



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.: 279-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: September 16, 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 September 8 to September 13, 2025.

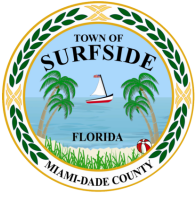
This Report highlights the **73** total reviews performed by reviewer as follows:

- *Flood Review* by Erica Valdes – 4 reviews;
- *Building* by Manuel Salazar – 2 reviews;
- *Building/Structural* by Ulises Fernandez – 17 reviews;
- *Electrical* by Candelario Martinez – 11 reviews;
- *Mechanical* by Jan Perez – 3 reviews;
- *Planning/Zoning* by Scarlet Hammons – 10 reviews;
- *Plumbing* by Roberto Conde – 12 reviews;
- *Roofing* by Ulises Fernandez – 2 reviews;
- *Public Works* by Andre Eugent – 4 reviews; and
- *Structural/Multi-Family* by Chrome Engineering – 8 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 8 – September 13, 2025)



ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/08/2025 TO 09/13/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
BUILDING										
Erica Valdes	2024-005401	9033 Emerson Ave FI 33154	Building Review (Residential)	Flood	Requires Re-submit	2*	Yes	08/25/2025	08/22/2025	09/08/2025
		Comments: This permit is denied again pending corrected elevation certificate. Pending: 1. Section A3 – include folio number 2. Comment section – provide high and low crown of road / high and low back of sidewalk if no sidewalk then sidewalk = N/A 3. Missing G5, G8, G11								
	2025-007527-BR	9032 Froude Ave FI 33154	Building Review (Residential)	Flood	Requires Re-submit	2*	Yes	08/26/2025	08/25/2025	09/09/2025
		Comments: Good evening, The requested corrections were not submitted for flood – permit is denied pending: 1-NPDES package – (blank form attached) 2-Cost estimate.								
	2025-007789-BC	9509 Harding Ave FI 33154	Building Review (Commercial)	Flood	Approved	3*	Yes	08/29/2025	08/28/2025	09/12/2025
	2025-007800-BR	1000 89Th St FI 33154	Building Review (Residential)	Flood	Approved	2*	Yes	08/27/2025	08/27/2025	09/11/2025
		Comments: Good evening, This permit is approved. All pending items received.								
TOTAL REVIEWS FOR ERICA VALDES: 4										
Manuel Salazar	2025-007988-BR	9033 Abbott Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	08/24/2025	08/19/2025	09/10/2025
	2025-007995-BC	9156 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	08/25/2025	08/19/2025	09/10/2025
TOTAL REVIEWS FOR MANUEL SALAZAR: 2										
Ulises Fernandez	2024-005401	9033 Emerson Ave FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	08/25/2025	08/22/2025	09/08/2025
	2025-007419	8811 Emerson Ave FI 33154	Pool Review	Building	Approved	2*	Yes	09/09/2025	08/29/2025	09/08/2025
	2025-007527-BR	9032 Froude Ave FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	08/26/2025	08/25/2025	09/09/2025
	2025-007800-BR	1000 89Th St FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	09/07/2025	08/27/2025	09/11/2025
	2025-007805-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	08/25/2025	08/15/2025	09/08/2025
	2025-007937-BC	9467 Harding Ave FI 33154	Building Review (Commercial)	Building	Approved	2*	Yes	09/09/2025	09/02/2025	09/09/2025
	2025-007948-BR	8975 Hawthorne Ave FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	09/09/2025	08/28/2025	09/12/2025
	2025-007965-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	08/25/2025	08/18/2025	09/09/2025
		Comments: PLEASE SUBMIT FLOOR PLAN AND WIND LOAD CALCULATIONS								
	2025-007970-BC	9011 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	08/25/2025	08/18/2025	09/09/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/08/2025 TO 09/13/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-007974-BC	9172 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	08/25/2025	08/15/2025	09/08/2025
	2025-007978-BR	9332 Bay Dr FI 33154	Building Review (Residential)	Building	Approved	1	Yes	08/25/2025	08/15/2025	09/08/2025
	2025-007983-BR	9332 Bay Dr FI 33154	Building Review (Residential)	Building	Approved	1	Yes	09/09/2025	08/15/2025	09/08/2025
	2025-007984-BR	9332 Bay Dr FI 33154	Building Review (Residential)	Building	Approved	1	Yes	08/25/2025	08/15/2025	09/08/2025
	2025-007986-BC	9499 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	08/25/2025	08/18/2025	09/09/2025
	2025-007991-BC	9225 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	08/25/2025	08/18/2025	09/09/2025
	2025-007996-BR	8874 Abbott Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	09/07/2025	09/04/2025	09/11/2025
	2025-008000-BC	9349 Collins Ave FI	Building Review (Commercial)	Building	Approved	1	Yes	08/21/2025	08/20/2025	09/11/2025

