



**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.: 234-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: July 28, 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 July 21 to July 26, 2025.

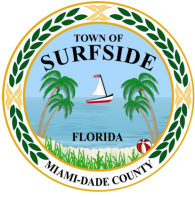
This Report highlights the **48** total reviews performed by reviewer as follows:

- *Building/Structural* by Daniel Dominguez – 1 reviews
- *Flood Review* by Erica Valdes – 2 reviews;
- *Building/Structural* by Ulises Fernandez – 9 reviews;
- *Electrical* by Candelario Martinez – 8 reviews;
- *Mechanical* by Jan Perez – 3 reviews;
- *Planning/Zoning* by Scarlet Hammons – 8 reviews;
- *Plumbing* by Roberto Conde – 8 reviews;
- *Public Works* by Andre Eugent – 6 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 (July 21 – July 26, 2025)



ALL REVIEWS BY DUE DATE BY DEPARTMENT (07/21/2025 TO 07/26/2025)  
FOR TOWN OF SURFSIDE

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
BUILDING										
Daniel Dominguez	2025-007595-BR	8925 Collins Ave Fl 33154	Building Review (Residential)	Building	Approved	2*	Yes	07/08/2025	07/08/2025	07/22/2025
TOTAL REVIEWS FOR DANIEL DOMINGUEZ: 1										
Erica Valdes	2024-005401	9033 Emerson Ave Fl 33154	Building Review (Residential)	Flood	Requires Re-submit	1	Yes	07/10/2025	07/09/2025	07/24/2025

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (07/21/2025 TO 07/26/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<p><i>Comments: This permit is denied pending information ON plans:</i></p> <p><i>Garage conversion – (attached is the FEMA's tech 2 for materials they should use for a garage conversion/habitable space)</i></p> <p><i>1) Flood zone</i></p> <p><i>2) Base flood elevation (BFE)</i></p> <p><i>3) Flood Insurance Rate Map (FIRM) Panel</i></p> <p><i>4) High and Low elevations of the back of all sidewalks abutting the property, identify the road. If no sidewalks, then sidewalk = N/A.</i></p> <p><i>5) High and Low elevations of the crown of all roads abutting the property, identify the road.</i></p> <p><i>6) Proposed lowest floor elevation of converted portion of garage.</i></p> <p><i>ALSO,</i></p> <p><i>Elevation Certificate they have provided is outdated and must use the most current form dated 8/23</i></p> <p><i>Elevation Certificate provided by customer is missing required information such as:</i></p> <p><i>A3- Missing folio number</i></p> <p><i>A9- Missing garage square footage</i></p> <p><i>Verify C2A as it might be the crown of road and not pertaining to the house</i></p> <p><i>Section D – Comment section is missing HIGH/LOW CROWN of ROAD and HIGH/LOW BACK of SIDEWALK ( IF NO SIDEWALK, THEN SIDEWALK=N/A )</i></p> <p><i>Note in comment section states the same elevation for Crown of Road and C2A ( please verify and correct)</i></p> <p><i>Missing G5, G8 and G11</i></p>										
	2025-007453-BC	9264 Harding Ave FI 33154	Building Review (Commercial)	Flood	Requires Re-submit	2*	Yes	07/10/2025	07/11/2025	07/25/2025
<i>Comments: pending the correct ACV Apprais</i>										

**TOTAL REVIEWS FOR ERICA VALDES: 2**

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (07/21/2025 TO 07/26/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
Ulises Fernandez	2025-007268-BR	9024 Abbott Ave FI 33154	Building Review (Residential)	Building	Approved	3*	Yes	07/13/2025	07/07/2025	07/21/2025
	2025-007733-BC	9553 Harding Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	07/13/2025	06/30/2025	07/22/2025
		<i>Comments: 1. SCOPE OF WORK NOT CLEAR.                      2. SHOW A COMPLETE FLOOR PLAN.                      3. SHOW EXISTING AND PROPOSED USE AND OCCUPANCY.                      4. NEED ZONING APPROVAL FOR USE.                      5. NEED MIAMI-DADE COUNTY APPROVAL.</i>								
	2025-007735-BC	9349 Collins Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	07/13/2025	06/30/2025	07/22/2025
		<i>Comments: 1. PLEASE CLARIFY SCOPE OF REVISION.                      2. REVISION PERMIT APPLICATION MUST BE COMPLETED CORRECTLY.                      3. AS PER PLANS, LATEST REVISION No. 6, SHOWS DETAIL OF SHOWER CURB.                      4. SUBMIT COPY OF EXISTING FLOOR PLAN TO SHOW EXISTING APPROVED CONDITIONS.</i>								
	2025-007748-BR	8901 Hawthorne Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	07/09/2025	07/02/2025	07/24/2025
	2025-007750-BR	9081 Emerson Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	07/04/2025	07/02/2025	07/24/2025
		<i>Comments: PLEASE SUBMIT PLANS AND DETAILS TO SHOW PROPOSED WORK</i>								
	2025-007752-BR	301 88Th St FI 33154	Building Review (Residential)	Building	Approved	1	Yes	07/04/2025	07/02/2025	07/24/2025
	2025-007753-BR	8935 Garland Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	07/04/2025	07/02/2025	07/24/2025
		<i>Comments: PLEASE SUBMIT FLOOR PLAN AND WIND LOAD CALCULATIONS</i>								
	2025-007784	9472 Harding Ave FI 33154	Sign Review	Building	In Review	1	Yes		07/10/2025	07/24/2025
	2025-007829	9332 Carlyle Ave FI 33154	Pool Review	Building	Approved	1	Yes	07/18/2025	07/17/2025	07/24/2025

