



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.: 288-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: September 29, 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 22 to September 27, 2025.

This Report highlights the **67** total reviews performed by reviewer as follows:

- *Flood Review* by Erica Valdes – 1 review;
- *Building Review* by Manuel Salazar – 3 reviews;
- *Building/Structural* by Ulises Fernandez – 13 reviews;
- *Electrical* by Candelario Martinez – 20 reviews;
- *Mechanical* by Jan Perez – 6 reviews;
- *Planning/Zoning* by Scarlet Hammons – 5 reviews;
- *Plumbing* by Roberto Conde – 11 reviews;
- *Roofing* by Ulises Fernandez – 1 review;
- *Public Works* by Andre Eugent – 2 reviews; and
- *Structural/Multi-Family* by Chrome Engineering – 5 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 22 – September 27, 2025)



ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/22/2025 TO 09/27/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
BUILDING										
Erica Valdes	2025-007413-BR	9517 Byron Ave FI 33154	Building Review (Residential)	Flood	Requires Re-submit	3*	Yes	09/16/2025	09/15/2025	09/22/2025
<i>Comments: This permit is once again denied. Pending a ACV = Actual Cash Value Appraisal or an Elevation Certificate to show in compliance with ALL elevations. If building is NON COMPLIANT then a ACV appraisal is required.</i>										
TOTAL REVIEWS FOR ERICA VALDES: 1										
Manuel Salazar	2025-007866-BR	9156 Emerson Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	3*	Yes	09/08/2025	09/08/2025	09/22/2025
<i>Comments: Previous comments not complied with.</i>										
	2025-008061	9341 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	09/03/2025	09/03/2025	09/24/2025
	2025-008062	9445 Harding Ave FI 33154	Building Review (Commercial)	Building	In Review	1	Yes		09/03/2025	09/24/2025
TOTAL REVIEWS FOR MANUEL SALAZAR: 3										
Ulises Fernandez	2023-004016	9433 Byron Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	2*	Yes		09/08/2025	09/22/2025
	2025-006886-BR	9341 Collins Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	09/07/2025	08/29/2025	09/22/2025
	2025-007413-BR	9517 Byron Ave FI 33154	Building Review (Residential)	Building	Approved	3*	Yes	09/15/2025	09/15/2025	09/22/2025
	2025-007460-BR	9455 Collins Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	09/18/2025	09/17/2025	09/24/2025
	2025-007544-BR	9033 Emerson Ave FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	09/11/2025	09/10/2025	09/24/2025
	2025-007678-BC	9201 Collins Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	3*	Yes	09/15/2025	09/12/2025	09/26/2025
<i>Comments: PLANS STILL ARE NO CLEAR. PLEASE CLARIFY IF EXISTING TUB IS BEING REPLACED WITH SHOWER. IF SO, PLEASE PROVIDE DETAIL OF SHOWER CURB, SHOWER ENCLOSURE TYPE AND MINIMUM REQUIRED SHOWER ACCESS.</i>										
	2025-007723	824 88Th St FI 33154	Pool Review	Building	Approved	3*	Yes	09/16/2025	09/16/2025	09/23/2025
	2025-007874-BR	824 88Th St FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	09/22/2025	09/19/2025	09/26/2025
				Building	Requires Re-submit	2*	Yes	09/15/2025	09/12/2025	09/26/2025
<i>Comments: 1. PENDING COMMENTS HAVE NOT BEEN PROPERLY ADDRESSED. 2. IS THIS STURCTURE METAL OR WOOD, (NOTES STATE THAT WD BEAM IS .125" THICK) NEED CLARIFICATION.</i>										
	2025-008027-BR	8919 Byron Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	09/18/2025	09/02/2025	09/23/2025
<i>Comments: 1. PLEASE SUBMIT SITE PLAN, CROSS SECTIONS, STRUCTURAL DETAILS, EXTERIOR ELEVATIONS AND ALL OTHER REQUIRED DRAWINGS IN ORDER TO PERFORM A COMPLETE BUILDING REVIEW.</i>										
	2025-008048-BR	9340 Harding Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	09/07/2025	08/29/2025	09/22/2025
<i>Comments: PLEASE SUBMIT PRODUCT APPROVAL DOCUMENTS</i>										
	2025-008049-BR	9348 Harding Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	09/07/2025	08/29/2025	09/22/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/22/2025 TO 09/27/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-008070-BR	1000 89Th St FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	09/09/2025	09/04/2025	09/25/2025
<i>Comments: 1. PLEASE SUBMIT SURVEY/SITE PLAN TO SHOW LOCATION OF FENCE/GATE. 2. PLEASE SUBMIT TEMP FENCE DETAIL.</i>										
TOTAL REVIEWS FOR ULISES FERNANDEZ: 13										
TOTAL REVIEWS FOR BUILDING: 17										
ELECTRICAL										
Candelario Martinez	2023-004016	9433 Byron Ave FI 33154	Building Review (Residential)	Electrical	Pending Assignment	2*	Yes		09/08/2025	09/22/2025
	2025-006886-BR	9341 Collins Ave FI 33154	Building Review (Residential)	Electrical	Approved	1	Yes	09/02/2025	08/29/2025	09/22/2025
	2025-007634-Comm	9521 Harding Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	4*	Yes	09/16/2025	09/12/2025	09/26/2025
<i>Comments: As per previous review 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>										
	2025-007678-BC	9201 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	3*	Yes	09/16/2025	09/12/2025	09/26/2025
<i>Comments: 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>										
	2025-007681	320 88Th St FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	06/17/2025	09/03/2025	09/24/2025
	2025-007905-BC	9553 Harding Ave FI 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	09/23/2025	09/19/2025	09/26/2025
	2025-007938-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Approved	2*	Yes	09/16/2025	09/12/2025	09/26/2025
	2025-007959-BR	301 88Th St FI 33154	Building Review (Residential)	Electrical	Approved	2*	Yes	09/16/2025	09/12/2025	09/26/2025
	2025-008042-Comm	8888 Collins Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	09/03/2025	08/29/2025	09/22/2025
<i>Comments: Electrical plans in Laserfiche do not appear to be for a roof top antenna.</i>										
	2025-008051	9032 Garland Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	09/03/2025	09/02/2025	09/23/2025
<i>Comments: Sub to 25-7343</i>										
	2025-008052	9064 Byron Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	09/03/2025	09/02/2025	09/23/2025
<i>Comments: Permit application does not appear to have a certificate or state registration number for the contractor.</i>										
	2025-008053-Comm	9401 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	09/03/2025	09/02/2025	09/23/2025
<i>Comments: Sub to 25-7516</i>										
	2025-008055	1221 Biscaya Dr FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	09/03/2025	09/02/2025	09/23/2025
<i>Comments: Pending proof of MDC fire approval.</i>										
				Electrical	Approved	3*	Yes	09/10/2025	09/09/2025	09/23/2025
<i>Comments: Notice: Because this installation for lights is on the dock it should have planning and zoning review and approval as well.</i>										
	2025-008056	1400 Biscaya Dr FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	09/04/2025	09/03/2025	09/24/2025
<i>Comments: Note: It appears that this installation will include LED lighting for the dock and should also require planning and zoning review.</i>										

ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/22/2025 TO 09/27/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-008057	9341 Bay Dr FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	09/04/2025	09/03/2025	09/24/2025
	2025-008059	8925 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	09/08/2025	09/03/2025	09/24/2025
	<i>Comments: N/A no electrical scope.</i>									
	2025-008066-Comm	9477 Harding Ave FI 33154	Electrical Trade Review	Electrical	Pending Assignment	1	Yes		09/04/2025	09/25/2025
	<i>Comments: pending for master to be approved.</i>									
	2025-008102-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	2*	Yes	09/11/2025	09/12/2025	09/26/2025
	MEP-2025-008039	9455 Collins Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	09/02/2025	08/29/2025	09/22/2025
	<i>Comments: Please include on plans a clear scope of work clarifying if this is part of egress lighting or just simply decorative.</i>									

TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 20

TOTAL REVIEWS FOR ELECTRICAL: 20

MECHANICAL

Jan Perez	2023-004016	9433 Byron Ave FI 33154	Building Review (Residential)	Mechanical	Pending Assignment	2*	Yes		09/08/2025	09/22/2025
	2025-006886-BR	9341 Collins Ave FI 33154	Building Review (Residential)	Mechanical	Approved	1	Yes	09/02/2025	08/29/2025	09/22/2025
	2025-007854-BC	8877 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	09/02/2025	08/29/2025	09/22/2025
	2025-008047	9011 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	08/19/2025	08/29/2025	09/22/2025
	2025-008059	8925 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	09/04/2025	09/03/2025	09/24/2025
	2025-008102-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	2*	Yes	09/16/2025	09/12/2025	09/26/2025

