



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.: 253-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: August 18, 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 August 11 to August 16, 2025.

This Report highlights the **64** total reviews performed by reviewer as follows:

- *Building* by Manuel Salazar – 3 reviews;
- *Building/Structural* by Ulises Fernandez – 15 reviews;
- *Electrical* by Candelario Martinez – 15 reviews;
- *Mechanical* by Jan Perez – 6 reviews;
- *Planning/Zoning* by Scarlet Hammons – 7 reviews;
- *Plumbing* by Roberto Conde – 10 reviews;
- *Roofing* by Ulises Fernandez – 2 reviews;
- *Public Works* by Andre Eugent – 4 reviews; and
- *Structural/Multi-Family* by Chrome Engineering – 2 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 (August 11 – August 16, 2025)



ALL REVIEWS BY DUE DATE BY DEPARTMENT (08/11/2025 TO 08/16/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
BUILDING										
Manuel Salazar	2025-007618-BC	9523 Harding Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	08/14/2025	07/30/2025	08/14/2025
		Comments: Plans need to be digitally sealed. Need DERM review.								
	DEMO-2025-007781	9260 Carlyle Ave FI 33154	Demolition Review	Building	Approved	2*	Yes	07/30/2025	07/30/2025	08/13/2025
	DEMO-2025-007875	408 Surfside Blvd FI 33154	Demolition Review	Building	Requires Re-submit	2*	Yes	08/06/2025	07/29/2025	08/12/2025
		Comments: Need DERM stamp on asbestos survey.								
TOTAL REVIEWS FOR MANUEL SALAZAR: 3										
Ulises Fernandez	2025-007409-BC	9531 Harding Ave 33154	Building Review (Commercial)	Building	In Review	2*	Yes		08/07/2025	08/14/2025
		Comments: PLEASE PROVIDE NARRATIVE AND/OR RESPONSE TO COMNENTS ON DESIGN PROFESSIONAL'S LETTER HEAD AND CLOUD CORRECTIONS/REVISIONS ON PLANS.								
	2025-007551-BR	1277 Biscaya Dr FI 33154	Building Review (Residential)	Building	Requires Re-submit	3*	Yes	07/28/2025	07/28/2025	08/11/2025
		Comments: PLEASE PROVIDE DETAIL (3rd REQUEST). CALL PLANS EXAMIER FOR CLARIFICATION.								
				Building	Approved	4*	Yes	08/05/2025	08/01/2025	08/15/2025
	2025-007808-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	07/23/2025	07/22/2025	08/12/2025
	2025-007859-BR	8705 Carlyle Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	07/21/2025	07/21/2025	08/11/2025
	2025-007860-BC	9111 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	07/21/2025	07/21/2025	08/11/2025
	2025-007866-BR	9156 Emerson Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	07/23/2025	07/22/2025	08/12/2025
		Comments: PLEASE SUBMIT WOOD FENCE/GATE DETAIL								
	2025-007869-BC	9455 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	07/24/2025	07/23/2025	08/13/2025
	2025-007871-BR	9595 Collins Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	07/24/2025	07/24/2025	08/14/2025
	2025-007874-BR	824 88Th St FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	08/18/2025	07/24/2025	08/14/2025
		Comments: 1. PLEASE SUBMIT SITE PLAN (INCLUDE ALL SERVICE LINES). 2. PLEASE VERIFY ON NOA THAT THIS PRODUCT APPROVAL IS APPROVED FOR THE FBC 2023 (8th EDITION). 3. PLEASE SUBMIT WIND LOAD CALCULATIONS. 4. NEED STRUCTURAL APPROVAL.								
	2025-007915-BC	9472 Harding Ave FI 33154	Sign Review	Building	Approved	1	Yes	07/31/2025	08/01/2025	08/15/2025
	2025-007937-BC	9467 Harding Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	08/12/2025	08/07/2025	08/14/2025
		Comments: PLEASE PROVIDE REPAIR DETAIL FOR WORK TO BE PERFORMED. NEED DERM APPROVAL								
	2025-007939-BR	9317 Dickens Ave FI 33154	Building Review (Residential)	Building	In Review	1	Yes		08/06/2025	08/15/2025
	DEMO-2025-007778	9040 Abbott Ave FI 33154	Demolition Review	Building	In Review	2*	Yes		08/01/2025	08/15/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (08/11/2025 TO 08/16/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	DEMO-2025-007875	408 Surfside Blvd FI 33154	Demolition Review	Building	Requires Re-submit	1	Yes	07/24/2025	07/24/2025	08/14/2025
<i>Comments: 1. PLEASE SUBMIT SITE PLAN AND/OR FLOOR PLAN(S) TO CLEARLY SHOW AREAS TO BE DEMOLISHED. 2. PLEASE PROVIDE NOTE ON SITE PLAN THAT A TEMP CONSTRUCTION FENCE SHALL BE INSTALLED WITH PERMIT. 3. PROVIDE NOTE ON SITE PLAN TO STATE THAT ALL SERVICE LINES SHALL BE PROPERLY CAPPED OFF.</i>										

