



**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.: 261-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: August 25, 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 August 18 to August 23, 2025.

This Report highlights the **68** total reviews performed by reviewer as follows:

- *Building/Structural* by Daniel Dominguez – 1 review;
- *Flood Review* by Erica Valdes – 2 reviews;
- *Building* by Manuel Salazar – 5 reviews;
- *Building/Structural* by Ulises Fernandez – 20 reviews;
- *Electrical* by Candelario Martinez – 6 reviews;
- *Mechanical* by Jan Perez – 7 reviews;
- *Planning/Zoning* by Scarlet Hammons – 10 reviews;
- *Plumbing* by Roberto Conde – 7 reviews;
- *Roofing* by Ulises Fernandez – 3 reviews;
- *Public Works* by Andre Eugent – 5 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 18 – August 23, 2025)



## ALL REVIEWS BY DUE DATE BY DEPARTMENT (08/18/2025 TO 08/23/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<b>BUILDING</b>										
Daniel Dominguez	2025-007899-BR	8727 Carlyle Ave FI 33154	Building Review (Residential)	Flood	Approved	1	Yes	08/01/2025	08/01/2025	08/20/2025
TOTAL REVIEWS FOR DANIEL DOMINGUEZ: 1										
Erica Valdes	2025-007228-BR	9157 Dickens Ave FI 33154	Building Review (Residential)	Flood	Approved	3*	Yes	08/11/2025	08/08/2025	08/22/2025
	2025-007453-BC	9264 Harding Ave FI 33154	Building Review (Commercial)	Flood	In Review	3*	Yes		08/07/2025	08/21/2025
TOTAL REVIEWS FOR ERICA VALDES: 2										
Manuel Salazar	2025-007351-BC	8995 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	08/01/2025	07/29/2025	08/19/2025
	2025-007742-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	08/05/2025	07/30/2025	08/20/2025
	2025-007912-BR	408 Surfside Blvd FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	08/13/2025	07/31/2025	08/21/2025
	Comments: Provide proper fence detail.									
	2025-007966	9545 Harding Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	08/13/2025	08/13/2025	08/20/2025
TOTAL REVIEWS FOR MANUEL SALAZAR: 5	DEMO-2025-007875	408 Surfside Blvd FI 33154	Demolition Review	Building	Approved	3*	Yes	08/08/2025	08/08/2025	08/22/2025
	TOTAL REVIEWS FOR MANUEL SALAZAR: 5									
Ulises Fernandez	2025-007228-BR	9157 Dickens Ave FI 33154	Building Review (Residential)	Building	Approved	3*	Yes	08/18/2025	08/08/2025	08/22/2025
	2025-007533-BR	9024 Abbott Ave FI 33154	Building Review (Residential)	Building	In Review	1	Yes		07/29/2025	08/19/2025
	2025-007544-BR	9033 Emerson Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	08/18/2025	08/14/2025	08/21/2025
	Comments: PLEASE CLARIFY SCOPE OF WORK SHOWN ON PERMIT APPLICATION TO MATCH WITH PLANS AND DETAILS SUBMITTED									
	2025-007559-BR	8888 Collins Ave FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	08/18/2025	08/06/2025	08/20/2025
	2025-007671-BR	9340 Harding Ave FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	08/13/2025	08/05/2025	08/19/2025
	2025-007672-BR	9348 Harding Ave FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	08/13/2025	08/05/2025	08/19/2025
	2025-007866-BR	9156 Emerson Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	2*	Yes	08/21/2025	08/06/2025	08/20/2025
	Comments: PLEASE PROVIDE PROPER FENCE DETAIL - ASK FRONT COUNTER FOR SAMPLE OR CALL PLANS EXAMINER FOR CLARIFICATION									
	2025-007883-BR	8935 Froude Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	08/18/2025	07/28/2025	08/18/2025
	Comments: NEED STRUCTURAL REVIEW									
	2025-007887-BR	8935 Froude Ave FI 33154	Building Review (Residential)	Building	In Review	1	Yes		07/28/2025	08/18/2025
	2025-007888-BR	8935 Froude Ave FI 33154	Building Review (Residential)	Building	In Review	1	Yes		07/28/2025	08/18/2025
	2025-007896-BC	9348 Harding Ave FI 33154	Building Review (Commercial)	Building	In Review	1	Yes		07/28/2025	08/18/2025
	2025-007898-BC	9025 Harding Ave FI 33154	Building Review (Commercial)	Building	In Review	1	Yes		07/30/2025	08/20/2025
	2025-007899-BR	8727 Carlyle Ave FI 33154	Building Review (Residential)	Building	In Review	1	Yes		07/30/2025	08/20/2025
	2025-007900-BR	1420 Biscaya Dr FI 33154	Building Review (Residential)							

