



**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.: 284-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: September 22, 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 15 to September 20, 2025.

This Report highlights the **75** total reviews performed by reviewer as follows:

- *Flood Review* by Erica Valdes – 1 review;
- *Building/Structural* by Ulises Fernandez – 19 reviews;
- *Electrical* by Candelario Martinez – 16 reviews;
- *Mechanical* by Jan Perez – 5 reviews;
- *Planning/Zoning* by Scarlet Hammons – 10 reviews;
- *Plumbing* by Roberto Conde – 10 reviews;
- *Public Works* by Andre Eugent – 4 reviews; and
- *Structural/Multi-Family* by Chrome Engineering – 10 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 15 – September 20, 2025)



## ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/15/2025 TO 09/20/2025) 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	2025-008114-BR	9009 Garland Ave FI 33154	Building Review (Residential)	Flood	Requires Re-submit	1	Yes	09/12/2025	09/11/2025	09/19/2025
<i>Comments: This permit is denied pending updated ACV Private Appraisal. Appraisal provided is expired.</i>										
<b>TOTAL REVIEWS FOR ERICA VALDES: 1</b>										
Ulises Fernandez	2025-006999-BC	9481 Harding Ave FI 33154	Building Review (Commercial)	Building	Approved	2*	Yes	04/24/2025	09/02/2025	09/16/2025
	2025-007544-BR	9033 Emerson Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	08/25/2025	08/22/2025	09/15/2025
<i>Comments: 1. PLEASE SHOW LENGTH DIMENSIONS OF SITE PLAN. 2. NEED PLANS/DETAILS SIGNED AND SEALED. 3. SHOW MAXIMUM LENGTH OF HORIZONTAL GATE. 4. SHOW REINFORCING TYPE FOR CONCRETE FOOTING FOR HORIZONTAL GATE TRACK.</i>										
	2025-007678-BC	9201 Collins Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	2*	Yes	09/09/2025	09/05/2025	09/19/2025
<i>Comments: PENDING COMMENTS. PLEASE VERIFY DEMOLITION PLAN TO INCLUDE ALL ITEMS BEING REMOVED. SHOW LEVEL OF ALTERATION AND ALL APPLICABLE DETAILS.</i>										
	2025-007905-BC	9553 Harding Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	09/07/2025	08/28/2025	09/19/2025
	2025-007930-BC	9149 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	09/08/2025	08/25/2025	09/16/2025
	2025-007938-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	08/26/2025	08/26/2025	09/17/2025
	2025-007965-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	2*	Yes	09/09/2025	08/29/2025	09/15/2025
<i>Comments: PENDING COMMENTS</i>										
	2025-008014-BC	9455 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	08/25/2025	08/22/2025	09/15/2025
	2025-008019-BR	8867 Garland Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	08/25/2025	08/25/2025	09/16/2025
	2025-008021-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	09/09/2025	08/26/2025	09/17/2025
<i>Comments: PLEASE SUBMIT PLANS AND DETAILS OF PROPOSED REPAIRS AND/OR IMPROVEMENTS.</i>										
	2025-008029-BR	9148 Emerson Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	09/07/2025	08/28/2025	09/19/2025
<i>Comments: 1. PLEASE SUBMIT A CURRENT SURVEY. 2. PLEASE SUBMIT A SITE PLAN (SHOW ALL EXISTING SERVICE LINES). 3. PLEASE SUBMIT ELEVATIONS. 4. PLEASE CLARIFY USE OF EXISTING COLUMN. ALL STRUCTURAL COMPONENTS NEED TO BE PERMITTED.</i>										
	2025-008038-BC	8955 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	09/09/2025	08/28/2025	09/19/2025
	2025-008065	9477 Harding Ave FI 33154	Sign Review	Building	Approved	1	Yes	09/07/2025	09/04/2025	09/18/2025
	2025-008073-BR	1420 Biscaya Dr FI 33154	Building Review (Residential)	Building	Approved	1	Yes	09/07/2025	09/04/2025	09/15/2025
	2025-008074-BR	1420 Biscaya Dr FI 33154	Building Review (Residential)	Building	Approved	1	Yes	09/07/2025	09/04/2025	09/15/2025

