



**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.: 273-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: September 9, 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 September 1 to September 6, 2025.

This Report highlights the **69** total reviews performed by reviewer as follows:

- *Flood Review* by Erica Valdes – 1 review;
- *Building* by Manuel Salazar – 0 reviews;
- *Building/Structural* by Ulises Fernandez – 16 reviews;
- *Electrical* by Candelario Martinez – 17 reviews;
- *Mechanical* by Jan Perez – 2 reviews;
- *Planning/Zoning* by Scarlet Hammons – 10 reviews;
- *Plumbing* by Roberto Conde – 12 reviews;
- *Roofing* by Ulises Fernandez – 0 reviews;
- *Public Works* by Andre Eugent – 7 reviews; and
- *Structural/Multi-Family* by Chrome Engineering – 4 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 (September 1 – September 6, 2025)



## ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/01/2025 TO 09/06/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<b>BUILDING</b>										
Erica Valdes	2025-007918-BR	501 95Th St FI 33154	Building Review (Residential)	Flood	Requires Re-submit	1	Yes	08/15/2025	08/13/2025	09/04/2025
<i>Comments: This permit is denied pending the following:</i> 1) High and Low elevations of the back of all sidewalks abutting the property, identify the road 2) High and Low elevations of the crown of all roads abutting the property, identify the road 3) Proposed lowest floor elevation 4) Proposed garage floor elevation, if applicable 5) Proposed lowest machinery elevation (please provide a description and location of the proposed lowest machinery) AND 6) Provide signed/notarized NPDES package, (see attached blank package) 7) Provide the SFWMD ERP permit and/or FDEP CGP whichever, is applicable. (if not required, provide letter from agency stating not required) 8) Provide Stormwater Pollution Prevention Plan (SWPPP) plans showing the Erosion and Sediment controls. 9) A detailed cost estimate that includes all materials and labor										
<b>TOTAL REVIEWS FOR ERICA VALDES: 1</b>										
Ulises Fernandez	2025-007340-BR	1277 Biscaya Dr FI 33154	Building Review (Residential)	Building	Approved	5*	Yes	08/21/2025	08/19/2025	09/03/2025
	2025-007409-BC	9531 Harding Ave 33154	Building Review (Commercial)	Building	In Review	3*	Yes		08/19/2025	09/03/2025
	2025-007552-BR	8942 Hawthorne Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	3*	Yes	08/18/2025	08/18/2025	09/02/2025
<i>Comments: PLANS ARE STILL INCORRECT AND MISSING REQUIRED INFORMATION</i>										
	2025-007631-BR	9373 Byron Ave FI 33154	Building Review (Residential)	Building	In Review	2*	Yes		08/26/2025	09/02/2025
	2025-007809	9530 Harding Ave FI 33154	Sign Review	Building	Approved	1	Yes	08/21/2025	08/21/2025	09/05/2025
	2025-007814-BC	9593 Harding Ave FI 33154	Building Review (Commercial)	Building	Approved	2*	Yes	09/08/2025	08/20/2025	09/04/2025
	2025-007900-BR	1420 Biscaya Dr FI 33154	Building Review (Residential)	Building	In Review	2*	Yes		08/20/2025	09/04/2025
	2025-007903-BR	1420 Biscaya Dr FI 33154	Building Review (Residential)	Building	In Review	2*	Yes		08/19/2025	09/03/2025
	2025-007918-BR	501 95Th St FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	09/08/2025	08/13/2025	09/04/2025
<i>Comments: 1. PLEASE SHOW COMPLIANCE WITH FBC R319. 2. NEED MIAMI DADE COUNTY APPROVAL.</i>										
	2025-007939-BR	9317 Dickens Ave FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	08/25/2025	08/21/2025	09/05/2025
	2025-007947-BR	708 88Th St FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	09/08/2025	08/21/2025	09/05/2025
	2025-007952-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	08/25/2025	08/11/2025	09/02/2025
	2025-007957-BR	8859 Dickens Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	08/21/2025	08/12/2025	09/03/2025
	2025-007959-BR	301 88Th St FI 33154	Building Review (Residential)	Building	Approved	1	Yes	09/07/2025	08/12/2025	09/03/2025
	2025-007996-BR	8874 Abbott Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	08/21/2025	08/21/2025	09/04/2025