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (08/18/2025 TO 08/23/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
				Building	Requires Re-submit	1	Yes	08/18/2025	08/11/2025	08/20/2025
				<i>Comments: 1. PLEASE SEPARATE FENCE PERMIT FROM PERGOLA.  2. PLEASE CLARIFY DETAILS TO MATCH FLOOR PLAN (CLARIFY LOCATION OF EACH DETAIL). CALL PLANS EXAMINER FOR CLARIFICATION.  3. NEED STRUCTURAL REVIEW FOR THE LOUVERS/PERGOLA PERMIT.</i>						
	2025-007903-BR	1420 Biscaya Dr FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	08/18/2025	07/30/2025	08/20/2025
				<i>Comments: PLEASE SUBMIT PLANS, DETAILS AND CALCULATIONS</i>						
	2025-007912-BR	408 Surfside Blvd FI 33154	Building Review (Residential)	Building	Requires Re-submit	2*	Yes	08/18/2025	08/14/2025	08/21/2025
				<i>Comments: PLEASE CLARIFY AND SHOW PROPER TEMPORARY FENCE DETAIL - SEE FRONT COUNTER AND/OR CALL PLANS EXAMINER FOR CLARIFICATION</i>						
	2025-007945-BR	9008 Froude Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	08/18/2025	08/07/2025	08/22/2025
				<i>Comments: POD APPROVED TO BE INSIDE OF PROPERTY</i>						
	2025-007947-BR	708 88Th St FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	08/18/2025	08/07/2025	08/18/2025
				<i>Comments: 1. PLEASE SUBMIT A FLOOR PLAN AND CURRENT FBC 2023 (7-22) WIND LOAD CALCULATIONS.</i>						
	2025-007975-BC	9165 Collins Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	08/18/2025	08/15/2025	08/22/2025
				<i>Comments: 1. PLEASE SUBMIT WINDOWS/DOOR/STOREFRONT SEPARATE FROM RAILINGS.  2. NEED STRUCTURAL REVIEW FOR RAILING PERMIT.</i>						
	DEMO-2025-007897	9025 Harding Ave FI 33154	Demolition Review	Building	In Review	1	Yes		07/29/2025	08/19/2025

**TOTAL REVIEWS FOR ULISES FERNANDEZ: 20**

**TOTAL REVIEWS FOR BUILDING: 28**

ELECTRICAL										
Candelario Martinez	2025-007372-BC	9011 Collins Ave FI	Building Review (Commercial)	Electrical	Requires Re-submit	3*	Yes	08/12/2025	08/07/2025	08/21/2025
				<i>Comments: 1. Please verify manufactures specifications for transformer spacing and show separation required between transformers</i>						
	2025-007799-BR	8836 Harding Ave FI 33154	Building Review (Residential)	Electrical	Approved	2*	Yes	08/12/2025	08/06/2025	08/20/2025
	2025-007885	8955 Collins Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	07/29/2025	07/28/2025	08/18/2025
				<i>Comments: Attached application missing contractor's certificate/registration number.</i>						
	2025-007914-Comm	9559 Collins Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	08/06/2025	07/31/2025	08/21/2025
				<i>Comments: No electrical plans or information for this process or related plumbing permit which did not have electrical review and application does not have a contractor certification or registration number.</i>						
	2025-007916	9595 Collins Ave 33154	Electrical Trade Review	Electrical	Approved	1	Yes	08/05/2025	08/01/2025	08/22/2025
				<i>Comments: N/A</i>						
	MEP-2025-007909	8911 Collins Ave FI 33154	Electrical Trade Review	Electrical	In Review	1	Yes		07/31/2025	08/21/2025

**TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 6**

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (08/18/2025 TO 08/23/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
TOTAL REVIEWS FOR ELECTRICAL: 6										
MECHANICAL										
Jan Perez	2025-007343-BR	9032 Garland Ave FI 33154	Building Review (Residential)	Mechanical	Approved	2*	Yes	07/17/2025	07/17/2025	08/18/2025
	2025-007907-BR	9595 S Collins Ave FI	Building Review (Residential)	Mechanical	In Review	1	Yes		07/31/2025	08/21/2025
	2025-007916	9595 Collins Ave 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	08/19/2025	08/01/2025	08/22/2025
	MEP-2025-007873	8836 Harding Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	2*	Yes	08/12/2025	08/06/2025	08/20/2025
	MEP-2025-007889	8955 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	07/29/2025	07/28/2025	08/18/2025
	MEP-2025-007895	9117 Bay Dr FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	07/31/2025	07/28/2025	08/18/2025
	MEP-2025-007902	9401 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	In Review	1	Yes		07/31/2025	08/21/2025
TOTAL REVIEWS FOR JAN PEREZ: 7										
TOTAL REVIEWS FOR MECHANICAL: 7										
PLANNING/ZONING										
Scarlet Hammons	2025-007453-BC	9264 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	3*	Yes	08/07/2025	08/07/2025	08/21/2025
	<i>Comments: This permit will require a public hearing before the planning and zoning board for a new facade/facade change. A hold is placed on this building permit until the changes are approved by the planning and zoning board. Submit a Site Plan Application for a facade change to a single family home.</i>									
	2025-007533-BR	9024 Abbott Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	07/29/2025	07/29/2025	08/19/2025
	<i>Comments: Balcony railings are not what was approved by the planning and zoning board at the November 30, 2023 meeting. If a change is proposed the application for different railings will need to be presented to the planning and zoning board for approval. The proposed railings appear to pose a safety issue, as they would be easy to climb. The gates are required to be self latching, with the latches located at least 54" above ground. On Sheet S0.01 label the property line and confirm that the location of the perimeter fence is entirely within the property, it appears that the fence is encroaching into the neighbor's yard in the rear.</i>									
	2025-007609-BC	9540 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	1	Yes	07/28/2025	07/25/2025	08/22/2025
	<i>Comments: TENT MAY NOT BE OVER 12FT IN HEIGHT. As per Section 90-55.1 Non-habitable structures, including but not limited to cabanas, pergolas, gazeboes and trellises shall have a maximum height of 12 feet. (Ord. No. 1558, § 2(Exh. A), 8-10-10)</i>									
	2025-007671-BR	9340 Harding Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	08/07/2025	08/05/2025	08/19/2025
	<i>Comments: Front yard gate is limited to 4 feet in height maximum</i>									
	2025-007672-BR	9348 Harding Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	08/07/2025	08/05/2025	08/19/2025
	<i>Comments: Front yard fence is limited to 4 feet in height maximum</i>									
	2025-007877	9341 Bay Dr FI 33154	Pool Review	Planning/Zoning	Approved	1	Yes	08/11/2025	08/07/2025	08/22/2025
	<i>Comments: SITE PLAN MISSING S&amp;S FROM ARCHITECT OF RECORD HOWEVER IT IS CONSISTENT WITH MASTER PERMIT ARCHITECT</i>									
	2025-007896-BC	9348 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	07/29/2025	07/28/2025	08/18/2025
	<i>Comments: Approved for a single tent for one day, 8/23/25. Permit must be posted on the site.</i>									
	2025-007900-BR	1420 Biscaya Dr FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	08/12/2025	08/11/2025	08/20/2025

**ALL REVIEWS BY DUE DATE BY DEPARTMENT (08/18/2025 TO 08/23/2025)**

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
		<i>Comments: More details are needed for the pergolas in the rear yard, submit revised details with dimensions for the height of the structures and all setbacks from the property lines. Revise the application form to include glass railings as part of the scope of work, per plans for 2nd floor and roof. Include detail for glass railings SD04. Provide the date of approval for the new home by the planning and zoning board and submit approved site plan, exterior elevations and roof plan. Add dimensions to the roof plan for the setbacks on all four sides for the glass railings to the edge of the roof. Submit a property survey with dimensions of lot size. Front yard fences have height limits based on width of the lot. Note that changes to the home that were not approved by the planning and zoning board may require another public hearing for approval. There may be additional comments based on any future re-submittals.</i>								
	2025-007912-BR	408 Surfside Blvd Fl 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	07/31/2025	07/31/2025	08/21/2025
		<i>Comments: Provide a survey of the property. It is not clear if this is the temporary demo fence or the temporary construction fence. Provide materials that are proposed for the fence. Provide the height of the fence.</i>								
				Planning/Zoning	Requires Re-submit	2*	Yes	08/14/2025	08/14/2025	08/21/2025
		<i>Comments: There are multiple plans submitted, some note a temporary construction fence (dated 8/12/25), others note a temporary demo fence (dated 8/13/25). It is still unclear what this fence is for, construction or demo. If any of the plans submitted to date are void, a stamp should be added so it is made clear what is being approved. The fence should completely surround the property, it looks like it won't be located along the rear of the property?</i>								
TOTAL REVIEWS FOR SCARLET HAMMONS: 10										