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/15/2025 TO 09/20/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-008077	9401 Collins Ave FI 33154	Pool Review	Building	Approved	1	Yes	08/25/2025	09/05/2025	09/19/2025
	2025-008079-BR	1420 Biscaya Dr FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	09/07/2025	09/05/2025	09/15/2025
	<i>Comments: 1. NEED STRUCTURAL REVIEW. 2. NEED WIND LOAD CALCULATIONS.</i>									
	2025-008114-BR	9009 Garland Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	09/15/2025	09/11/2025	09/19/2025
	<i>Comments: 1. PLEASE SHOW COMPLIANCE WITH PROPERTY ADDRESS IDENTIFICATION FBC R319. 2. PLEASE SHOW MINNUM SHOWER ACCESS.</i>									
	2025-008119-BC	9301 Collins Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	09/15/2025	09/12/2025	09/19/2025
	<i>Comments: PLEASE SUBMIT SURVEY/SITE PLAN TO ILLUSTRATE LOCATION OF PROPOSED WORK // 1. PLEASE SUBMIT SURVEY AND/OR SITE PLAN TO SHOW LOCATION OF PROPOSED WORK. 2. VERIFY AND REMOVE CITY OF MIAMI STAMP ON FENCE DETAIL (from #25-8121).</i>									

TOTAL REVIEWS FOR ULISES FERNANDEZ: 19

TOTAL REVIEWS FOR BUILDING: 20

ELECTRICAL										
Candelario Martinez	2025-007678-BC	9201 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	2*	Yes	09/08/2025	09/05/2025	09/19/2025
	<i>Comments: 1. As per previous comments: show all smoke alarms and carbon monoxide detectors in the locations required by the FBC. 2. Electrical permit with a rough inspection prior to new kitchen cabinet installation will be required for verification of compliance of article 210.52. An electrical final inspection will also be required.</i>									
	2025-007905-BC	9553 Harding Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	09/02/2025	08/28/2025	09/19/2025
	<i>Comments: Pending proof of MDC fire approval.</i>									
	2025-007930-BC	9149 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	08/26/2025	08/25/2025	09/16/2025
	<i>Comments: 1. Please show all smoke alarms and carbon monoxide detectors in the locations required by the FBC. 2. Please provide LED specifications including gauge/size and type of conductor to be used on the secondary/LV side of driver/transformer.</i>									
	2025-007938-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	08/27/2025	08/26/2025	09/17/2025
	<i>Comments: 1.It appears that this design will include LED linear/strip lighting. Please include the following information on plans: a. Location and type/model of driver/transformer for each room. b. Specify type of LED strip to be used in each room (length or wattage, etc.). c. Type and gauge/size of conductors to be used on secondary/LV side of driver/transformers. 2. Please show all smoke alarms and carbon monoxide detectors in the locations required by the FBC.</i>									
	2025-007976-BC	9149 Collins Ave FI 33154	Building Review (Commercial)	Electrical	In Review	1	Yes		08/22/2025	09/15/2025
	2025-008016-BC	9149 Collins Ave FI 33154	Building Review (Commercial)	Electrical	In Review	1	Yes		08/22/2025	09/15/2025
	2025-008017-BC	9149 Collins Ave FI 33154	Building Review (Commercial)	Electrical	In Review	1	Yes		08/22/2025	09/15/2025
	2025-008018-BC	9149 Collins Ave FI 33154	Building Review (Commercial)	Electrical	In Review	1	Yes		08/22/2025	09/15/2025
	2025-008021-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Electrical	In Review	1	Yes		08/26/2025	09/17/2025
	2025-008028	8918 Froude Ave FI 33154	Electrical Trade Review	Electrical	In Review	1	Yes		08/28/2025	09/19/2025