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/01/2025 TO 09/06/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<i>Comments: 1. PLEASE SUBMIT A PROPER SITE PLAN. 2. PLEASE DIMENSIONS, MINIMUM THICKNESS, REINFORCING TYPE AND COMPRESSIVE STRENGTH OF CONCRETE FOR NEW DRIVEWAY.</i>										
	2025-008005-BR	9016 Byron Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	08/21/2025	08/21/2025	09/04/2025
<i>Comments: PLEASE ASK FRONT COUNTER ATTACH TEMP FENCE DETAIL. FENCE BEING INSTALLED IS APPROVED.</i>										
<b>TOTAL REVIEWS FOR ULISES FERNANDEZ: 16</b>										
<b>TOTAL REVIEWS FOR BUILDING: 17</b>										
<b>ELECTRICAL</b>										
Candelario Martinez	2025-007372-BC	9011 Collins Ave FI	Building Review (Commercial)	Electrical	Approved	4*	Yes	08/28/2025	08/20/2025	09/04/2025
	2025-007409-BC	9531 Harding Ave 33154	Building Review (Commercial)	Electrical	Approved	3*	Yes	08/20/2025	08/19/2025	09/03/2025
	2025-007634-Comm	9521 Harding Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	3*	Yes	08/21/2025	08/20/2025	09/04/2025
<i>Comments: 2. Load calculation should be reflected on the signed and sealed riser diagram page</i>										
	2025-007809	9530 Harding Ave FI 33154	Sign Review	Electrical	Approved	1	Yes	09/02/2025	08/21/2025	09/05/2025
	2025-007813	908 88Th St FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	08/14/2025	08/13/2025	09/04/2025
<i>Comments: Approved pending proper application with contractor information and original previously approved plans.</i>										
	2025-007814-BC	9593 Harding Ave FI 33154	Building Review (Commercial)	Electrical	Pending Assignment	2*	Yes		08/20/2025	09/04/2025
<i>Comments: Waiting on the MDC Fire approved plans that is being requested by Candelario.</i>										
	2025-007914-Comm	9559 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	3*	Yes	09/02/2025	08/20/2025	09/04/2025
	2025-007918-BR	501 95Th St FI 33154	Building Review (Residential)	Electrical	Approved	1	Yes	08/19/2025	08/13/2025	09/04/2025
	2025-007952-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	08/26/2025	08/25/2025	09/02/2025
<i>Comments: Please provide electrical specifications for equipment other than bonding on electrical page.</i>										
				Electrical	Approved	1	Yes	08/28/2025	08/28/2025	09/02/2025
				Electrical	Requires Re-submit	1	Yes	08/12/2025	08/11/2025	09/02/2025
<i>Comments: Please provide electrical specifications for equipment other than bonding on electrical page.</i>										
	2025-007958	408 Surfside Blvd FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	08/13/2025	08/12/2025	09/03/2025
	2025-007959-BR	301 88Th St FI 33154	Building Review (Residential)	Electrical	Requires Re-submit	1	Yes	08/20/2025	08/12/2025	09/03/2025
<i>Comments: Please include load calculation for new panel to verify total connected load.</i>										
	2025-007961	9260 Carlyle Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	08/14/2025	08/13/2025	09/04/2025
<i>Comments: Related master permit 2024-006324 does not appear to be approved and has pending electrical comments.</i>										
	2025-007968	9450 Bay Dr FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	09/02/2025	08/13/2025	09/04/2025
<i>Comments: Sub to 2025-7447</i>										
	2025-007972-Comm	8836 Harding Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	08/12/2025	08/14/2025	09/05/2025
	2025-007987-BR	8911 Collins Ave FI 33154	Building Review (Residential)	Electrical	In Review	2*	Yes		08/21/2025	09/05/2025

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TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 17										
TOTAL REVIEWS FOR ELECTRICAL: 17										
MECHANICAL										
Jan Perez	2025-007918-BR	501 95Th St FI 33154	Building Review (Residential)	Mechanical	Approved	1	Yes	08/19/2025	08/13/2025	09/04/2025
	2025-007964	8855 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	08/19/2025	08/13/2025	09/04/2025
TOTAL REVIEWS FOR JAN PEREZ: 2										
TOTAL REVIEWS FOR MECHANICAL: 2										
PLANNING/ZONING										
Scarlet Hammons	2025-007453-BC	9264 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	3*	Yes	08/20/2025	08/15/2025	09/02/2025
	<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>									
	2025-007631-BR	9373 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	09/03/2025	08/26/2025	09/02/2025
	2025-007809	9530 Harding Ave FI 33154	Sign Review	Planning/Zoning	Approved	1	Yes	08/26/2025	08/21/2025	09/05/2025
	2025-007900-BR	1420 Biscaya Dr FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	2*	Yes	09/03/2025	08/20/2025	09/04/2025
	<i>Comments: Submit a plan to indicate the height of the pergola and the dimensioned distance from all property lines. Submit the date of the meeting that the home was approved by the planning and zoning board. See comments from first review.</i>									
	2025-007903-BR	1420 Biscaya Dr FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	2*	Yes	09/03/2025	09/03/2025	09/03/2025
	<i>Comments: Provide the date of the meeting this home was approved by the planning and zoning board. The railings should be the same as what was approved by the board.</i>									
				Planning/Zoning	In Review	2*	Yes			
	2025-007918-BR	501 95Th St FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	08/14/2025	08/13/2025	09/04/2025
	<i>Comments: Submit DERM approved plans. Sheet CS-1 was not updated to show the driveway in the new location, plans are inconsistent. A separate permit is needed for the fence, PVC is not a permitted material for fencing. The fence, driveway, landscaping, and pool all require separate permits.</i>									
	2025-007996-BR	8874 Abbott Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	09/03/2025	08/21/2025	09/04/2025
	2025-008005-BR	9016 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	09/03/2025	08/21/2025	09/04/2025
	<i>Comments: Application form is not legible, revise with clear handwriting. Include the proposed height of the fence, 6 feet is required.</i>									
	2025-008012-BC	9453 Harding Ave FI 33154	Sign Review	Planning/Zoning	Approved	1	Yes	08/26/2025	08/21/2025	09/05/2025
TOTAL REVIEWS FOR SCARLET HAMMONS: 10										
TOTAL REVIEWS FOR PLANNING/ZONING: 10										
PLUMBING										
Roberto Conde	2025-007372-BC	9011 Collins Ave FI	Building Review (Commercial)	Plumbing	Approved	4*	Yes	08/20/2025	08/20/2025	09/04/2025
	2025-007409-BC	9531 Harding Ave 33154	Building Review (Commercial)	Plumbing	Approved	3*	Yes	08/20/2025	08/19/2025	09/03/2025