## PLUMBING

Roberto Conde	2025-007372-BC	9011 Collins Ave FI	Building Review (Commercial)	Plumbing	Requires Re-submit	3*	Yes	08/08/2025	08/07/2025	08/21/2025
Comments: DERM APPROVAL FOR KITCHEN.....R CONDE										
	2025-007703	9149 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	07/28/2025	07/28/2025	08/18/2025
	2025-007704	9149 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	07/28/2025	07/28/2025	08/18/2025
	2025-007894	8955 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	07/29/2025	07/28/2025	08/18/2025
	2025-007901-BR	9341 Bay Dr FI 33154	Building Review (Residential)	Plumbing	In Review	1	No	08/01/2025	07/29/2025	08/19/2025
	2025-007906	9116 Abbott Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	07/30/2025	07/30/2025	08/20/2025
	2025-007910	9156 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Requires Re-submit	1	Yes	08/01/2025	07/31/2025	08/21/2025
Comments: SPA, POOL EQUIPMENT CHANGE: TWO SEPERATE BODIES OF WATER. PROVIDE A PLUMBING PERMIT FOR EACH BODY OF WATER, POOL, SPA. PROVIDE SPECS OF THE EQUIPMENT BEING REPLACED FOR EACH BODY OF WATER. PROVIDES COPIES OF THE 4159 LETTERS FROM THE HEALTH DEPARTMENT FOR EACH BODY OF WATER. PROVIDE SITE PLANS INDICATING THE LOCATION OF THE SPA AND POOL, 2023 FBC BUILDING, SECTION 105.1, PERMITS, 107.1, 107.3.5, SUBMITTAL OF DOCUMENTS...ROBERTO CONDE.										
TOTAL REVIEWS FOR ROBERTO CONDE: 7										

## PUBLIC WORKS

Andre Eugent	2025-007920		Right of Way Review	Public Works	Approved	1	Yes	08/04/2025	08/04/2025	08/18/2025
		<i>Comments: Approved by Andre by email 8/4/25</i>								
	2025-007931	8818 Hawthorne Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	07/16/2025	08/05/2025	08/19/2025

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (08/18/2025 TO 08/23/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-007941	9540 Collins Ave Fl 33154	Right of Way Review	Public Works	Approved	1	Yes	08/13/2025	08/06/2025	08/20/2025
		<i>Comments: Approved by Andre per email on 8/11/2025</i>								
	2025-007944	9008 Froude Ave Fl 33154	Right of Way Review	Public Works	Approved	1	Yes	08/19/2025	08/07/2025	08/21/2025
	2025-007949	9341 Collins Ave Fl 33154	Right of Way Review	Public Works	Approved	1	Yes	08/08/2025	08/08/2025	08/22/2025
		<i>Comments: Approved as per public work's director assistant</i>								

TOTAL REVIEWS FOR ANDRE EUGENT: 5

TOTAL REVIEWS FOR PUBLIC WORKS: 5

### ROOF

Ulises Fernandez	2025-007780-BR	9156 Dickens Ave Fl 33154	Roof Review	Roof	In Review	2*	Yes		08/06/2025	08/20/2025
	2025-007882-BR	9425 Bay Dr Fl 33154	Roof Review	Roof	Approved	1	Yes	08/18/2025	07/28/2025	08/18/2025
	2025-007904-BR	9332 Bay Dr Fl 33154	Roof Review	Roof	Approved	1	Yes	08/05/2025	07/30/2025	08/20/2025

TOTAL REVIEWS FOR ULISES FERNANDEZ: 3

TOTAL REVIEWS FOR ROOF: 3

### STRUCTURAL

Structural Reviewer	2025-007228-BR	9157 Dickens Ave Fl 33154	Building Review (Residential)	Structural	Approved	3*	Yes	08/22/2025	08/08/2025	08/22/2025
		<i>Comments: Approved by Oscar per email sent on 8/21/2025</i>								
	2025-007676-BR	303 Surfside Blvd Fl 33154	Building Review (Residential)	Structural	Approved	2*	Yes	08/12/2025	08/06/2025	08/20/2025

TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 2

TOTAL REVIEWS FOR STRUCTURAL: 2

GRAND TOTAL OF ALL REVIEWS: 68

*\* This review is a resubmittal*