TOTAL REVIEWS FOR ULISES FERNANDEZ: 17

TOTAL REVIEWS FOR BUILDING: 23

ELECTRICAL										
Candelario Martinez	2025-007419	8811 Emerson Ave FI 33154	Pool Review	Electrical	Approved	2*	Yes	06/17/2025	08/29/2025	09/08/2025
	2025-007527-BR	9032 Froude Ave FI 33154	Building Review (Residential)	Electrical	In Review	2*	Yes		08/25/2025	09/09/2025
	2025-007634-Comm	9521 Harding Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	2*	Yes	09/08/2025	08/25/2025	09/09/2025
<i>Comments: It appears no corrected plans are in the system as per previous comments: 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>										
	2025-007805-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	08/19/2025	08/15/2025	09/08/2025
<i>Comments: 1. Please show the location of the existing electrical panel to verify clearance as per NEC 110.26. 2. Please show all smoke alarms and carbon monoxide detectors in the locations required by the FBC.</i>										
				Electrical	Approved	2*	Yes	08/27/2025	08/26/2025	09/10/2025
	2025-007810-Comm	9530 Harding Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	09/10/2025	08/21/2025	09/12/2025
<i>Comments: Sub to 2025-7809</i>										
	2025-007961	9260 Carlyle Ave FI 33154	Electrical Trade Review	Electrical	Approved	2*	Yes	03/27/2025	08/22/2025	09/08/2025
	2025-007971	9435 Harding Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	08/19/2025	08/15/2025	09/08/2025
<i>Comments: N/A no electrical scope.</i>										
	2025-007986-BC	9499 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	09/03/2025	08/18/2025	09/09/2025
	2025-007987-BR	8911 Collins Ave FI 33154	Building Review (Residential)	Electrical	Requires Re-submit	1	Yes	08/19/2025	08/18/2025	09/09/2025
<i>Comments: It appears that the panel to be replaced is located in a rated smoke/fire wall/separation. Please include on plans which listed method/product will be used to protect opening around electrical panel. Also please show kitchen cabinet layout to verify clearance to panel as per nec 110.26.</i>										
MEP-2025-007993	8838 Harding Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	08/20/2025	08/19/2025	09/10/2025	
<i>Comments: 1. Please show on plans the FPL letter with transformer fault information as well as the AIC calculation and AIC rating of equipment. 2. Include a load calculation with total connected load. 3. Please reference permit number for structure on plans to be demolished.</i>										

TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 11

ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/08/2025 TO 09/13/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
TOTAL REVIEWS FOR ELECTRICAL: 11										
MECHANICAL										
Jan Perez	2025-007811	9505 Harding Ave FI 33154	Mechanical Trade Review	Mechanical	In Review	1	Yes		08/18/2025	09/09/2025
	2025-007970-BC	9011 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	08/19/2025	08/18/2025	09/09/2025
	2025-007971	9435 Harding Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	08/19/2025	08/15/2025	09/08/2025
TOTAL REVIEWS FOR JAN PEREZ: 3										
TOTAL REVIEWS FOR MECHANICAL: 3										
PLANNING/ZONING										
Scarlet Hammons	2025-007209-BR	1116 88Th St FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	09/03/2025	08/22/2025	09/08/2025
		<i>Comments: driveway pavers are approved per the site plan on sheet A-101, signed and sealed on 3/22/2021. New pavers are not approved to replace the existing driveway in the same configuration. The front yard pervious must be a minimum of 730 SF, per the approved site plan.</i>								
	2025-007527-BR	9032 Froude Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	2*	Yes	09/03/2025	08/25/2025	09/09/2025
		<i>Comments: Pending review of landscape plans, see comments from first review. Submit landscape and irrigation plans for review. Pending DERM approval of all plans.</i>								
	2025-007730-BC	9445 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	1	Yes	09/10/2025	08/15/2025	09/08/2025
		<i>Comments: Sec. 90-73(a)(1) Content. Commercial signs may only include the trade name, logo of the establishment, the nature of business or services rendered, or products sold on the premises. Signs may not include phone numbers or any reference to price. The proposed door window display illustrates the business phone number.</i>								
		<i>Sec. 90-73(a)(c) Permanent Window sign. One primary sign may be applied to the inside or outside surface of any one glass window or door or displayed within 12 inches of a glass window or door. Lettering shall not exceed eight inches in height. Applicant will need to provide the dimensions of the primary sign and lettering for each window and door display.</i>								
		<i>Sec. 90-69 Definitions, Copy: The content of a sign including words, letters, numbers, figures, designs, logos, graphics, colors, or other symbolic representation incorporated into a sign for the purpose of attracting attention. A QR code is being proposed on one of the window displays.</i>								
		<i>Sec. 90-49.1 Entrances, Window and Storefronts.</i>								
		<i>(i) mirrored, reflective and opaque tinted glass shall be prohibited. What is the proposed window and lettering dimensions for 9445? Also, the 9445 window is currently tinted with a blue background.</i>								
		<i>there are some inconsistencies between what signage is being proposed versus what is already displayed at the business establishment. Is the applicant going to remove the current window and door display to comply with the Town Code?</i>								
		<i>A sign in every window does not comply with Section 90-73 of Town Code or the Town's Design Guidelines. This lettering does not promote "harmonious and attractive neighborhood experiences through attention to the exterior architectural quality and appearance." It also does not "promote the preservation of the existing quality and character of the neighborhood." Revise to a minimal number of windows with signs.</i>								
	2025-007800-BR	1000 89Th St FI 33154	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	09/03/2025	08/27/2025	09/11/2025
		<i>Comments: Pending DERM approved plans submitted.</i>								
	2025-007948-BR	8975 Hawthorne Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	09/03/2025	08/28/2025	09/12/2025
		<i>Comments: Approved to install tile on existing porch steps only. Any additional lot coverage beyond steps must be submitted for review of pervious and impervious areas.</i>								
	2025-007965-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	08/20/2025	08/18/2025	09/09/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/08/2025 TO 09/13/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-007970-BC	9011 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	08/20/2025	08/18/2025	09/09/2025
	2025-007978-BR	9332 Bay Dr FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	08/20/2025	08/15/2025	09/08/2025
	<i>Comments: Scope description on the application form is not the same as the scope in the plan set. The plan set needs to be signed and sealed. Provide the date the single family home was approved by the planning and zoning board. If materials have changed, planning and zoning board approval may be needed. Gate opening to the pool needs to be self-latching and the height of the latch must comply with Miami-Dade County requirements for pool enclosures.</i>									
	2025-007984-BR	9332 Bay Dr FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	08/20/2025	08/15/2025	09/08/2025
	<i>Comments: Scope description on the application form is not the same as the scope in the plan set. The plan set needs to be signed and sealed. Provide the date the single family home was approved by the planning and zoning board. If materials have changed, planning and zoning board approval may be needed. Sheet SD 14 notes the enclosure for mechanical equipment is for the second floor, while the roof plan notes the mechanical equipment is on the roof. Please clarify. A line of sight diagram is needed to show that the equipment is not visible from the street. SD 2.2 and SD 2.3 note that there is a detail sheet SD 14 and SD 15 which are not included with this submittal.</i>									
	2025-007988-BR	9033 Abbott Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	08/20/2025	08/19/2025	09/10/2025
	<i>Comments: Container to be located in the driveway only. Temporary Use Permit must be displayed outside in a weather proof manor and accessible to an inspector.</i>									

TOTAL REVIEWS FOR SCARLET HAMMONS: 10

TOTAL REVIEWS FOR PLANNING/ZONING: 10

PLUMBING										
Roberto Conde	2025-007527-BR	9032 Froude Ave FI 33154	Building Review (Residential)	Plumbing	Requires Re-submit	2*	Yes	08/27/2025	08/25/2025	09/09/2025
	<i>Comments: DERM</i>									
	2025-007696-BC	8911 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	2*	Yes	08/29/2025	08/28/2025	09/12/2025
	2025-007805-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	08/18/2025	08/15/2025	09/08/2025
	2025-007854-BC	8877 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	2*	Yes	08/25/2025	08/25/2025	09/09/2025
	2025-007910	9156 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	2*	Yes	08/27/2025	08/26/2025	09/10/2025
	2025-007986-BC	9499 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	08/25/2025	08/18/2025	09/09/2025
	2025-007991-BC	9225 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	08/20/2025	08/18/2025	09/09/2025
	2025-007992	9225 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/27/2025	08/18/2025	09/09/2025
	2025-007999	608 88Th St FI 33154	Plumbing Trade Review	Plumbing	Requires Re-submit	1	Yes	08/20/2025	08/20/2025	09/11/2025
	<i>Comments: UPLOAD GAS PLANS TO OUR PORTAL WITH APPLICATION....RC</i>									
				Plumbing	Approved	2*	Yes	08/25/2025	08/22/2025	09/08/2025
	2025-008006	9016 Byron Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/25/2025	08/21/2025	09/12/2025
	2025-008008	8955 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/25/2025	08/21/2025	09/12/2025
	<i>Comments: APPROVED BY MDFD...RC</i>									