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/01/2025 TO 09/06/2025)

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	2025-007918-BR	501 95Th St FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	08/18/2025	08/13/2025	09/04/2025
	2025-007952-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	08/25/2025	08/11/2025	09/02/2025
	<i>Comments: PROVIDE A SEPERATE PLUMBING PERMIT FOR 8552 AND 8553. PROVIDE COPIES OF THE 4159 FDOH LETTERS. PROVIDE SPECS FOR THE POOL EQUIPMENT....RC</i>									
	2025-007954	9593 Harding Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/11/2025	08/11/2025	09/02/2025
	<i>Comments: REVISION APPROVED...ROBERTO CONDE</i>									
				Plumbing	Approved	1	Yes	12/06/2024	08/11/2025	09/02/2025
	2025-007956	9341 Bay Dr FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/13/2025	08/12/2025	09/03/2025
	2025-007959-BR	301 88Th St FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	08/13/2025	08/12/2025	09/03/2025
	2025-007960	9081 Emerson Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/13/2025	08/13/2025	09/04/2025
	2025-007962	9081 Emerson Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/13/2025	08/13/2025	09/04/2025
	2025-007967	9401 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/13/2025	08/13/2025	09/04/2025
	<i>Comments: APPROVED BY MDFD....ROBERT CONDE</i>									
	2025-007969	9450 Bay Dr FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/20/2025	08/13/2025	09/04/2025

TOTAL REVIEWS FOR ROBERTO CONDE: 12

TOTAL REVIEWS FOR PLUMBING: 12

### PUBLIC WORKS

Andre Eugent	2025-007996-BR	8874 Abbott Ave FI 33154	Building Review (Residential)	Public Works	In Review	1	Yes		08/21/2025	09/04/2025
	2025-007997	8855 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	08/21/2025	08/21/2025	09/05/2025
	2025-007998	9401 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	09/05/2025	08/21/2025	09/05/2025
	2025-008003	8874 Abbott Ave FI 33154	Right of Way Review	Public Works	In Review	1	Yes		08/21/2025	09/05/2025
	2025-008007	9300 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	09/05/2025	08/21/2025	09/05/2025
	2025-008009	9165 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	08/21/2025	08/21/2025	09/05/2025
	2025-008013	9293 Harding Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	08/22/2025	08/21/2025	09/05/2025

TOTAL REVIEWS FOR ANDRE EUGENT: 7

TOTAL REVIEWS FOR PUBLIC WORKS: 7

### STRUCTURAL

Structural Reviewer	2025-007903-BR	1420 Biscaya Dr FI 33154	Building Review (Residential)	Structural	In Review	2*	Yes		08/19/2025	09/03/2025
	2025-007918-BR	501 95Th St FI 33154	Building Review (Residential)	Structural	Requires Re-submit	1	Yes	08/21/2025	08/13/2025	09/04/2025
	2025-007957-BR	8859 Dickens Ave FI 33154	Building Review (Residential)	Structural	Approved	1	Yes	08/22/2025	08/12/2025	09/03/2025
	<i>Comments: Approved by Oscar per email sent on 8/21/2025</i>									
	MEP-2025-007568	9273 Collins Ave FI 33154	Mechanical Trade Review	Structural	Approved	3*	Yes	08/21/2025	08/21/2025	09/05/2025

TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 4

TOTAL REVIEWS FOR STRUCTURAL: 4

ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/01/2025 TO 09/06/2025)

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GRAND TOTAL OF ALL REVIEWS: 69										

\* This review is a resubmittal