



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.: 220-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: July 7, 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 June 30 to July 5, 2025.

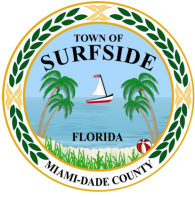
This Report highlights the **53** total reviews performed by reviewer as follows:

- *Building/Structural* by Daniel Dominguez – 0 reviews;
- *Flood Review* by Erica Valdes – 1 review;
- *Building/Structural* by Ulises Fernandez – 11 reviews;
- *Electrical* by Candelario Martinez – 8 reviews;
- *Mechanical* by Jan Perez – 5 reviews;
- *Planning/Zoning* by Scarlet Hammons – 10 reviews;
- *Plumbing* by Roberto Conde – 6 reviews;
- *Public Works* by Andre Eugent – 5 reviews;
- *Building* by Manny Salazar – 4 reviews;
- *Roofing* by Ulises Fernandez – 0 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 (June 30 – July 5, 2025)



ALL REVIEWS BY DUE DATE BY DEPARTMENT (06/30/2025 TO 07/05/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
BUILDING										
Erica Valdes	2025-007453-BC	9264 Harding Ave FI 33154	Building Review (Commercial)	Flood	Requires Re-submit	1	Yes	06/17/2025	06/16/2025	07/01/2025
<i>Comments: Previous comments remain unresolved. Private Appraisal submitted is not the accurate document needed. The correct Private appraisal needed is the Actual Cash Value and NOT the sales comparison appraisal. On June 2, 2025, these same documents were submitted with No corrections made.</i>										
TOTAL REVIEWS FOR ERICA VALDES: 1										
Manuel Salazar	2021-002611	8926 Irving Ave FI 33154	Building Review (Residential)	Building	In Review	1	Yes		06/10/2025	07/01/2025
	2024-005505	8910 Collins Ave FI 33154	Building Review (Commercial)	Building	Pending Assignment	1	Yes		06/13/2025	06/30/2025
	2025-007644-BC	9165 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	06/12/2025	06/11/2025	07/02/2025
<i>Comments: As per Private Provider</i>										
	2025-007652	9149 Collins Ave FI 33154	Building Review (Commercial)	Building	In Review	1	Yes		06/18/2025	07/03/2025
TOTAL REVIEWS FOR MANUEL SALAZAR: 4										
Ulises Fernandez	2025-006933-BR	9033 Froude Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	06/12/2025	06/10/2025	07/01/2025
<i>Comments: Approved as per Ulises email.</i>										
	2025-007228-BR	9157 Dickens Ave FI 33154	Building Review (Residential)	Building	In Review	2*	Yes		06/18/2025	07/03/2025
	2025-007593-BR	8942 Byron Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	06/17/2025	06/13/2025	06/30/2025
<i>Comments: PLEASE SHOW CLEARLY THE LOCATION AND DIMENSIONS OF THE SCOPE OF WORK ON PLANS. INCLUDE ANY APPLICABLE DETAILS AND CONSTRUCTION NOTES.</i>										
	2025-007599-BR	8942 Hawthorne Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	07/04/2025	06/11/2025	07/02/2025
<i>Comments: 1. PLEASE SUBMIT PROPER SIGNED AND SEALED PLAND AND DETAILS FOR SHED. OR SUBMIT FLORIDA APPROVAL DOCUMENTS FOR PREFABRICTED SHED. 2. SHEDS BUILT ON SITE SHALL REQUIRE SEPARATE PERMITS FOR WINDOWS/DOOR AND ROOFING. 3. SHEDS BUILT ON SITE SHALL REQUIRE SUBMITTAL OF MIAMI-DADE COUNTY APPROVED HURRICANE STRAPS. 3. CONTRACTOR TO CALL PLANS EXAMINER FOR CLARIFICATION.</i>										
	2025-007631-BR	9373 Byron Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	07/04/2025	06/10/2025	07/01/2025
<i>Comments: PLEASE CLARIFY IF PROPOSED FENCE AND/OR GATE ARE BEING USED FOR POOL BARRIER. IF SO, PLEASE SHOW SELF-CLOSING AND SELF-LATCHING MECHANISM FOR GATES AT 54" ABOVE GRADE.</i>										
	2025-007643-BR	8858 Garland Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	07/04/2025	06/10/2025	07/01/2025
<i>Comments: 1. PLEASE SUBMIT FLOOR PLAN. 2. PLEASE SUBMIT WIND LOAD CALUCULATIONS.</i>										
	2025-007647-BC	9553 Harding Ave FI 33154	Building Review (Commercial)	Building	In Review	1	Yes		06/11/2025	07/02/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (06/30/2025 TO 07/05/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-007650-BR	301 88Th St FI 33154	Building Review (Residential)	Building	Approved	1	Yes	07/04/2025	06/11/2025	07/02/2025
	2025-007651-BR	9525 Gb Carlyle Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	1	Yes		06/11/2025	07/02/2025
	<i>Comments: not sure if any other discipline needs to review. VERIFY. - S.V.</i>									
	2025-007652	9149 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	06/18/2025	06/11/2025	07/02/2025
	<i>Comments: Approved as per ulises request and signature on TCO application form</i>									
	2025-007676-BR	303 Surfside Blvd FI 33154	Building Review (Residential)	Building	In Review	1	Yes		06/16/2025	06/30/2025

