



**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.: 194-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: June 9, 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 June 2 to June 7, 2025.

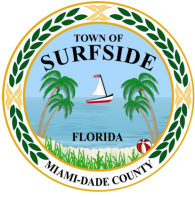
This Report highlights the **69** total reviews performed by reviewer as follows:

- *Building/Structural* by Daniel Dominguez – 13 reviews;
- *Flood Review* by Erica Valdes – 1 review;
- *Building/Structural* by Ulises Fernandez – 6 reviews;
- *Electrical* by Candelario Martinez – 13 reviews;
- *Mechanical* by Jan Perez – 6 reviews;
- *Planning/Zoning* by Scarlet Hammons – 8 reviews;
- *Plumbing* by Roberto Conde – 8 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 – 8 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 (June 2 – June 7, 2025)



## ALL REVIEWS BY DUE DATE BY DEPARTMENT (06/02/2025 TO 06/07/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
BUILDING										
Daniel Dominguez	2025-006882-BR	8835 Byron Ave FI 33154	Building Review (Residential)	Building	Approved	3*	Yes	05/22/2025	05/21/2025	06/05/2025
	2025-007315-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	2*	Yes	05/19/2025	05/16/2025	06/02/2025
	2025-007401-BR	8834 Hawthorne Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	05/13/2025	05/12/2025	06/03/2025
	2025-007411-BR	9517 Bay Dr FI 33154	Building Review (Residential)	Building	Approved	1	Yes	05/12/2025	05/09/2025	06/02/2025
	2025-007441-BC	9195 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	05/14/2025	05/14/2025	06/05/2025
	2025-007471-BC	9499 Collins Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	05/12/2025	05/09/2025	06/02/2025
	Comments: 1- PENDING STRUTURAL ENGINEER REVIEW 2- ANY WORK ON THE ROOF NEEDS A SEPARATE PERMIT 3- PROVIDE SPECIAL INSPECTOR FORM			Building	Pending Assignment	2*	Yes		05/22/2025	06/06/2025
	2025-007478-BR	9272 Bay Dr FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	05/13/2025	05/12/2025	06/03/2025
	Comments: PROVIDE WIND LOADS CALCULATIONS AS PER MIAMI DDE WIND LOAD CHART ASCE 7-22 OR ENGINEERING CALCULATIONS.			Building	Approved	2*	Yes	05/27/2025	05/22/2025	06/06/2025
	2025-007481-BR	9133 Froude Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	05/13/2025	05/12/2025	06/03/2025
Comments: PENDING STRUCTURAL ENGINEER APPROVAL			Building	Approved	1	Yes	05/15/2025	05/12/2025	06/03/2025	
2025-007484-BR	9072 Byron Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	05/15/2025	05/15/2025	06/06/2025	
2025-007512-BC	9341 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	05/15/2025	05/15/2025	06/06/2025	
2025-007520-BR	9341 Carlyle Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	05/22/2025	05/15/2025	06/06/2025	
Comments: PROVIDE THE REVISION IN THE HOUSE SURVEY WHERE WE CAN SEE THE ENTIRE WORK TO BE DONE, PENDING ZONING										
TOTAL REVIEWS FOR DANIEL DOMINGUEZ: 13										
Erica Valdes	2025-007401-BR	8834 Hawthorne Ave FI 33154	Building Review (Residential)	Flood	Approved	1	Yes	05/13/2025	05/13/2025	06/04/2025
TOTAL REVIEWS FOR ERICA VALDES: 1										
Manuel Salazar	2025-007452-BR	9341 Carlyle Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	05/13/2025	05/09/2025	06/02/2025
TOTAL REVIEWS FOR MANUEL SALAZAR: 1										
Ulises Fernandez	2025-007131-BR	8818 Hawthorne Ave FI 33154	Building Review (Residential)	Building	In Review	3*	Yes		05/16/2025	06/02/2025
	2025-007250-BR	711 Surfside Blvd FI 33154	Building Review (Residential)	Building	Approved	3*	Yes	05/22/2025	05/22/2025	06/06/2025

