



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.: 230-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: July 22, 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 July 14 to July 19, 2025.

This Report highlights the **42** total reviews performed by reviewer as follows:

- *Building/Structural* by Ulises Fernandez – 9 reviews;
- *Electrical* by Candelario Martinez – 3 reviews;
- *Mechanical* by Jan Perez – 3 reviews;
- *Planning/Zoning* by Scarlet Hammons – 7 reviews;
- *Plumbing* by Roberto Conde – 6 reviews;
- *Public Works* by Andre Eugent – 2 reviews;
- *Building* by Manny Salazar – 5 reviews;
- *Roofing* by Ulises Fernandez – 4 reviews; and
- *Structural/Multi-Family* by Chrome Engineering – 3 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 (July 14 – July 19, 2025)



ALL REVIEWS BY DUE DATE BY DEPARTMENT (07/14/2025 TO 07/19/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
BUILDING										
Manuel Salazar	2025-007237-BR	408 Surfside Blvd FI 33154	Building Review (Residential)	Building	Approved	1	Yes	07/14/2025	07/09/2025	07/14/2025
		<i>Comments: PRIVATE PROVIDER VERIFY BY MANNY</i>								
	2025-007605-BR	500 92Nd St FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	06/27/2025	06/27/2025	07/14/2025
	2025-007694-BC	9341 Collins Ave 403 FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	06/30/2025	06/25/2025	07/17/2025
	2025-007717	9009 Byron Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	06/26/2025	06/24/2025	07/16/2025
		<i>Comments: approved as per building official's signarue on CO cert.</i>								
	2025-007728-BR	919 92 St FI 33154	Building Review (Residential)	Building	Approved	1	Yes	06/30/2025	06/25/2025	07/17/2025
		<i>Comments: As per Manny's request</i>								
TOTAL REVIEWS FOR MANUEL SALAZAR: 5										
Ulises Fernandez	2025-007480-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	4*	Yes	07/13/2025	07/09/2025	07/16/2025
	2025-007516-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	07/16/2025	06/20/2025	07/14/2025
	2025-007576-BC	9024 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	06/30/2025	06/23/2025	07/15/2025
	2025-007712-BC	9225 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	06/23/2025	06/23/2025	07/15/2025
		<i>Comments: approved as per master permit #2025-6891</i>								
	2025-007713-BR	9180 Byron Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	07/13/2025	06/23/2025	07/15/2025
	2025-007719-BR	325 Surfside Blvd FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	07/13/2025	06/24/2025	07/16/2025
		<i>Comments: PLEASE SUBMIT SURVEY TO SHOW EXISTING PARKING AND LOCATION/SIZE OF PROPOSED REPAIR WORK</i>								
	2025-007724-BC	9225 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	07/13/2025	06/25/2025	07/17/2025
	2025-007759-BR	9260 Carlyle Ave FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	07/21/2025	07/10/2025	07/18/2025
	2025-007792-BR	9260 Carlyle Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	07/16/2025	07/10/2025	07/17/2025
		<i>Comments: PLEASE CLARIFY AND MAKE CLAER SUBMITAL TYPE. IS THIS A DUMPSTER PERMIT OR A FENCE PERMIT. NEED ALL APPLICABLE INFORMATION AND DETAILS IN ORDER TO COMPLETE THE BUILDING REVIEW.</i>								
TOTAL REVIEWS FOR ULISES FERNANDEZ: 9										
TOTAL REVIEWS FOR BUILDING: 14										
ELECTRICAL										
Candelario Martinez	2025-007516-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	06/25/2025	06/20/2025	07/14/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (07/14/2025 TO 07/19/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
			<i>Comments: 1. Please show smoke alarms and carbon monoxide detectors in the locations required by the FBC. 2. It appears that this design includes LED linear/strip lighting. Please show the following on plans: a. Locations and types of drivers/transformers to be used. b. Specify type of LED to be used in each location (length, wattage, etc.). c. Type and gauge/size of conductor on the secondary/LV side of drivers/transformers.</i>							
	MEP-2025-007692	919 Gb 92 St Fl 33154	Electrical Trade Review	Electrical	Approved	1	Yes	06/24/2025	06/20/2025	07/14/2025
	Recert. -2025-007485	8855 Collins Ave Fl 33154	Building Review (Commercial)	Electrical	In Review	2*	Yes		06/30/2025	07/15/2025

TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 3

TOTAL REVIEWS FOR ELECTRICAL: 3

MECHANICAL

Jan Perez	2025-007516-BC	9401 Collins Ave Fl 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	07/17/2025	06/20/2025	07/14/2025
	2025-007659	919 92 St Fl 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	06/26/2025	06/20/2025	07/14/2025
			<i>Comments: As per the request of J.P. Refer to email sent on 06.26.25.</i>							
	MEP-2025-007714	9401 Collins Ave Fl 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	06/26/2025	06/24/2025	07/16/2025