**TOTAL REVIEWS FOR ULISES FERNANDEZ: 9**

**TOTAL REVIEWS FOR BUILDING: 12**

ELECTRICAL										
Candelario Martinez	2025-007453-BC	9264 Harding Ave FI 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	06/24/2025	06/20/2025	07/21/2025
	2025-007634-Comm	9521 Harding Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	2*	Yes	07/09/2025	07/09/2025	07/23/2025
		<i>Comments: 1. Submitted load calculation has incorrect city on address header (Maimai Beach).                      2. Load calculation should be reflected on the signed and sealed riser diagram page.</i>								
	2025-007733-BC	9553 Harding Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	07/01/2025	06/30/2025	07/22/2025
		<i>Comments: 1. Show location of exit lights and emergency lights.                      2. Provide proof of MDC fire approval.</i>								
	2025-007739	8851 Dickens Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	07/01/2025	07/01/2025	07/23/2025
		<i>Comments: Approved as per Candelario's request.</i>								
	2025-007740-Comm	9559 Collins Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	07/02/2025	07/01/2025	07/23/2025

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (07/21/2025 TO 07/26/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
		<i>Comments: Pending proof of MDC fire approval.</i>								
	2025-007741	8801 Emerson Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	06/17/2024	07/01/2025	07/23/2025
	2025-007784	9472 Harding Ave FI 33154	Sign Review	Electrical	Approved	1	Yes	07/15/2025	07/10/2025	07/24/2025
	2025-007829	9332 Carlyle Ave FI 33154	Pool Review	Electrical	Approved	1	Yes	07/21/2025	07/17/2025	07/24/2025
TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 8										

### TOTAL REVIEWS FOR ELECTRICAL: 8

MECHANICAL										
Jan Perez	2025-007746	8855 Collins Ave 4H FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	07/03/2025	07/01/2025	07/23/2025
	2025-007803-BC	9133 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Not Required	1	Yes		07/14/2025	07/22/2025
		<i>Comments: no mechanical work</i>								
	MEP-2025-007568	9273 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	2*	Yes	07/17/2025	07/10/2025	07/24/2025
TOTAL REVIEWS FOR JAN PEREZ: 3										

### TOTAL REVIEWS FOR MECHANICAL: 3

PLANNING/ZONING										
Scarlet Hammons	2025-007453-BC	9264 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	2*	Yes	07/24/2025	07/11/2025	07/25/2025
		<i>Comments: Sheet A-4.0 is not clear what is existing and what is proposed. The proposed shaded areas are still unclear, such as the shaded stairs and window frames. The elevations should be different and side by side. Provide a narrative as to what changes are being proposed. Including any windows and doors that are changing.</i>								
	2025-007520-BR	9341 Carlyle Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	4*	Yes	07/21/2025	07/10/2025	07/24/2025
	2025-007581	9484 Harding Ave FI 33154	Sign Review	Planning/Zoning	Approved	2*	Yes	07/15/2025	07/14/2025	07/21/2025
	2025-007624-BR	9349 Collins Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	07/23/2025	07/10/2025	07/25/2025
	2025-007719-BR	325 Surfside Blvd FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	07/24/2025	07/07/2025	07/22/2025
		<i>Comments: Same comments from first review, see comments dated 6/25/25 and resubmit.</i>								
	2025-007750-BR	9081 Emerson Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	07/02/2025	07/02/2025	07/24/2025
		<i>Comments: DUMPSTER IS APPROVED FOR DURATION OF CONSTRUCTION WORK ONLY. Sec. 14-104. (d) Debris control. All properties with on-going construction activities, including single-family or duplex, shall maintain the site in a neat and orderly manner. A trash enclosure, dumpster or other container shall be maintained on-site at all times. Loose debris shall be placed within the enclosure. A cover shall be maintained over such debris containers during periods when no construction activity is taking place.</i>								
	2025-007752-BR	301 88Th St FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	07/07/2025	07/02/2025	07/24/2025
		<i>Comments: AS PER SECTION 90-56.4 AND 90-56.5, THE FRONT YARD ALONG HARDING AVENUE MUST BE 4FT IN HEIGHT. THE SECONDARY AND REAR YARDS MAY BE UP TO 6FT IN HEIGHT. PLEASE REVISE THE HEIGHT ALONG HARDING AVE AND RESUBMIT.</i>								
	2025-007829	9332 Carlyle Ave FI 33154	Pool Review	Planning/Zoning	Requires Re-submit	1	Yes	07/23/2025	07/17/2025	07/24/2025