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (06/02/2025 TO 06/07/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-007409-BC	9531 Harding Ave 33154	Building Review (Commercial)	Building	In Review	1	Yes		05/09/2025	06/02/2025
	2025-007447-BR	9450 Bay Dr FI 33154	Building Review (Residential)	Building	Approved	1	Yes	05/22/2025	05/15/2025	06/06/2025
	2025-007479-BC	8877 Collins Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	06/03/2025	05/12/2025	06/03/2025
<i>Comments: PLEASE SHOW CLEARLY LOCATION OF POD WITH DIMENSIONS. INCLUDE SET-BACK SEPARATION DIMENSIONS.</i>										
	Recert. -2025-007486	8900 Collins Ave FI 33154	Building Review (Commercial)	Building	Pending Assignment	1	Yes		05/09/2025	06/02/2025

TOTAL REVIEWS FOR ULISES FERNANDEZ: 6

TOTAL REVIEWS FOR BUILDING: 21

ELECTRICAL										
Candelario Martinez	2024-006504	8801 Emerson Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	04/15/2025	05/14/2025	06/05/2025
	2025-007315-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Approved	2*	Yes	05/20/2025	05/16/2025	06/02/2025
	2025-007409-BC	9531 Harding Ave 33154	Building Review (Commercial)	Electrical	In Review	1	Yes		05/09/2025	06/02/2025
	2025-007434-Comm	9165 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	05/13/2025	05/12/2025	06/03/2025
	2025-007447-BR	9450 Bay Dr FI 33154	Building Review (Residential)	Electrical	Approved	1	Yes	05/20/2025	05/15/2025	06/06/2025
	2025-007493-Comm	9499 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	05/13/2025	05/12/2025	06/03/2025
<i>Comments: Sub app to master 2025-007247</i>										
	2025-007497	9195 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	05/14/2025	05/13/2025	06/04/2025
	2025-007502-Comm	9572 Bay Dr FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	05/14/2025	05/13/2025	06/04/2025
	2025-007505-Comm	9480 Harding Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	05/15/2025	05/14/2025	06/05/2025
	2025-007507-Comm	9133 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	05/15/2025	05/15/2025	06/06/2025
	MEP-2025-007470	9165 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	05/15/2025	05/14/2025	06/05/2025
<i>Comments: This appears to be a private provider job with related approved master permit 2023-005096.</i>										
	Recert. -2025-007485	8855 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	05/20/2025	05/09/2025	06/02/2025
<i>Comments: 1. For next review please include thermography report. 2. Report requires repairs. Proper permits in final status as well as a follow up statement for the design professional stating that all repairs are complete and the building is electrically safe for continued occupancy will be required for this approval.</i>										
	Recert. -2025-007486	8900 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	05/20/2025	05/09/2025	06/02/2025
<i>Comments: Report requires repairs. Proper permits in final status as well as a follow up statement for the design professional stating that all repairs are complete and the building is electrically safe for continued occupancy will be required for this approval.</i>										

TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 13

TOTAL REVIEWS FOR ELECTRICAL: 13

MECHANICAL										
Jan Perez	2024-006173-BR	500 93 St FI 33154	Building Review (Residential)	Mechanical	Approved	1	Yes	05/13/2025	05/13/2025	06/04/2025
	2025-007341-BR	300 Surfside Blvd FI 33154	Building Review (Residential)							

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				Mechanical	Requires Re-submit	1	Yes	05/13/2025	05/13/2025	06/04/2025
			<i>Comments: MISSING RETURN OPEN FOR 2ND FLOOR AHU, NO RETURN TRANSFER GRILLES IN GARAGE, AND MISSING WALL/DOOR BETWEEN 1ST AND 2ND FLOOR AREAS</i>							
	2025-007409-BC	9531 Harding Ave 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	05/13/2025	05/09/2025	06/02/2025
	MEP-2025-007386	9149 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	05/15/2025	05/15/2025	06/06/2025
	MEP-2025-007469	9165 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	In Review	1	Yes		05/09/2025	06/02/2025
	MEP-2025-007476	9225 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	05/13/2025	05/09/2025	06/02/2025