TOTAL REVIEWS FOR ULISES FERNANDEZ: 11

TOTAL REVIEWS FOR BUILDING: 16

ELECTRICAL										
Candelario Martinez	2025-007410-Comm	9149 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	06/10/2025	06/09/2025	06/30/2025
	2025-007634-Comm	9521 Harding Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	06/11/2025	06/10/2025	07/01/2025
	<i>Comments: Please include load calculations and show AIC rating of equipment.</i>									
	2025-007635-Comm	9523 Harding Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	06/11/2025	06/10/2025	07/01/2025
	<i>Comments: Please include load calculations and show AIC rating of equipment.</i>									
	2025-007646-Comm	9481 Harding Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	06/12/2025	06/11/2025	07/02/2025
	2025-007652	9149 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	06/17/2025	06/11/2025	07/02/2025
	2025-007660-Comm	9505 Harding Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	06/17/2025	06/12/2025	07/03/2025
	<i>Comments: Application required certificate or license registration number and description must be specific as to what type and how many low voltage devices this permit covers or plans must be submitted.</i>									
	MEP-2025-007630	9116 Harding Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	06/11/2025	06/10/2025	07/01/2025
	<i>Comments: There do not appear to be any electrical plans in the system. Please include electrical pages with a clear scope of electrical work and it's limitations or provide the approved master permit number that has approved electrical plans.</i>									
	Recert. -2025-007640	9499 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	06/11/2025	06/10/2025	07/01/2025

TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 8

TOTAL REVIEWS FOR ELECTRICAL: 8

MECHANICAL										
Jan Perez	2025-007645	9481 Harding Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	06/26/2025	06/11/2025	07/02/2025
	2025-007652	9149 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	06/12/2025	06/11/2025	07/02/2025
	2025-007665	8925 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	06/12/2025	06/12/2025	07/03/2025
	2025-007666	9148 Carlyle Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	06/12/2025	06/12/2025	07/03/2025
	MEP-2025-007633	9149 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	06/12/2025	06/10/2025	07/01/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (06/30/2025 TO 07/05/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
TOTAL REVIEWS FOR JAN PEREZ: 5										
TOTAL REVIEWS FOR MECHANICAL: 5										
PLANNING/ZONING										
Scarlet Hammons	2025-007453-BC	9264 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	In Review	1	Yes		06/16/2025	07/01/2025
	2025-007489-BR	724 90Th St FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	2*	Yes	07/02/2025	06/27/2025	06/30/2025
	<i>Comments: NO NEW INFO HAS BEEN PROVIDED. SAME COMMENT AS BEFORE: Please contact me at your earliest convenience, shammons@corradino.com or 786-510-4799. This application doesn't make sense. The application form is not consistent with the plan set which is for a home addition and remodel from 2021. The impervious calculations form is not from our Town, that is a Town located in South Carolina. Surfside, FL has maximum lot coverage of 40% for the site. The front yard (90th St) must have at least 50% landscape and the side yard on the Emerson side must have at least 50% landscape. Plans are needed specific to this permit application and should include calculations demonstrating impervious surfaces are not exceeding the limits.</i>									
	2025-007530-BC	9133 Abbott Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	2*	Yes	06/25/2025	06/17/2025	07/01/2025
	<i>Comments: REVISED LANDSCAPING PLANS MUST BE SIGNED AND SEALED BY PROFESSIONAL LANDSCAPE ARCHITECT.</i>									
	2025-007599-BR	8942 Hawthorne Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	06/25/2025	06/11/2025	07/02/2025
	<i>Comments: CLARIFY INTENT OF SHED: IS IT TEMPORARY TO BE USED IN CONNECTION TO A BUILDING PERMIT? IF SO, PROVIDE DATE RANGE FOR TEMPORARY USE (NO MORE THAN 90 DAYS) AND LOCATION WITH 5FT SETBACK. IF PERMANENT, REFER TO SEC. 90-54. - ACCESSORY BUILDINGS AND STRUCTURES IN THE H30A AND H30B DISTRICTS. IT MUST BE PLACED ON REAR YARD. 90-54.7 A tool shed, the area of which does not exceed 70 square feet, shall be permitted in a rear yard, subject to the following minimum setbacks. If the shed is visible from an adjacent right-of-way, landscaping shall be provided within the property in an effort to conceal the shed from the right-of-way. (a)Rear: Five feet.</i>									
	2025-007631-BR	9373 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	06/25/2025	06/10/2025	07/01/2025
	<i>Comments: PVC MATERIAL IS PROHIBITED AS PER SECTION 90-56.14. The following fencing material shall be prohibited: (1) Chain-link and other wire fencing, except as permitted herein. (2) Loosely attached masonry products, such as concrete block, bricks or other similar products not bonded together by mortar or comparable adhesive. (3) Plastic or PVC.</i>									
	2025-007641-BR	716 88 St FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	07/02/2025	07/02/2025	07/01/2025
2025-007644-BC	9165 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	In Review	1	Yes		06/11/2025	07/02/2025	
2025-007650-BR	301 88Th St FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	06/30/2025	06/11/2025	07/02/2025	
<i>Comments: APPLICANT HAS REQUESTED TO CANCEL THE DRIVEWAY PERMIT REVIEW VIA AN UPLOADED SIGNED LETTER DATED 06/11/25. MASTER SET OF PLANS MUST REFLECT THESE CHANGES TO AVOID PROPOSED DRIVEWAY FROM BEING BUILT.</i>										
2025-007663-BR	8801 Emerson Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	06/24/2025	06/12/2025	07/03/2025	
<i>Comments: The dumpster shall be covered at all times during periods where no construction is taking place, such as nights and weekends.</i>										
2025-007676-BR	303 Surfside Blvd FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	06/26/2025	06/16/2025	06/30/2025	
TOTAL REVIEWS FOR SCARLET HAMMONS: 10										
TOTAL REVIEWS FOR PLANNING/ZONING: 10										