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (07/21/2025 TO 07/26/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<i>Comments: 1. PROVIDE PERMEABILITY CALCULATIONS FOR CONCRETE DECK AS THE PROPOSED CHANGE APPEARS TO BE A LARGER AREA THAN WHAT IS EXISTING (SHOWN ON THE SURVEY), SO PROVIDE NARRATIVE AS NECESSARY. PROVIDE LOT COVERAGE FOR OVERALL AND BACK YARD. As per Sec. 90-61, not less than 20 percent of the rear yard shall be landscaped. As per Sec. 90-49, the overall coverage minimum pervious area is 35% and the maximum lot coverage is *40% (*Homes with a maximum height of 22 feet that do not exceed one habitable story may provide up to 50 percent lot coverage).  2. THE POOL EQUIPMENT MUST BE SURROUNDED BY A PHYSICAL BARRIER FOR NOISE REDUCTION, NOT JUST SHUBBARY. As per Sec. 90-47.3: 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.  3. POOL EQUIPMENT LOCATION MAY NOT DIFFER FROM PERMIT PLANS. REMOVE NOTE.</i>										

**TOTAL REVIEWS FOR SCARLET HAMMONS: 8**

**TOTAL REVIEWS FOR PLANNING/ZONING: 8**

PLUMBING										
Roberto Conde	2025-007516-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	06/25/2025	06/25/2025	07/25/2025
	2025-007732	9595 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Requires Re-submit	1	Yes	06/30/2025	06/27/2025	07/21/2025
<i>Comments: REMOVE DISAPPROVED SHEETS...RC</i>										
				Plumbing	Approved	2*	Yes	07/07/2025	07/07/2025	07/21/2025
	2025-007734	900 Surfside Blvd FI 33154	Plumbing Trade Review	Plumbing	In Review	1	Yes		06/30/2025	07/22/2025
	2025-007749	9201 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	07/02/2025	07/02/2025	07/24/2025
	2025-007758	9260 Carlyle Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	2*	Yes	07/11/2025	07/11/2025	07/25/2025
	2025-007829	9332 Carlyle Ave FI 33154	Pool Review	Plumbing	Approved	1	Yes	07/18/2025	07/17/2025	07/24/2025
	MEP-2025-007745	9401 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	07/02/2025	07/02/2025	07/24/2025

**TOTAL REVIEWS FOR ROBERTO CONDE: 8**

**TOTAL REVIEWS FOR PLUMBING: 8**

PUBLIC WORKS										
Andre Eugent	2025-007731	9580 Abbott Ave FI 33154	Right of Way Review	Public Works	In Review	1	Yes		07/09/2025	07/23/2025
	2025-007760	8925 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	07/07/2025	07/07/2025	07/21/2025
	2025-007766	8925 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	07/16/2025	07/08/2025	07/22/2025
	2025-007773	8995 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	07/18/2025	07/08/2025	07/22/2025
	2025-007787	9081 Emerson Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	07/14/2025	07/10/2025	07/24/2025
	2025-007847	9460 Harding Ave FI 33154	Right of Way Review	Public Works	Requires Re-submit	1	Yes	07/24/2025	07/18/2025	07/24/2025
<i>Comments: drawings / sketch of the French drain needs to be provided. – Denied</i>										

**TOTAL REVIEWS FOR ANDRE EUGENT: 6**

**TOTAL REVIEWS FOR PUBLIC WORKS: 6**

STRUCTURAL										
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ALL REVIEWS BY DUE DATE BY DEPARTMENT (07/21/2025 TO 07/26/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
Structural Reviewer	2024-005391	9040 Abbott Ave Fl 33154	Building Review (Residential)	Structural	Approved	2*	Yes	07/10/2025	06/23/2025	07/23/2025
	2025-007829	9332 Carlyle Ave Fl 33154	Pool Review	Structural	Requires Re-submit	1	Yes	07/21/2025	07/17/2025	07/24/2025
	MEP-2025-007568	9273 Collins Ave Fl 33154	Mechanical Trade Review	Structural	Requires Re-submit	2*	Yes	07/21/2025	07/10/2025	07/24/2025
TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 3										
TOTAL REVIEWS FOR STRUCTURAL: 3										
GRAND TOTAL OF ALL REVIEWS: 48										

\* This review is a resubmittal