**TOTAL REVIEWS FOR JAN PEREZ: 6**

**TOTAL REVIEWS FOR MECHANICAL: 6**

### PLANNING/ZONING

Scarlet Hammons	2025-006933-BR	9033 Froude Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	3*	Yes	06/04/2025	05/23/2025	06/04/2025
			<i>Comments: 1. SPECIFY THAT PROPOSED LANDSCAPING (TRESS &amp; SHRUBS) IS AT A MINIMUM 40% FLORIDA-FRIENDLY AS PER SEC. 90-90. 2. ARTIFICIAL TURF MAY NOT BE COUNTED AS PERVIOUS MATERIAL. 3. PROVIDE ARTIFICIAL TURF SPECS, IF ANY PROPOSED</i>							
	2025-006994-BR	9081 Emerson Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	4*	Yes	06/05/2025	06/04/2025	06/04/2025
	2025-007131-BR	8818 Hawthorne Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	3*	Yes	05/16/2025	05/16/2025	06/02/2025
			<i>Comments: THE EQUIPMENT SHALL BE ACOUSTICALLY SCREENED TO REDUCE NOISE TO NO MORE THAN 55 DBA WHEN MEASURED FROM ANY PROPERTY LINE OF THE SUBJECT LOT. SCREENING MUST BE A PHYSICAL ACOUSTICAL BARRIER IN ADDITION TO THE HEDGES, AS LANDSCAPE/PLANTS DOES NOT REDUCE NOISE.</i>							
	2025-007397-BC	8877 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	05/14/2025	05/12/2025	06/03/2025
			<i>Comments: ALLOWED FOR MAX 90 DAYS</i>							
	2025-007447-BR	9450 Bay Dr FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	05/28/2025	05/15/2025	06/06/2025
			<i>Comments: PROVIDE LOT COVERAGE (MAX 40%) AND PERMEABILITY CALCULATIONS (%): THE OVERALL PERVIOUS AREA SHALL BE MINIMUM 35% AND MINIMUM 20% OF THE REAR YARD SHALL BE LANDSCAPED.</i>							
	2025-007479-BC	8877 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	1	Yes	05/12/2025	05/12/2025	06/03/2025
			<i>Comments: 1. PROVIDE POD DIMENSIONS (LXWXH) IN FT 2. SPECIFY DATES FOR TEMPORARY USE 3. PROVIDE A COPY OF THE CURRENT SITE SURVEY 4. PROVIDE 5FT REAR AND SIDE SETBACK FROM PROPERTY LINE 5. PLACE POD ON REAR OF PROPERTY WHERE NOT VISIBLE FROM RIGHT-OF-WAY, IF POSSIBLE. IF NOT, PROVIDE NARRATIVE.</i>							
	2025-007484-BR	9072 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	05/14/2025	05/12/2025	06/03/2025
			<i>Comments: Approved on paper.</i>							
	2025-007520-BR	9341 Carlyle Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	06/06/2025	05/15/2025	06/06/2025