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/15/2025 TO 09/20/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-008030	9148 Emerson Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	09/02/2025	08/28/2025	09/19/2025
		<i>Comments: Sub to 2025-003102</i>								
	2025-008052	9064 Byron Ave FI 33154	Electrical Trade Review	Electrical	Approved	2*	Yes	09/04/2025	09/03/2025	09/17/2025
		<i>Comments: Work with will be sent to FPL.</i>								
	2025-008055	1221 Biscaya Dr FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	2*	Yes	09/08/2025	09/04/2025	09/18/2025
		<i>Comments: Previous review entry made in error. There do not appear to be any plans in Laserfiche and this process appears to include dock lighting so it should have planning review as well.</i>								
	2025-008065	9477 Harding Ave FI 33154	Sign Review	Electrical	Approved	1	Yes	09/08/2025	09/04/2025	09/18/2025
	2025-008077	9401 Collins Ave FI 33154	Pool Review	Electrical	Approved	1	Yes	08/28/2025	09/05/2025	09/19/2025
	2025-008114-BR	9009 Garland Ave FI 33154	Building Review (Residential)	Electrical	Requires Re-submit	1	Yes	09/16/2025	09/11/2025	09/19/2025
		<i>Comments: All electrical pages must be signed and sealed.</i>								

TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 16

TOTAL REVIEWS FOR ELECTRICAL: 16

### MECHANICAL

Jan Perez	2025-007905-BC	9553 Harding Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	09/04/2025	08/28/2025	09/19/2025
	2025-007930-BC	9149 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	08/26/2025	08/25/2025	09/16/2025
	2025-007938-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	09/04/2025	08/27/2025	09/17/2025
	2025-008037	9148 Emerson Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	09/04/2025	08/28/2025	09/19/2025
	2025-008114-BR	9009 Garland Ave FI 33154	Building Review (Residential)	Mechanical	In Review	1	Yes		09/11/2025	09/19/2025

TOTAL REVIEWS FOR JAN PEREZ: 5

TOTAL REVIEWS FOR MECHANICAL: 5

### PLANNING/ZONING

Scarlet Hammons	2025-007900-BR	1420 Biscaya Dr FI 33154	Building Review (Residential)	Planning/Zoning	Approved	3*	Yes	09/10/2025	09/10/2025	09/15/2025
	2025-007905-BC	9553 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	09/10/2025	09/02/2025	09/19/2025
	2025-008005-BR	9016 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	09/10/2025	09/05/2025	09/19/2025
	2025-008019-BR	8867 Garland Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	09/03/2025	08/25/2025	09/16/2025
		<i>Comments: The two lightest colors on each of the color swatches are approved.</i>								
	2025-008029-BR	9148 Emerson Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	09/03/2025	08/28/2025	09/19/2025
	2025-008065	9477 Harding Ave FI 33154	Sign Review	Planning/Zoning	Approved	1	Yes	09/10/2025	09/04/2025	09/18/2025
	2025-008074-BR	1420 Biscaya Dr FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	09/10/2025	09/04/2025	09/15/2025
	2025-008079-BR	1420 Biscaya Dr FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	09/10/2025	09/05/2025	09/15/2025
	2025-008114-BR	9009 Garland Ave FI 33154	Building Review (Residential)	Planning/Zoning	In Review	1	Yes		09/11/2025	09/19/2025
	2025-008119-BC	9301 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	In Review	1	Yes		09/12/2025	09/19/2025

