



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.: 268-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: September 2, 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 August 25 to August 30, 2025.

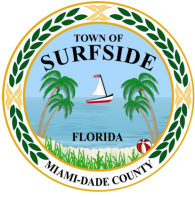
This Report highlights the **68** total reviews performed by reviewer as follows:

- *Flood Review* by Erica Valdes – 1 review;
- *Building* by Manuel Salazar – 2 reviews;
- *Building/Structural* by Ulises Fernandez – 15 reviews;
- *Electrical* by Candelario Martinez – 13 reviews;
- *Mechanical* by Jan Perez – 3 reviews;
- *Planning/Zoning* by Scarlet Hammons – 9 reviews;
- *Plumbing* by Roberto Conde – 9 reviews;
- *Roofing* by Ulises Fernandez – 1 review;
- *Public Works* by Andre Eugent – 10 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 (August 25 – August 30, 2025)



ALL REVIEWS BY DUE DATE BY DEPARTMENT (08/25/2025 TO 08/30/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
BUILDING										
Erica Valdes	2025-007789-BC	9509 Harding Ave FI 33154	Building Review (Commercial)	Flood	Requires Re-submit	2*	Yes	08/27/2025	08/12/2025	08/26/2025
<i>Comments: This permit denied pending flood legend on plans and a cost estimate.</i>										
TOTAL REVIEWS FOR ERICA VALDES: 1										
Manuel Salazar	2024-005390	8918 Collins Ave FI 33154	Building Review (Commercial)	Building	Pending Assignment	3*	Yes		08/15/2025	08/29/2025
	2025-007912-BR	408 Surfside Blvd FI 33154	Building Review (Residential)	Building	Approved	3*	Yes	08/22/2025	08/18/2025	08/26/2025
TOTAL REVIEWS FOR MANUEL SALAZAR: 2										
Ulises Fernandez	2024-006018-BR	9156 Dickens Ave FI 33154	Building Review (Residential)	Building	In Review	3*	Yes		08/11/2025	08/25/2025
	2025-007340-BR	1277 Biscaya Dr FI 33154	Building Review (Residential)	Building	Requires Re-submit	4*	Yes	08/18/2025	08/14/2025	08/28/2025
<i>Comments: PLEASE MARK AS "N/A" DETAILS THAT DO NOT APPLY ON PLANS</i>										
	2025-007471-BC	9499 Collins Ave FI 33154	Building Review (Commercial)	Building	In Review	2*	Yes		05/22/2025	08/27/2025
	2025-007723	824 88Th St FI 33154	Pool Review	Building	In Review	2*	Yes		08/20/2025	08/27/2025
	2025-007797-BR	9533 Carlyle Ave FI 33154	Building Review (Residential)	Building	In Review	2*	Yes		08/13/2025	08/27/2025
	2025-007806-BR	9032 Garland Ave FI 33154	Building Review (Residential)	Building	In Review	2*	Yes		08/15/2025	08/29/2025
	2025-007825-BR	9272 Abbott Ave FI 33154	Building Review (Residential)	Building	In Review	2*	Yes		08/15/2025	08/29/2025
	2025-007845-BC	8855 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	08/26/2025	08/04/2025	08/25/2025
<i>Comments: NEED STRUCTURAL REVIEW</i>										
	2025-007854-BC	8877 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	08/18/2025	08/04/2025	08/25/2025
	2025-007877	9341 Bay Dr FI 33154	Pool Review	Building	Approved	1	Yes	08/15/2025	08/12/2025	08/27/2025
	2025-007936-BR	9260 Carlyle Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	08/26/2025	08/06/2025	08/27/2025
	2025-007940-BR	9365 Dickens Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	08/18/2025	08/06/2025	08/27/2025
<i>Comments: WOOD FENCE OK</i>										
	2025-007948-BR	8975 Hawthorne Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	08/18/2025	08/07/2025	08/28/2025
<i>Comments: PLEASE PROVIDE REPAIR DETAIL. SHOW DIMENSION OF RISER AND TREAD</i>										
	2025-007951-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	08/26/2025	08/08/2025	08/29/2025
	2025-008002-BR	9450 Bay Dr FI 33154	Building Review (Residential)	Building	Pending Assignment	1	Yes		08/20/2025	08/26/2025
TOTAL REVIEWS FOR ULISES FERNANDEZ: 15										
TOTAL REVIEWS FOR BUILDING: 18										