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (06/02/2025 TO 06/07/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<i>Comments: 1. GIVEN THAT SIGNIFICANT CHANGES ARE PROPOSED, PROVIDE PERMEABILITY CALCULATIONS FOR FRONT AND REAR YARDS TO ENSURE THE FRONT YARD IS WITHIN THE MAXIMUM ALLOWED 50% PAVED OVER AND MINIMUM 30% LANDSCAPED. THE BACKYARD MAX ALLOWED 35% PAVED AND MINIMUM 20% LANDSCAPED. REFER TO SEC. 90-61 FOR MORE DETAILS UNDER "FILES" SECTION. PAVERS AND PERVIOUS HARD MATERIALS, INCLUDING PERVIOUS CONCRETE, SHALL NOT BE UTILIZED FOR THE CALCULATION OF PERVIOUS AREA.</i>										
<i>2. PROVIDE SYNTHETIC TURF MATERIAL AND SPECS AND COMPLY WITH SEC. 90-87(15) TURF REQUIREMENTS, UNDER "FILES" SECTION.</i>										
TOTAL REVIEWS FOR SCARLET HAMMONS: 8										
TOTAL REVIEWS FOR PLANNING/ZONING: 8										
PLUMBING										
Roberto Conde	2025-007315-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	2*	Yes	05/21/2025	05/16/2025	06/02/2025
	2025-007409-BC	9531 Harding Ave 33154	Building Review (Commercial)	Plumbing	In Review	1	Yes		05/09/2025	06/02/2025
	2025-007447-BR	9450 Bay Dr FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	05/16/2025	05/15/2025	06/06/2025
	2025-007488	9416 Carlyle Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	05/23/2025	05/15/2025	06/06/2025
	2025-007494	9499 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	05/14/2025	05/12/2025	06/03/2025
	MEP-2025-007490	8995 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	05/12/2025	05/12/2025	06/03/2025
	MEP-2025-007498	9148 Carlyle Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	05/28/2025	05/14/2025	06/05/2025
	MEP-2025-007506	500 93 St FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	05/14/2025	05/14/2025	06/05/2025
TOTAL REVIEWS FOR ROBERTO CONDE: 8										
TOTAL REVIEWS FOR PLUMBING: 8										
PUBLIC WORKS										
Andre Eugent	2025-007131-BR	8818 Hawthorne Ave FI 33154	Building Review (Residential)	Public Works	In Review	3*	Yes		05/16/2025	06/02/2025
	2025-007237-BR	408 Surfside Blvd FI 33154	Building Review (Residential)	Public Works	Approved	2*	Yes	05/20/2025	05/20/2025	06/04/2025
	2025-007519	9165 Collins Ave FI 33154	Right of Way Review	Public Works	In Review	1	Yes		05/16/2025	06/02/2025
	2025-007531	9133 Abbott Ave FI 33154	Right of Way Review	Public Works	In Review	1	Yes		05/22/2025	06/06/2025
TOTAL REVIEWS FOR ANDRE EUGENT: 4										
TOTAL REVIEWS FOR PUBLIC WORKS: 4										
ROOF										
Ulises Fernandez	2025-007514-BR	9381 Bay Dr FI 33154	Roof Review	Roof	Requires Re-submit	1	Yes	06/03/2025	05/15/2025	06/06/2025
<i>Comments: PLEASE SHOW LOCATION AND DIMENSIONS OF ELEVATED PRESSURES ON ROOF PLAN</i>										
TOTAL REVIEWS FOR ULISES FERNANDEZ: 1										
TOTAL REVIEWS FOR ROOF: 1										
STRUCTURAL										

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (06/02/2025 TO 06/07/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
Structural Reviewer	2025-007420-BR	9341 Bay Dr FI 33154	Building Review (Residential)	Structural	Approved	1	Yes	05/19/2025	05/13/2025	06/04/2025
	2025-007447-BR	9450 Bay Dr FI 33154	Building Review (Residential)	Structural	Requires Re-submit	1	Yes	05/27/2025	05/15/2025	06/06/2025
	2025-007471-BC	9499 Collins Ave FI 33154	Building Review (Commercial)	Structural	Requires Re-submit	1	Yes	05/19/2025	05/09/2025	06/02/2025
				Structural	Pending Assignment	2*	Yes		05/19/2025	06/03/2025
	2025-007481-BR	9133 Froude Ave FI 33154	Building Review (Residential)	Structural	Requires Re-submit	1	Yes	05/19/2025	05/12/2025	06/03/2025
				Structural	In Review	2*	Yes		05/19/2025	06/03/2025
	Recert. -2025-007485	8855 Collins Ave FI 33154	Building Review (Commercial)	Structural	Requires Re-submit	1	Yes	05/19/2025	05/09/2025	06/02/2025
	Recert. -2025-007486	8900 Collins Ave FI 33154	Building Review (Commercial)	Structural	In Review	1	Yes		05/09/2025	06/02/2025
TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 8										
TOTAL REVIEWS FOR STRUCTURAL: 8										
GRAND TOTAL OF ALL REVIEWS: 69										

\* This review is a resubmittal