TOTAL REVIEWS FOR ULISES FERNANDEZ: 15

TOTAL REVIEWS FOR BUILDING: 18

ELECTRICAL										
Candelario Martinez	2023-005220	9499 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	07/17/2025	07/16/2025	08/15/2025
<i>Comments: 1. Please submit electrical report with new form format adopted by Miami Dade county as of January 2025. 2. Please submit a signed and sealed statement saying that the building is electrically safe for continued occupancy.</i>										
	2025-007372-BC	9011 Collins Ave FI	Building Review (Commercial)	Electrical	Requires Re-submit	2*	Yes	08/07/2025	08/06/2025	08/13/2025
<i>Comments: 1. Please verify manufactures specifications for transformer spacing and show separation required between transformers</i>										
	2025-007409-BC	9531 Harding Ave 33154	Building Review (Commercial)	Electrical	Requires Re-submit	2*	Yes	08/12/2025	08/07/2025	08/14/2025
<i>Comments: Pending proof of MDC fire approval.</i>										
	2025-007516-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Approved	2*	Yes	08/13/2025	08/12/2025	08/14/2025
	2025-007747-Comm	9401 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	07/29/2025	07/28/2025	08/11/2025
	2025-007865	824 88Th St FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	07/22/2025	07/21/2025	08/11/2025
	2025-007867	8995 Collins Ave FI 33154	Electrical Trade Review	Electrical	In Review	1	Yes	07/22/2025	07/22/2025	08/12/2025
<i>Comments: This appears to be a private provider job with a related master permit. Reviews and approvals would be done under master plans once reviewed.</i>										
	2025-007876	9033 Froude Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	07/29/2025	07/24/2025	08/14/2025
	2025-007885	8955 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	2*	Yes	07/29/2025	07/29/2025	08/12/2025
	2025-007915-BC	9472 Harding Ave FI 33154	Sign Review	Electrical	Approved	1	Yes	07/15/2025	08/01/2025	08/15/2025
	DEMO-2025-007875	408 Surfside Blvd FI 33154	Demolition Review	Electrical	Requires Re-submit	1	Yes	07/29/2025	07/24/2025	08/14/2025
<i>Comments: Pending disconnect verification letter from FPL.</i>										
				Electrical	Approved	2*	Yes	07/30/2025	07/29/2025	08/12/2025
	MEP-2025-007858	9511 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	07/22/2025	07/21/2025	08/11/2025
	MEP-2025-007862	9592 Harding Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	07/22/2025	07/22/2025	08/12/2025
<i>Comments: approved on master revision permit.</i>										

TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 15

TOTAL REVIEWS FOR ELECTRICAL: 15

MECHANICAL										
Jan Perez	2025-007404-BC	8877 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	In Review	2*	Yes		08/13/2025	08/14/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (08/11/2025 TO 08/16/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-007856	9273 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	07/22/2025	07/21/2025	08/11/2025
	2025-007867	8995 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	07/24/2025	07/22/2025	08/12/2025
	DEMO-2025-007875	408 Surfside Blvd FI 33154	Demolition Review	Mechanical	Requires Re-submit	1	Yes	07/24/2025	07/24/2025	08/14/2025
					<i>Comments: need freon letter</i>					
				Mechanical	Approved	2*	Yes	07/31/2025	07/29/2025	08/12/2025
	MEP-2025-007873	8836 Harding Ave FI 33154	Mechanical Trade Review	Mechanical	Requires Re-submit	1	Yes	07/24/2025	07/24/2025	08/14/2025
					<i>Comments: need heat load calculations & AHRI sheet</i>					