ALL REVIEWS BY DUE DATE BY DEPARTMENT (08/25/2025 TO 08/30/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
ELECTRICAL										
Candelario Martinez	2025-007771	9000 Bay Dr FI 33154	Electrical Trade Review	Electrical	Approved	2*	Yes	08/13/2025	08/12/2025	08/26/2025
	2025-007789-BC	9509 Harding Ave FI 33154	Building Review (Commercial)	Electrical	Approved	2*	Yes	08/21/2025	08/12/2025	08/26/2025
	<i>Comments: Pending MDC fire approval.</i>			Electrical	Approved	2*	Yes	08/21/2025	08/20/2025	08/26/2025
	2025-007854-BC	8877 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	08/05/2025	08/04/2025	08/25/2025
	2025-007913	1420 Biscaya Dr FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	08/06/2025	08/05/2025	08/26/2025
	2025-007914-Comm	9559 Collins Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	2*	Yes	08/12/2025	08/12/2025	08/26/2025
	<i>Comments: application does not have a contractor certification or registration number.</i>									
	2025-007921	9033 Froude Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	02/13/2025	08/05/2025	08/26/2025
	2025-007923-Comm	9511 Collins Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	08/05/2025	08/04/2025	08/25/2025
	<i>Comments: 1. It appears that the panel to be replaced is located in a rated smoke/fire wall. Please include on electrical plan which LISTED system/product will be used to protect opening around panel. 2. Please include a carbon monoxide detector in the location required by the FBC.</i>									
	2025-007932-Comm	8955 Collins Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	08/06/2025	08/05/2025	08/26/2025
	<i>Comments: Description on application must be specific as to what type of low voltage and how many of each are covered under this permit.</i>									
				Electrical	Requires Re-submit	2*	Yes	08/12/2025	08/11/2025	08/25/2025
	<i>Comments: Description on application must be specific as to WHAT TYPE of low voltage are covered under this permit.</i>									
				Electrical	Approved	3*	Yes	08/19/2025	08/15/2025	08/29/2025
	2025-007946-Comm	9317 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	08/12/2025	08/07/2025	08/28/2025
	2025-007950	9595 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	08/12/2025	08/08/2025	08/29/2025
	<i>Comments: N/A no electrical scope.</i>									

TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 13

TOTAL REVIEWS FOR ELECTRICAL: 13

MECHANICAL										
Jan Perez	2025-007919	9440 Abbott Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	05/01/2025	08/04/2025	08/25/2025
	2025-007935	8911 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	08/12/2025	08/05/2025	08/26/2025
	2025-007950	9595 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	08/12/2025	08/08/2025	08/29/2025

TOTAL REVIEWS FOR JAN PEREZ: 3

TOTAL REVIEWS FOR MECHANICAL: 3

PLANNING/ZONING										
Scarlet Hammons	2025-007335	8926 Garland Ave FI 33154	Mechanical Trade Review	Planning/Zoning	Requires Re-submit	1	Yes	08/04/2025	08/04/2025	08/25/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (08/25/2025 TO 08/30/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<p><i>Comments: 1. PROVIDE CONCRETE SLAB TYPICAL SECTION AND ELEVATION. ALSO, OF THE METAL STAND. IF CONCRETE SLAB WILL BE LARGER THAN EXISITNG, PROVIDE LOT COVERAGE AND PERMEABILITY CALCULATIONS IN PERCENTAGES.</i></p> <p><i>2. PROVIDE MIN 5FT REAR AND SIDE SETBACK</i></p> <p><i>3. PROVIDE A LANDSCAPED AND PHYSICAL SCREENING FOR THE A/C UNIT.</i></p> <p><i>4. AS PER SEC. 54-78 AIR CONDITIONING UNITS SHALL NOT EXCEED 60 DECIBELS (dBA).</i></p> <p><i>As per Sec. 90-93, Screening of equipment: Dumpsters, mechanical equipment, A/C units, electrical transformers, generators and all above ground equipment shall be screened on at least three sides by landscape material that equal to the height of the element at installation. Such screening shall not interfere with normal operation of equipment and shall be maintained at the height of the element or no more than one foot above. 90-47.3. On properties designated H30A or H30B, air conditioning equipment, pool pump, generators or other mechanical equipment may be located at grade, provided such equipment is not in any setback, and is not visible from any street or waterway. All equipment shall be visually screened by an enclosure of sufficient height which adequately hides the equipment from view from all angles (excluding from above) and matches closely to its immediate surroundings in texture, color, and appearance. Additionally, the equipment shall be acoustically screened to reduce noise to no more than 55 dBA (60 dBA for A/C unit) when measured from any property line of the subject lot.</i></p>										
	2025-007723	824 88Th St FI 33154	Pool Review	Planning/Zoning	Approved	2*	Yes	08/20/2025	08/20/2025	08/27/2025
	2025-007797-BR	9533 Carlyle Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	08/14/2025	08/13/2025	08/27/2025
	2025-007912-BR	408 Surfside Blvd FI 33154	Building Review (Residential)	Planning/Zoning	Approved	3*	Yes	08/20/2025	08/18/2025	08/26/2025
	2025-007940-BR	9365 Dickens Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	08/14/2025	08/12/2025	08/27/2025
<i>Comments: Wood fence is approved. PVC fence is not permitted.</i>				Planning/Zoning	Requires Re-submit	1	Yes	08/07/2025	08/06/2025	08/27/2025
<p><i>Comments: PVC is a prohibited material for fencing. Code section 90-56.14 The following fencing material shall be prohibited:</i></p> <p><i>(1)Chain-link and other wire fencing, except as permitted herein.(2)Loosely attached masonry products, such as concrete block, bricks or other similar products not bonded together by mortar or comparable adhesive.(3)Plastic or PVC</i></p>										
	2025-007945-BR	9008 Froude Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	08/07/2025	08/07/2025	08/28/2025
<i>Comments: Per code Section 90-53 personal storage units are limited to be located in the driveway, limited to 130 SF in size. The length of time is allowed for two days, 8/7/25 to 8/9/25 as stated on the application form.</i>										
	2025-007948-BR	8975 Hawthorne Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	08/12/2025	08/07/2025	08/28/2025
<i>Comments: Submit a photo of the existing porch. No tile is to be added that would expand the size of the porch or any other areas, unless a site plan is approved showing any changes in lot coverage that would result from new tile installation.</i>										
	2025-008002-BR	9450 Bay Dr FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	08/26/2025	08/20/2025	08/26/2025
<p><i>Comments: Submit the landscape plan and a separate permit application for the landscape. If artificial turf is proposed, submit a separate permit application. Submit the boundary survey signed and sealed. Provide the height of the gazebo, show elevation. The driveway and fence will require a separate permit. Submit DERM approved plan set.</i></p>										

