



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.: 225-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: July 15, 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 July 7 to July 12, 2025.

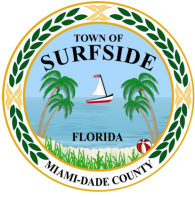
This Report highlights the **72** total reviews performed by reviewer as follows:

- *Flood Review* by Erica Valdes – 1 review;
- *Building/Structural* by Ulises Fernandez – 17 reviews;
- *Electrical* by Candelario Martinez – 14 reviews;
- *Mechanical* by Jan Perez – 3 reviews;
- *Planning/Zoning* by Scarlet Hammons – 11 reviews;
- *Plumbing* by Roberto Conde – 10 reviews;
- *Public Works* by Andre Eugent – 3 reviews;
- *Building* by Manny Salazar – 5 reviews;
- *Roofing* by Ulises Fernandez – 2 reviews; and
- *Structural/Multi-Family* by Chrome Engineering – 6 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 (July 7 – July 12, 2025)



ALL REVIEWS BY DUE DATE BY DEPARTMENT (07/07/2025 TO 07/12/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
BUILDING										
Erica Valdes	2025-007237-BR	408 Surfside Blvd FI 33154	Building Review (Residential)	Flood	Approved	3*	Yes	06/26/2025	06/25/2025	07/10/2025
TOTAL REVIEWS FOR ERICA VALDES: 1										
Manuel Salazar	2025-007555-BR	608 88Th St FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	06/20/2025	06/20/2025	07/07/2025
	2025-007625	9009 Byron Ave FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	06/24/2025	06/24/2025	07/09/2025
		<i>Comments: TCO approved as per Building's official signature. R.C</i>								
	2025-007684	9341 Collins Ave 1002 FI 33154	Building Review (Commercial)	Building	In Review	1	Yes		06/17/2025	07/09/2025
	2025-007697	9272 Abbott Ave FI 33154	Pool Review	Building	Approved	1	Yes	06/26/2025	06/26/2025	07/11/2025
	2025-007698	9045 Hawthorne Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	06/24/2025	06/18/2025	07/10/2025
TOTAL REVIEWS FOR MANUEL SALAZAR: 5										
Ulises Fernandez	2024-006018-BR	9156 Dickens Ave FI 33154	Building Review (Residential)	Building	In Review	2*	Yes		06/25/2025	07/10/2025
		<i>Comments: 1. PLEASE SUBMIT PERMIT APPLICATION AND PROVIDE WORK DESCRIPTION. 2. ALL PLANS AND/OR DETAILS TO BE SIGNED AND SEALED. 3. PROVIDE CLEAR SCOPE OF WORK. 4. IF WOOD PORCH WOOD BEAM IS BEING REPLACED, SHOW TYPE OF HURRICANE STRAP AND/OR CLIPS BEING USED AND PROVIDE PRODUCT APPROVAL AND UPLIFT REACTIONS.</i>								
	2024-006330-BR	9064 Bay Dr FI 33154	Building Review (Residential)	Building	In Review	2*	Yes		06/20/2025	07/07/2025
	2024-006604	9273 Byron Ave FI 33154	Pool Review	Building	Approved	5*	Yes	07/13/2025	07/01/2025	07/09/2025
	2025-007340-BR	1277 Biscaya Dr FI 33154	Building Review (Residential)	Building	Requires Re-submit	2*	Yes	06/27/2025	06/20/2025	07/07/2025
		<i>Comments: 1. Plans/Details missing Design Professional heading and seal. 2. Please coordinate plans to match details provided. 3. Show clearly on Site Plan location of any fence (if applicable). 4. Show Site Plan location and detail of continuous footing for rolling gate track.</i>								
	2025-007528-BR	320 88Th St FI 33154	Building Review (Residential)	Building	Approved	1	Yes	06/17/2025	06/16/2025	07/08/2025
	2025-007544-BR	9033 Emerson Ave FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	07/13/2025	06/30/2025	07/08/2025
		<i>Comments: PENDING COMMENTS (APPLICANT TO CALL PLANS EXAMINER FOR CLARIFICATION)</i>								
	2025-007551-BR	1277 Biscaya Dr FI 33154	Building Review (Residential)	Building	Requires Re-submit	2*	Yes	07/13/2025	06/20/2025	07/07/2025
		<i>Comments: PLEASE DETAIL OF CONNECTION OF PROPOSED WOOD SIDING TO EXISTING MASONRY WALL</i>								
	2025-007574-BC	8855 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	06/27/2025	06/16/2025	07/08/2025
	2025-007668-BR	9033 Froude Ave FI 33154	Building Review (Residential)	Building	In Review	1	Yes		06/13/2025	07/07/2025
	2025-007671-BR	9340 Harding Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	07/09/2025	06/16/2025	07/08/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (07/07/2025 TO 07/12/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<i>Comments: PLEASE VERIFY FENCE/GATE HEIGHT AT FRONT YARD TO COMPLY WITH REQUIRED MAXIMUM HEIGHT</i>										
	2025-007672-BR	9348 Harding Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	07/04/2025	06/13/2025	07/07/2025
<i>Comments: PLEASE VERIFY HEIGHT OF FENCE/GATE AT FRONTYARD TO COMPLY WITH REQUIRED MAXIMIM HEIGHT</i>										
	2025-007678-BC	9201 Collins Ave FI 33154	Building Review (Commercial)	Building	In Review	1	Yes		06/16/2025	07/08/2025
	2025-007680-BR	8818 Hawthorne Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	06/17/2025	06/16/2025	07/08/2025
<i>Comments: PLEASE SHOW SPECIFICATION AND/OR DETAIL FOR PROPOSED CONCRETE SLAB</i>										
				Building	In Review	2*	Yes		06/24/2025	07/09/2025
	2025-007696-BC	8911 Collins Ave FI 33154	Building Review (Commercial)	Building	In Review	1	Yes		06/18/2025	07/10/2025
	2025-007723	824 88Th St FI 33154	Pool Review	Building	Requires Re-submit	1	Yes	07/09/2025	06/25/2025	07/10/2025
<i>Comments: PLEASE CLOUD REVISION ON EACH PAGE</i>										
	DEMO-2025-007689	9101 Bay Dr FI 33154	Demolition Review	Building	In Review	1	Yes		06/17/2025	07/09/2025