TOTAL REVIEWS FOR JAN PEREZ: 6

TOTAL REVIEWS FOR MECHANICAL: 6

PLANNING/ZONING

Scarlet Hammons	2025-007413-BR	9517 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	2*	Yes	07/30/2025	07/28/2025	08/12/2025
					<i>Comments: TO ENSURE A FAVORABLE P&Z REVIEW, WE REQUEST THAT YOU SUBMIT THE FOLLOWING:</i> 1. INCLUDE THE FRONT ELEVATIONS, PLANTER, AND WINDOW SCHEDULE TABLE (SPECIFY WHICH ONES ARE EXISTING TO BE REPLACED AND THE NEW PROPOSED WINDOWS WITH THEIR DIMENSIONS) 2. THE FRONT AND REAR YARDS ON PLANS NEED TO BE CLEAR AS TO WHAT AREAS ARE LANDSCAPED AND WHAT ARE TO BE PAVED. THE USE OF PATTERNS IS SUGGESTED. 3. PROVIDE LOT COVERAGE & PERMEABILITY CALCULATIONS TABLE FOR OVERALL LOT, FRONT YARD, AND REAR YARD. AS PER 90-61, THE FRONT YARD MUST NOT EXCEED 50% PAVED OVER AND NOT LESS THAN 20% OF THE REAR YARD SHALL BE LANDSCAPED. AS PER SEC. 90-49, THE OVERALL LOT COVERAGE IS MIN 35% AND *40% MAX (*HOMES WITH A MAX HEIGHT OF 22 FEET THAT DO NOT EXCEED ONE HABITABLE STORY MAY PROVIDE UP TO 50% LOT COVERAGE). 4. ALL PROPOSED S&S LANDSCAPING & IRRIGATION SET OF PLANS MUST BE INCLUDED FOR THIS REVIEW, IF ANY. 4. THE PORCH SHOULD ALSO BE PART OF THIS REVIEW AND INCLUDED ON THE REAR YARD PERMEABILITY CALCULATION. 5. SUBMIT A FENCE & GATES PERMIT SEPARATELY 6. NOTE PROPOSED SCOPE OF WORK ON PLANS AND ON TOWN'S PERMIT APPLICATION FULLY. IN GENERAL, EACH ROUND OF REVIEW SHALL INCLUDE A FULL S&S PERMIT SET OF PLANS, NOT SINGULAR REVISED SHEETS TO AVOID CONFUSION. PLEASE DATE REVISED SHEETS, ACCORDINGLY. IF YOU HAVE ANY QUESTIONS, EMAIL US AT BOTH SHAMMONS@CORRADINO.COM AND JZAMBRANO@CORRADINO.COM					
	2025-007558	724 90Th St FI 33154	Right of Way Review	Planning/Zoning	Approved	1	Yes	07/10/2025	07/25/2025	08/11/2025
	2025-007866-BR	9156 Emerson Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	07/23/2025	07/22/2025	08/12/2025
	2025-007874-BR	824 88Th St FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	07/28/2025	07/24/2025	08/14/2025
	2025-007881-BR	8858 Garland Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	07/28/2025	07/28/2025	08/15/2025
	2025-007915-BC	9472 Harding Ave FI 33154	Sign Review	Planning/Zoning	Approved	1	Yes	07/31/2025	08/01/2025	08/15/2025
	DEMO-2025-007778	9040 Abbott Ave FI 33154	Demolition Review	Planning/Zoning	Approved	2*	Yes	08/04/2025	08/01/2025	08/15/2025
					<i>Comments: DEMOLITION OF ROOF & INTERIOR WALLS APPROVED ONLY. REVIEW OF PLANS NOT DONE.</i>					