TOTAL REVIEWS FOR JAN PEREZ: 3

TOTAL REVIEWS FOR MECHANICAL: 3

PLANNING/ZONING

Scarlet Hammons	2025-007480-BC	8925 Collins Ave Fl 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	3*	Yes	06/30/2025	06/30/2025	07/15/2025
			<i>Comments: SAME COMMENTS AS BEFORE</i>							
				Planning/Zoning	Approved	4*	Yes	07/10/2025	07/07/2025	07/16/2025
	2025-007520-BR	9341 Carlyle Ave Fl 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	3*	Yes	07/09/2025	07/08/2025	07/15/2025
			<i>Comments: AS PER SEC. 90-49. - LOT STANDARDS, THE OVERALL LOT MUST MEET MIN. 35% PERVIOUS AREA (OK) BUT ALSO A MAX. 40%* LOT COVERAGE. RECALCULATE TO INCLUDE ALL OF THE AREAS FOR LOT COVERAGE. * Homes with a maximum height of 22 feet that do not exceed one habitable story may provide up to 50 percent lot coverage.</i>							
	2025-007530-BC	9133 Abbott Ave Fl 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	3*	Yes	07/02/2025	07/02/2025	07/17/2025
			<i>Comments: REVISED LANDSCAPING PLANS MUST BE SIGNED AND SEALED BY PROFESSIONAL LANDSCAPE ARCHITECT OR EVEN A PROFESSIONAL ARCHITECT.</i>							
	2025-007719-BR	325 Surfside Blvd Fl 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	06/25/2025	06/24/2025	07/16/2025
			<i>Comments: 1. PROVIDE CURRENT SURVEY 2. PROVIDE LOCATION AREA WITH DIMENSIONS TO BE REPAIRED SHOWN ON PLANS OR ON THE SURVEY WHETHER IT IS TO MATCH EXISTING. 3. PROVIDE PAINT SWATCH AND PHOTO OF EXISTING COLOR</i>							
	2025-007759-BR	9260 Carlyle Ave Fl 33154	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	07/21/2025	07/10/2025	07/18/2025
	2025-007792-BR	9260 Carlyle Ave Fl 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	07/21/2025	07/10/2025	07/17/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (07/14/2025 TO 07/19/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<i>Comments: PROVIDE ALL DIMENSIONS FOR DUMPTER. IT IS ONLY ALLOWED FOR THE TIME DURATION OF CONSTRUCTION WITH A VALID BUILDING PERMIT</i>										
TOTAL REVIEWS FOR SCARLET HAMMONS: 7										
TOTAL REVIEWS FOR PLANNING/ZONING: 7										
PLUMBING										
Roberto Conde	2025-007657	919 92 St Fl 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	06/27/2025	06/20/2025	07/14/2025
	2025-007718	9201 Collins Ave Fl 33154	Plumbing Trade Review	Plumbing	Requires Re-submit	1	Yes	06/25/2025	06/24/2025	07/16/2025
<i>Comments: ATTACH TO 7678....RC</i>										
	2025-007724-BC	9225 Collins Ave Fl 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	06/27/2025	06/25/2025	07/17/2025
	2025-007725	9225 Collins Ave Fl 33154	Plumbing Trade Review	Plumbing	In Review	1	Yes		06/25/2025	07/17/2025
	MEP-2025-007700	9545 Harding Ave Fl 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	06/20/2025	06/20/2025	07/14/2025
	MEP-2025-007716	9505 Harding Ave Fl 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	06/23/2025	06/23/2025	07/15/2025
<i>Comments: Approved as per master permit#24-6632 R.C</i>										
TOTAL REVIEWS FOR ROBERTO CONDE: 6										
TOTAL REVIEWS FOR PLUMBING: 6										
PUBLIC WORKS										
Andre Eugent	2025-007719-BR	325 Surfside Blvd Fl 33154	Building Review (Residential)	Public Works	In Review	1	Yes		06/24/2025	07/16/2025
	2025-007738	8935 Froude Ave Fl 33154	Right of Way Review	Public Works	Approved	1	Yes	07/03/2025	07/03/2025	07/18/2025
TOTAL REVIEWS FOR ANDRE EUGENT: 2										
TOTAL REVIEWS FOR PUBLIC WORKS: 2										
ROOF										
Ulises Fernandez	2025-007705-BC	9564 Harding Ave Fl 33154	Roof Review	Roof	Requires Re-submit	1	Yes	07/07/2025	06/20/2025	07/14/2025
<i>Comments: PLEASE SHOW CLEARLY LOCATION AND SIZE OF ALL SCUPPERS AND OVER-FLOWS ON ROOF PLAN</i>										
	2025-007706-BC	9578 Harding Ave Fl 33154	Roof Review	Roof	Approved	1	Yes	07/18/2025	06/20/2025	07/14/2025
	2025-007707-BC	9592 Harding Ave Fl 33154	Roof Review	Roof	Approved	1	Yes	07/18/2025	06/20/2025	07/14/2025
	2025-007715-BR	325 Surfside Blvd Fl 33154	Building Review (Residential)	Roof	Requires Re-submit	1	Yes	07/18/2025	06/23/2025	07/15/2025
<i>Comments: NEED PLANS TO SHOW LOCATION OF WORK AND SUBMIT REPAIR DETAIL</i>										
TOTAL REVIEWS FOR ULISES FERNANDEZ: 4										
TOTAL REVIEWS FOR ROOF: 4										
STRUCTURAL										

ALL REVIEWS BY DUE DATE BY DEPARTMENT (07/14/2025 TO 07/19/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date	
Structural Reviewer	2024-005505	8910 Collins Ave Fl 33154	Building Review (Commercial)	Structural	Requires Re-submit	1	Yes	07/09/2025	06/12/2025	07/14/2025	
	<i>Comments: Denied as per Oscar's email</i>										
	2025-007713-BR	9180 Byron Ave Fl 33154	Building Review (Residential)	Structural	Approved	1	Yes	06/24/2025	06/23/2025	07/15/2025	
	Recert. -2025-007485	8855 Collins Ave Fl 33154	Building Review (Commercial)	Structural	Approved	2*	Yes	06/30/2025		07/15/2025	
<i>Comments: approved as per Oscar's email</i>											

TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 3

TOTAL REVIEWS FOR STRUCTURAL: 3

GRAND TOTAL OF ALL REVIEWS: 42

** This review is a resubmittal*