TOTAL REVIEWS FOR SCARLET HAMMONS: 10

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/15/2025 TO 09/20/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
TOTAL REVIEWS FOR PLANNING/ZONING: 10										
PLUMBING										
Roberto Conde	2025-007678-BC	9201 Collins Ave Fl 33154	Building Review (Commercial)	Plumbing	Approved	2*	Yes	09/08/2025	09/05/2025	09/19/2025
	2025-007877	9341 Bay Dr Fl 33154	Pool Review	Plumbing	Approved	1	Yes	08/13/2025	08/14/2025	09/15/2025
	Comments: Approved on sub-permit #25-7956									
	2025-007905-BC	9553 Harding Ave Fl 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	08/29/2025	08/28/2025	09/19/2025
	2025-007930-BC	9149 Collins Ave Fl 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	08/27/2025	08/25/2025	09/16/2025
	2025-007938-BC	9595 Collins Ave Fl 33154	Building Review (Commercial)	Plumbing	Requires Re-submit	1	Yes	08/27/2025	08/26/2025	09/17/2025
	Comments: DERM									
	2025-008021-BC	9401 Collins Ave Fl 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	08/27/2025	08/26/2025	09/17/2025
	2025-008022	9156 Collins Ave Fl 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/27/2025	08/27/2025	09/18/2025
	2025-008077	9401 Collins Ave Fl 33154	Pool Review	Plumbing	Approved	1	Yes	08/25/2025	09/05/2025	09/19/2025
Comments: PROVIDE A SEPERATE PLUMBING PERMIT FOR 8552 AND 8553. PROVIDE COPIES OF THE 4159 FDOH LETTERS. PROVIDE SPECS FOR THE POOL EQUIPMENT....RC										
	2025-008114-BR	9009 Garland Ave Fl 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	09/15/2025	09/11/2025	09/19/2025
	MEP-2025-008026	9273 Collins Ave Fl 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/29/2025	08/27/2025	09/18/2025
TOTAL REVIEWS FOR ROBERTO CONDE: 10										
TOTAL REVIEWS FOR PLUMBING: 10										
PUBLIC WORKS										
Andre Eugent	2025-007228-BR	9157 Dickens Ave Fl 33154	Building Review (Residential)	Public Works	Approved	1	Yes	09/09/2025	08/28/2025	09/19/2025
	2025-008081	9011 Collins Ave 33154	Right of Way Review	Public Works	Approved	1	Yes	09/08/2025	09/05/2025	09/19/2025
	2025-008082	9317 Collins Ave Fl 33154	Right of Way Review	Public Works	Approved	1	Yes	09/08/2025	09/05/2025	09/19/2025
	2025-008114-BR	9009 Garland Ave Fl 33154	Building Review (Residential)	Public Works	In Review	1	Yes		09/11/2025	09/19/2025
TOTAL REVIEWS FOR ANDRE EUGENT: 4										
TOTAL REVIEWS FOR PUBLIC WORKS: 4										
STRUCTURAL										
Structural Reviewer	2025-006999-BC	9481 Harding Ave Fl 33154	Building Review (Commercial)	Structural	Approved	2*	Yes	07/31/2025	09/02/2025	09/16/2025
	2025-007845-BC	8855 Collins Ave Fl 33154	Building Review (Commercial)	Structural	Requires Re-submit	1	Yes	09/12/2025	08/26/2025	09/17/2025
	2025-007860-BC	9111 Collins Ave Fl 33154	Building Review (Commercial)	Structural	Approved	2*	Yes	09/15/2025	09/05/2025	09/19/2025
	Comments: Approved as per Oscar's email.									
	2025-007883-BR	8935 Froude Ave Fl 33154	Building Review (Residential)	Structural	Requires Re-submit	1	Yes	08/27/2025	08/22/2025	09/15/2025
Comments: Denied as per Oscar's email. RC										
	2025-007900-BR	1420 Biscaya Dr Fl 33154	Building Review (Residential)	Structural	In Review	3*	Yes		09/10/2025	09/15/2025

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	2025-008029-BR	9148 Emerson Ave Fl 33154	Building Review (Residential)	Structural	Requires Re-submit	1	Yes	09/09/2025	08/28/2025	09/19/2025
	2025-008038-BC	8955 Collins Ave Fl 33154	Building Review (Commercial)	Structural	In Review	1	Yes		08/28/2025	09/19/2025
	2025-008073-BR	1420 Biscaya Dr Fl 33154	Building Review (Residential)	Structural	Approved	1	Yes	09/11/2025	09/04/2025	09/15/2025
	2025-008074-BR	1420 Biscaya Dr Fl 33154	Building Review (Residential)	Structural	Approved	1	Yes	09/11/2025	09/04/2025	09/15/2025
	2025-008114-BR	9009 Garland Ave Fl 33154	Building Review (Residential)	Structural	In Review	1	Yes		09/11/2025	09/19/2025

TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 10

TOTAL REVIEWS FOR STRUCTURAL: 10

GRAND TOTAL OF ALL REVIEWS: 75

*\* This review is a resubmittal*