TOTAL REVIEWS FOR SCARLET HAMMONS: 7

ALL REVIEWS BY DUE DATE BY DEPARTMENT (08/11/2025 TO 08/16/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
TOTAL REVIEWS FOR PLANNING/ZONING: 7										
PLUMBING										
Roberto Conde	2025-007372-BC	9011 Collins Ave FI	Building Review (Commercial)	Plumbing	Requires Re-submit	2*	Yes	08/06/2025	08/06/2025	08/13/2025
	Comments: DERM REVIEW REQUIRED....ROBERTO CONDE									
	2025-007409-BC	9531 Harding Ave 33154	Building Review (Commercial)	Plumbing	Requires Re-submit	2*	Yes	08/08/2025	08/07/2025	08/14/2025
	Comments: DERM, FATS OIL AND GREASE...R CONDE									
				Plumbing	Approved	2*	Yes	08/13/2025	08/12/2025	08/14/2025
	2025-007648	9200 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	2*	Yes	07/30/2025	07/29/2025	08/12/2025
	2025-007701	9149 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	01/27/2025	07/24/2025	08/14/2025
	2025-007777-BR	9455 Collins Ave FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	07/23/2025	07/23/2025	08/13/2025
	2025-007857	716 88 St FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	07/21/2025	07/21/2025	08/11/2025
	2025-007863	408 Surfside Blvd FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	07/30/2025	07/24/2025	08/14/2025
	DEMO-2025-007875	408 Surfside Blvd FI 33154	Demolition Review	Plumbing	Requires Re-submit	1	Yes	07/25/2025	07/24/2025	08/14/2025
Comments: SEE DEMOLITION REQUIREMENTS PRIOR TO SUBMITTING DEMO PERMIT APPLICATIONS....R CONDE										
				Plumbing	Approved	2*	Yes	07/30/2025	07/29/2025	08/12/2025
TOTAL REVIEWS FOR ROBERTO CONDE: 10										
TOTAL REVIEWS FOR PLUMBING: 10										
PUBLIC WORKS										
Andre Eugent	2025-007489-BR	724 90Th St FI 33154	Building Review (Residential)	Public Works	Approved	1	Yes	07/24/2025	07/25/2025	08/15/2025
	2025-007864	9225 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	07/29/2025	07/29/2025	08/12/2025
	2025-007908	9592 Harding Ave FI 33154	Right of Way Review	Public Works	In Review	1	Yes		07/31/2025	08/14/2025
	2025-007917	9001 Collins Ave FI 33154	Right of Way Review	Public Works	In Review	1	Yes		08/01/2025	08/15/2025
TOTAL REVIEWS FOR ANDRE EUGENT: 4										
TOTAL REVIEWS FOR PUBLIC WORKS: 4										
ROOF										
Ulises Fernandez	2025-007525-BC	9124 Collins Ave FI 33154	Roof Review	Roof	Approved	2*	Yes	07/30/2025	07/30/2025	08/13/2025
	2025-007561-BR	8942 Hawthorne Ave FI 33154	Roof Review	Roof	In Review	2*	Yes		07/30/2025	08/13/2025
Comments: NEED ROOFING PACKAGE										
TOTAL REVIEWS FOR ULISES FERNANDEZ: 2										
TOTAL REVIEWS FOR ROOF: 2										
STRUCTURAL										

ALL REVIEWS BY DUE DATE BY DEPARTMENT (08/11/2025 TO 08/16/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
Structural Reviewer	2025-007404-BC	8877 Collins Ave Fl 33154	Building Review (Commercial)	Structural	Approved	2*	Yes	08/04/2025	07/31/2025	08/14/2025
	2025-007860-BC	9111 Collins Ave Fl 33154	Building Review (Commercial)	Structural	Requires Re-submit	1	Yes	08/04/2025	07/21/2025	08/11/2025
TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 2										
TOTAL REVIEWS FOR STRUCTURAL: 2										
GRAND TOTAL OF ALL REVIEWS: 64										

* This review is a resubmittal