ALL REVIEWS BY DUE DATE BY DEPARTMENT (06/30/2025 TO 07/05/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
PLUMBING										
Roberto Conde	2025-007287	716 88 St FI 33154	Plumbing Trade Review	Plumbing	Requires Re-submit	3*	Yes	06/18/2025	06/17/2025	07/01/2025
		<i>Comments: SIGN AND SEAL PLANS, ALL PAGES...RC</i>								
	2025-007618-BC	9523 Harding Ave FI 33154	Building Review (Commercial)	Plumbing	In Review	1	Yes		06/11/2025	07/02/2025
	2025-007638	525 95Th St FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	06/11/2025	06/10/2025	07/01/2025
	2025-007648	9200 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Requires Re-submit	1	Yes	06/11/2025	06/11/2025	07/02/2025
		<i>Comments: PROVIDE THE SPECS FOR THE POOL EQUIPMENT FOR REVIEW....R CONDE</i>								
	2025-007652	9149 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	06/13/2025	06/11/2025	07/02/2025
	2025-007656	8935 Froude Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	06/17/2025	06/11/2025	07/02/2025
TOTAL REVIEWS FOR ROBERTO CONDE: 6										
TOTAL REVIEWS FOR PLUMBING: 6										
PUBLIC WORKS										
Andre Eugent	2025-007530-BC	9133 Abbott Ave FI 33154	Building Review (Commercial)	Public Works	Approved	2*	Yes	06/13/2025	06/17/2025	07/02/2025
	2025-007593-BR	8942 Byron Ave FI 33154	Building Review (Residential)	Public Works	Pending Assignment	1	Yes		06/13/2025	06/30/2025
		<i>Comments: Pending app therefore, pending routing via email.</i>								
	2025-007644-BC	9165 Collins Ave FI 33154	Building Review (Commercial)	Public Works	In Review	1	Yes		06/11/2025	07/02/2025
	2025-007674	9165 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	06/16/2025	06/16/2025	06/30/2025
	2025-007687	9225 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	06/17/2025	06/17/2025	07/01/2025
TOTAL REVIEWS FOR ANDRE EUGENT: 5										
TOTAL REVIEWS FOR PUBLIC WORKS: 5										
STRUCTURAL										
Structural	2025-007651-BR	9525 Gb Carlyle Ave FI 33154	Building Review (Residential)	Structural	In Review	1	Yes		06/11/2025	07/02/2025
Reviewer	2025-007676-BR	303 Surfside Blvd FI 33154	Building Review (Residential)	Structural	In Review	1	Yes		06/16/2025	06/30/2025
	Recert. -2025-007640	9499 Collins Ave FI 33154	Building Review (Commercial)	Structural	In Review	1	Yes		06/10/2025	07/01/2025
TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 3										
TOTAL REVIEWS FOR STRUCTURAL: 3										
GRAND TOTAL OF ALL REVIEWS: 53										

* This review is a resubmittal