way Review	Public Works	In Review	1	Yes		05/13/2025	05/28/2025
TOTAL REVIEWS FOR ANDRE EUGENT: 4										
TOTAL REVIEWS FOR PUBLIC WORKS: 4										
ROOF										
ULISES FERNANDEZ										
Permit Reviews	2025-007436-BR	9332 Carlyle Ave FI 33154	Roof Review	Roof	In Review	1	Yes		05/06/2025	05/28/2025
TOTAL REVIEWS FOR ULISES FERNANDEZ: 1										
TOTAL REVIEWS FOR ROOF: 1										
STRUCTURAL										
STRUCTURAL REVIEWER										
Permit Reviews	2025-007355-BR	9341 Bay Dr FI 33154	Building Review (Residential)	Structural	Approved	2*	Yes	05/19/2025	05/13/2025	05/28/2025
	2025-007366-BR	8951 Garland Ave FI 33154	Building Review (Residential)	Structural	Approved	1	Yes	05/26/2025	05/06/2025	05/28/2025
	2025-007482-BR	9065 Froude Ave FI 33154	Building Review (Residential)	Structural	Approved	1	Yes	05/19/2025	05/08/2025	05/30/2025
	2025-007496	9195 Collins Ave FI 33154	Pool Review	Structural	Requires Re-submit	1	Yes	05/27/2025	05/13/2025	05/28/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (05/26/2025 TO 05/31/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 4										
TOTAL REVIEWS FOR STRUCTURAL: 4										
GRAND TOTAL OF ALL REVIEWS: 62										

\* This review is a resubmittal