TOTAL REVIEWS FOR ULISES FERNANDEZ: 17

TOTAL REVIEWS FOR BUILDING: 23

ELECTRICAL

Candelario Martinez	2024-005392	8966 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Approved	2*	Yes	07/01/2025	06/23/2025	07/08/2025
	2024-005505	8910 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	06/17/2025	06/11/2025	07/11/2025
<i>Comments: Miami Dade inspection form submitted must be new form approved by Miami Dade county as of January 2025.</i>										
	2024-006330-BR	9064 Bay Dr FI 33154	Building Review (Residential)	Electrical	Requires Re-submit	2*	Yes	06/24/2025	06/20/2025	07/07/2025
<i>Comments: 1. The MDP panel schedule description does not match the riser diagram. 2. It appears that there are more than 12 smoke alarms in the design requiring a residential fire alarm system as per NFPA 72 and manufacture specs.</i>										
	2025-007528-BR	320 88Th St FI 33154	Building Review (Residential)	Electrical	Approved	1	Yes	06/17/2025	06/16/2025	07/08/2025
	2025-007574-BC	8855 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	06/17/2025	06/16/2025	07/08/2025
	2025-007677-Comm	8995 Collins Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	06/17/2025	06/16/2025	07/08/2025
<i>Comments: Category/work class says temp service but description says electrical under master. Which is it?</i>										
	2025-007678-BC	9201 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	06/25/2025	06/16/2025	07/08/2025
<i>Comments: Please provide a signed and sealed electrical page with full scope of electrical work and it's limitations and show all smoke alarms and carbon monoxide detectors in the locations required by the FBC.</i>										
	2025-007691	9248 Carlyle Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	06/25/2025	06/18/2025	07/10/2025
	2025-007695	9425 Carlyle Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	06/24/2025	06/18/2025	07/10/2025
	2025-007696-BC	8911 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	06/24/2025	06/18/2025	07/10/2025
	2025-007723	824 88Th St FI 33154	Pool Review	Electrical	Approved	1	Yes	06/26/2025	06/25/2025	07/10/2025
	MEP-2025-007630	9116 Harding Ave FI 33154	Electrical Trade Review	Electrical	Approved	2*	Yes	06/23/2025	06/23/2025	07/08/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (07/07/2025 TO 07/12/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	MEP-2025-007673	8855 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	06/17/2025	06/16/2025	07/08/2025
		<i>Comments: Approved as per master permit#23-5066</i>								
		<i>Comments: sub to 2025-007574</i>								
	MEP-2025-007686	608 88Th St FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	06/18/2025	06/17/2025	07/09/2025

TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 14

TOTAL REVIEWS FOR ELECTRICAL: 14

MECHANICAL

Jan Perez	2024-006330-BR	9064 Bay Dr FI 33154	Building Review (Residential)	Mechanical	Approved	2*	Yes	06/24/2025	06/20/2025	07/07/2025
	2025-007696-BC	8911 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	06/24/2025	06/18/2025	07/10/2025
	MEP-2025-007603	8955 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	In Review	1	Yes		06/13/2025	07/07/2025

TOTAL REVIEWS FOR JAN PEREZ: 3

TOTAL REVIEWS FOR MECHANICAL: 3

PLANNING/ZONING

Scarlet Hammons	2024-006330-BR	9064 Bay Dr FI 33154	Building Review (Residential)	Planning/Zoning	In Review	2*	Yes		06/20/2025	07/07/2025
	2025-007489-BR	724 90Th St FI 33154	Building Review (Residential)	Planning/Zoning	Approved	3*	Yes	07/10/2025	07/02/2025	07/11/2025
		<i>Comments: Approved for the following: driveways, walkways, pool area hardscape and summer kitchen/bbq area. A separate permit is required if artificial turf is used in any location on the property, including the driveways.</i>								
	2025-007544-BR	9033 Emerson Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	06/30/2025	06/30/2025	07/08/2025
	2025-007593-BR	8942 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	06/24/2025	06/13/2025	07/07/2025
		<i>Comments: 1. PROVIDE NARRATIVE WITH SCOPE OF WORK. IT IS NOT CLEAR IF THIS IS AN EXPANSION OR THE PERMIT IS SIMPLY AFTER -THE-FACT. 2. PROVIDE READABLE AND LARGER PLANS. EVERY PERMIT IS A STANDALONE. 3. 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. 4. PROVIDE LANDSCAPE SCHEDULE, DIMENSIONS, SPECS, AND MATERIALS TO BE USED. 5. IF SYNTHETIC TURF IS INTENDED, PROVIDE ALL SPECS AND COMPLY WITH ORDINANCE SEC. 90-87 (15).</i>								
	2025-007668-BR	9033 Froude Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	06/24/2025	06/13/2025	07/07/2025
		<i>Comments: PROVIDE CURRENT SURVEY, DUMPSTER PROPOSED SITE LOCATION AND DIMENSIONS (LXWXH). SHOW REAR AND SIDE SETBACK 5FT FROM PROPERTY LINE ON PLANS. IS THIS PERMIT PART OF A NEW CONSTRUCTION BUILDING PERMIT?</i>								
	2025-007669-BC	9101 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	1	Yes	06/23/2025	06/13/2025	07/07/2025
		<i>Comments: SUBMIT COLOR SWATCH</i>								
				Planning/Zoning	Approved	2*	Yes	07/02/2025	06/25/2025	07/10/2025
		<i>Comments: OFF-WHITE COLOR APPROVED</i>								
	2025-007671-BR	9340 Harding Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	06/24/2025	06/16/2025	07/08/2025
		<i>Comments: FRONT YARD FENCE MAY ONLY BE MAX 4FT. REAR AND SIDE YARD FENCE IS OK; IT MAY BE MAX 6FT.</i>								

ALL REVIEWS BY DUE DATE BY DEPARTMENT (07/07/2025 TO 07/12/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-007672-BR	9348 Harding Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	06/25/2025	06/13/2025	07/07/2025
	<i>Comments: PROPOSED FRONT YARD FENCE MUST BE MAX. 4FT IN HEIGHT. REVISE AND RESUBMIT. FRONT YARD GATES ARE OK AT 4FT.</i>									
	2025-007680-BR	8818 Hawthorne Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	06/24/2025	06/16/2025	07/08/2025
	2025-007723	824 88Th St FI 33154	Pool Review	Planning/Zoning	Requires Re-submit	1	Yes	07/02/2025	06/25/2025	07/10/2025
	<i>Comments: SUBMIT CURRENT SITE SURVEY AND PROVIDE PHYSICAL BARRIER AROUND THE PROPOSED POOL EQUIPMENT TO REDUCE NOISE BESIDES THE SHRUBBERY. AS PER SEC. 90-47.3 - All equipment shall be visually screened by an enclosure of sufficient height which adequately hides the equipment from view from all angles (excluding from above) and matches closely to its immediate surroundings in texture, color, and appearance. Additionally, 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.</i>									