TOTAL REVIEWS FOR ROBERTO CONDE: 12

TOTAL REVIEWS FOR PLUMBING: 12

ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/08/2025 TO 09/13/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
PUBLIC WORKS										
Andre Eugent	2025-007210	1116 88Th St FI 33154	Right of Way Review	Public Works	In Review	1	Yes		08/22/2025	09/08/2025
	2025-007419	8811 Emerson Ave FI 33154	Pool Review	Public Works	In Review	2*	Yes		08/29/2025	09/08/2025
	2025-007849	9472 Harding Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	08/22/2025	08/22/2025	09/08/2025
	2025-008024	9332 Carlyle Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	09/05/2025	08/27/2025	09/11/2025
TOTAL REVIEWS FOR ANDRE EUGENT: 4										
TOTAL REVIEWS FOR PUBLIC WORKS: 4										
ROOF										
Ulises Fernandez	2025-007977-BC	9523 Harding Ave FI 33154	Roof Review	Roof	Approved	1	Yes	08/25/2025	08/15/2025	09/08/2025
	2025-008001-BC	8888 Collins Ave FI 33154	Roof Review	Roof	Requires Re-submit	1	Yes	08/21/2025	08/20/2025	09/11/2025
Comments: 1. PLEASE CLARIFY SCOPE OF WORK (IS THIS A NEW ROOF OR A RE-ROOF). 2. PLEASE SUBMIT MDC ROOFING PACKAGE AND ALL APPLICABLE PRODUCT APPROVALS AND U.L. LISTING. 3. ROOFING REVIEW WILL CONTINUE ONCE ALL REQUIRED INFORMATION HAS BEEN SUBMITTED.										
TOTAL REVIEWS FOR ULISES FERNANDEZ: 2										
TOTAL REVIEWS FOR ROOF: 2										
STRUCTURAL										
Structural Reviewer	2024-005390	8918 Collins Ave FI 33154	Building Review (Commercial)	Structural	Approved	3*	Yes	09/11/2025	09/11/2025	09/11/2025
		Comments: Approved as per oscar's email								
	2025-007419	8811 Emerson Ave FI 33154	Pool Review	Structural	Approved	2*	Yes	07/10/2025	08/29/2025	09/08/2025
	2025-007527-BR	9032 Froude Ave FI 33154	Building Review (Residential)	Structural	Requires Re-submit	2*	Yes	08/27/2025	08/25/2025	09/09/2025
		Comments: Denied as per oscar's email								
	2025-007800-BR	1000 89Th St FI 33154	Building Review (Residential)	Structural	Requires Re-submit	2*	Yes	09/09/2025	08/27/2025	09/11/2025
		Comments: Refer to Oscar's comments in files.								
	2025-007978-BR	9332 Bay Dr FI 33154	Building Review (Residential)	Structural	Requires Re-submit	1	Yes	08/21/2025	08/15/2025	09/08/2025
	2025-007983-BR	9332 Bay Dr FI 33154	Building Review (Residential)	Structural	Requires Re-submit	1	Yes	08/28/2025	08/15/2025	09/08/2025
		Comments: Refer to Oscar's comments in files.								
	2025-007984-BR	9332 Bay Dr FI 33154	Building Review (Residential)	Structural	In Review	1	Yes		08/15/2025	09/08/2025
	2025-008000-BC	9349 Collins Ave FI	Building Review (Commercial)	Structural	Requires Re-submit	1	Yes	08/27/2025	08/20/2025	09/11/2025
Comments: Denied as per Oscar's email. RC										
TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 8										

ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/08/2025 TO 09/13/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
										TOTAL REVIEWS FOR STRUCTURAL: 8
										GRAND TOTAL OF ALL REVIEWS: 73

* This review is a resubmittal