TOTAL REVIEWS FOR JAN PEREZ: 6

TOTAL REVIEWS FOR MECHANICAL: 6

PLANNING/ZONING

Scarlet Hammons	2023-004016	9433 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	2*	Yes	09/10/2025	09/08/2025	09/22/2025
	<i>Comments: generators must be at least 10 feet from any opening or window and at least 5 feet from any property line. All mechanical equipment including the generator and the AC equipment must be acoustically screened to limit any noise to less than 55 decibels at the property line. Mechanical equipment should be located in the rear yard of the property. The front yard may not be more than 50% paved over and must have at least 30% landscaping. Provide the breakdown of the front yard paved area to show not greater than 50%. Submit drainage and grading plans prepared by a licensed civil engineer. All plans, including the site plan, must be signed and sealed.</i>									
	2025-007413-BR	9517 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	3*	Yes	09/24/2025	09/15/2025	09/22/2025
	2025-007460-BR	9455 Collins Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	09/24/2025	09/17/2025	09/24/2025
	2025-008056	1400 Biscaya Dr FI 33154	Building Review (Residential)	Planning/Zoning	Not Required	1	No	09/10/2025	09/04/2025	09/25/2025
	2025-008070-BR	1000 89Th St FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	09/10/2025	09/04/2025	09/25/2025

TOTAL REVIEWS FOR SCARLET HAMMONS: 5

ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/22/2025 TO 09/27/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
TOTAL REVIEWS FOR PLANNING/ZONING: 5										
PLUMBING										
Roberto Conde	2023-004016	9433 Byron Ave FI 33154	Building Review (Residential)	Plumbing	Pending Assignment	2*	Yes		09/08/2025	09/22/2025
	2025-006886-BR	9341 Collins Ave FI 33154	Building Review (Residential)	Plumbing	Requires Re-submit	1	Yes	08/29/2025	08/29/2025	09/22/2025
	Comments: DERM									
	2025-007938-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	2*	Yes	09/15/2025	09/12/2025	09/26/2025
	2025-008027-BR	8919 Byron Ave FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	09/03/2025	09/02/2025	09/23/2025
	2025-008054	9317 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Requires Re-submit	1	Yes	09/08/2025	09/02/2025	09/23/2025
	Comments: PROVIDE A SITE PLAN INDICATING THE LOCATION OF THE TEMP WATER SYSTEM....R CONDE									
				Plumbing	Approved	2*	Yes	09/15/2025	09/11/2025	09/25/2025
	2025-008063	1221 Biscaya Dr FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	09/10/2025	09/03/2025	09/24/2025
	2025-008069	919 92 St FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	09/08/2025	09/04/2025	09/25/2025
	2025-008071	9149 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	09/08/2025	09/04/2025	09/25/2025
	2025-008078	9401 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/25/2025	09/05/2025	09/26/2025
	Comments: PROVIDE A SEPERATE PLUMBING PERMIT FOR 8552 AND 8553. PROVIDE COPIES OF THE 4159 FDOH LETTERS. PROVIDE SPECS FOR THE POOL EQUIPMENT....RC									
	2025-008102-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Requires Re-submit	2*	Yes	09/10/2025	09/12/2025	09/26/2025
	Comments: DERM									
TOTAL REVIEWS FOR ROBERTO CONDE: 11										
TOTAL REVIEWS FOR PLUMBING: 11										
PUBLIC WORKS										
Andre Eugent	2025-008085	9032 Garland Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	09/10/2025	09/10/2025	09/24/2025
	2025-008117	9008 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	09/12/2025	09/12/2025	09/26/2025
TOTAL REVIEWS FOR ANDRE EUGENT: 2										
TOTAL REVIEWS FOR PUBLIC WORKS: 2										
ROOF										
Ulises Fernandez	2025-008067-BR	8910 Froude Ave FI 33154	Roof Review	Roof	Approved	1	Yes	09/05/2025	09/04/2025	09/25/2025
TOTAL REVIEWS FOR ULISES FERNANDEZ: 1										
TOTAL REVIEWS FOR ROOF: 1										
STRUCTURAL										

ALL REVIEWS BY DUE DATE BY DEPARTMENT (09/22/2025 TO 09/27/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
Structural Reviewer	2023-004016	9433 Byron Ave FI 33154	Building Review (Residential)	Structural	In Review	2*	Yes		09/08/2025	09/22/2025
	2024-006723	300 Surfside Blvd FI 33154	Pool Review	Structural	In Review	3*	Yes		09/18/2025	09/25/2025
	2025-007471-BC	9499 Collins Ave FI 33154	Building Review (Commercial)	Structural	Approved	3*	Yes	09/22/2025	09/16/2025	09/23/2025
		Comments: approved as per Oscar's email.								
	2025-007800-BR	1000 89Th St FI 33154	Building Review (Residential)	Structural	Approved	3*	Yes	09/21/2025	09/18/2025	09/25/2025
	2025-007874-BR	824 88Th St FI 33154	Building Review (Residential)	Structural	In Review	2*	Yes		09/19/2025	09/26/2025
TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 5										
TOTAL REVIEWS FOR STRUCTURAL: 5										
GRAND TOTAL OF ALL REVIEWS: 67										

* This review is a resubmittal