TOTAL REVIEWS FOR SCARLET HAMMONS: 11

TOTAL REVIEWS FOR PLANNING/ZONING: 11

PLUMBING										
Roberto Conde	2024-006330-BR	9064 Bay Dr FI 33154	Building Review (Residential)	Plumbing	Requires Re-submit	2*	Yes	06/20/2025	06/20/2025	07/07/2025
	<i>Comments: REPEAT COMMENTS, SEE PREVIOUS COMMENTS, PROVIDE A NARRATIVE WHEN RE SUBMITTING...R CONDE</i>									
	2025-007287	716 88 St FI 33154	Plumbing Trade Review	Plumbing	Approved	4*	Yes	05/16/2022	06/26/2025	07/11/2025
	2025-007574-BC	8855 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	06/25/2025	06/16/2025	07/08/2025
	2025-007678-BC	9201 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Requires Re-submit	1	Yes	06/25/2025	06/16/2025	07/08/2025
	<i>Comments: 1. DERM 2. PROVIDE A SHOWER PAN DETAIL. 3. PLANS LACK CLARITY. PROVIDE AN EXISTING FLOOR PLAN AND A PROPOSED FLOOR PLAN.....RC</i>									
	2025-007680-BR	8818 Hawthorne Ave FI 33154	Building Review (Residential)	Plumbing	Approved	2*	Yes	06/25/2025	06/24/2025	07/09/2025
	2025-007688	608 88Th St FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	06/17/2025	06/17/2025	07/09/2025
	2025-007693	9133 Froude Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	06/18/2025	06/18/2025	07/10/2025
	2025-007696-BC	8911 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Requires Re-submit	1	Yes	06/18/2025	06/18/2025	07/10/2025
	<i>Comments: 1. DERM 2. WALL HUNG TOILET: PROVIDE AN ISOMETRIC TO POINT OF CONNECTION TO SOIL STACK, SHOW VENTING, OUTLET TO 45 OR 90 FROM BACK OF CARRIER, NOTE ON PLANS. R CONDE</i>									
	2025-007723	824 88Th St FI 33154	Pool Review	Plumbing	Approved	1	Yes	07/02/2025	06/25/2025	07/10/2025
	MEP-2025-007675	8855 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	06/25/2025	06/16/2025	07/08/2025

TOTAL REVIEWS FOR ROBERTO CONDE: 10

TOTAL REVIEWS FOR PLUMBING: 10

PUBLIC WORKS										
Andre Eugent	2024-006330-BR	9064 Bay Dr FI 33154	Building Review (Residential)	Public Works	In Review	2*	Yes		06/20/2025	07/07/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (07/07/2025 TO 07/12/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-007699	8927 Harding Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	07/11/2025	06/20/2025	07/07/2025
		<i>Comments: approved by andre on laserfiche.</i>								
	2025-007720	325 Surfside Blvd FI 33154	Right of Way Review	Public Works	In Review	1	Yes		06/25/2025	07/10/2025
TOTAL REVIEWS FOR ANDRE EUGENT: 3										
TOTAL REVIEWS FOR PUBLIC WORKS: 3										
ROOF										
Ulises Fernandez	2025-007093-BR	9332 Bay Dr FI 33154	Roof Review	Roof	Approved	2*	Yes	06/27/2025	06/25/2025	07/10/2025
	2025-007682-BR	9208 Harding Ave FI 33154	Roof Review	Roof	Approved	1	Yes	06/17/2025	06/17/2025	07/09/2025
TOTAL REVIEWS FOR ULISES FERNANDEZ: 2										
TOTAL REVIEWS FOR ROOF: 2										
STRUCTURAL										
Structural Reviewer	2024-005392	8966 Collins Ave FI 33154	Building Review (Commercial)	Structural	Approved	2*	Yes	06/24/2025	06/23/2025	07/08/2025
	2024-006330-BR	9064 Bay Dr FI 33154	Building Review (Residential)	Structural	In Review	2*	Yes		06/20/2025	07/07/2025
	2025-007528-BR	320 88Th St FI 33154	Building Review (Residential)	Structural	In Review	1	Yes		06/16/2025	07/08/2025
	2025-007552-BR	8942 Hawthorne Ave FI 33154	Building Review (Residential)	Structural	Approved	2*	Yes	07/10/2025	06/24/2025	07/09/2025
	2025-007696-BC	8911 Collins Ave FI 33154	Building Review (Commercial)	Structural	Not Required	1	Yes		06/18/2025	07/10/2025
	2025-007723	824 88Th St FI 33154	Pool Review	Structural	Requires Re-submit	1	Yes	07/10/2025	06/25/2025	07/10/2025
		<i>Comments: Approved as per Oscar's email</i>								
TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 6										
TOTAL REVIEWS FOR STRUCTURAL: 6										
GRAND TOTAL OF ALL REVIEWS: 72										

* This review is a resubmittal