TOTAL REVIEWS FOR SCARLET HAMMONS: 9

TOTAL REVIEWS FOR PLANNING/ZONING: 9

PLUMBING

Roberto Conde	2025-007789-BC	9509 Harding Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	2*	Yes	08/25/2025	08/12/2025	08/26/2025
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ALL REVIEWS BY DUE DATE BY DEPARTMENT (08/25/2025 TO 08/30/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
				Plumbing	Approved	2*	Yes	08/25/2025	08/25/2025	08/26/2025
	2025-007854-BC	8877 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Requires Re-submit	1	Yes	08/04/2025	08/04/2025	08/25/2025
	2025-007922	9033 Froude Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	04/09/2025	08/05/2025	08/26/2025
	2025-007927	9511 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/06/2025	08/04/2025	08/25/2025
	2025-007928	9201 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/06/2025	08/05/2025	08/26/2025
	2025-007929	9260 Carlyle Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/06/2025	08/05/2025	08/26/2025
	2025-007933	9081 Emerson Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/06/2025	08/05/2025	08/26/2025
	2025-007943	8925 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/18/2025	08/08/2025	08/29/2025

TOTAL REVIEWS FOR ROBERTO CONDE: 9

TOTAL REVIEWS FOR PLUMBING: 9

PUBLIC WORKS

Andre Eugent	2025-007518	8995 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	08/15/2025	08/15/2025	08/29/2025
	2025-007847	9460 Harding Ave FI 33154	Right of Way Review	Public Works	Approved	2*	Yes	08/22/2025	08/22/2025	08/29/2025
	2025-007848	9480 Harding Ave FI 33154	Right of Way Review	Public Works	Approved	2*	Yes	08/26/2025	08/22/2025	08/29/2025
	2025-007850	9458 Harding Ave FI 33154	Right of Way Review	Public Works	Approved	2*	Yes	08/22/2025	08/22/2025	08/29/2025
	2025-007851	9466 Harding Ave FI 33154	Right of Way Review	Public Works	Approved	2*	Yes	08/22/2025	08/22/2025	08/29/2025
	2025-007911	8811 Emerson Ave FI 33154	Right of Way Review	Public Works	In Review	1	Yes		08/13/2025	08/27/2025
	2025-007953	9317 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	08/11/2025	08/11/2025	08/25/2025
	2025-007973	8855 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	08/18/2025	08/14/2025	08/28/2025
	2025-007985	9317 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	08/18/2025	08/15/2025	08/29/2025
	2025-008002-BR	9450 Bay Dr FI 33154	Building Review (Residential)	Public Works	In Review	1	Yes		08/20/2025	08/26/2025

TOTAL REVIEWS FOR ANDRE EUGENT: 10

TOTAL REVIEWS FOR PUBLIC WORKS: 10

ROOF

Ulises Fernandez	2025-007963-BC	9195 Collins Ave FI 33154	Roof Review	Roof	Approved	1	Yes	08/26/2025	08/13/2025	08/28/2025
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TOTAL REVIEWS FOR ULISES FERNANDEZ: 1

TOTAL REVIEWS FOR ROOF: 1

STRUCTURAL

Structural Reviewer	2024-005390	8918 Collins Ave FI 33154	Building Review (Commercial)	Structural	Requires Re-submit	3*	Yes	08/21/2025	08/15/2025	08/29/2025
	2025-007471-BC	9499 Collins Ave FI 33154	Building Review (Commercial)	Structural	Requires Re-submit	2*	Yes	08/29/2025	05/19/2025	08/27/2025

ALL REVIEWS BY DUE DATE BY DEPARTMENT (08/25/2025 TO 08/30/2025)

Reviewer	Permit Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-007528-BR	320 88Th St FI 33154	Building Review (Residential)	Structural	Approved	2*	Yes	08/27/2025	08/12/2025	08/26/2025
		Comments: approved as per Oscar's email. RC								
	2025-007936-BR	9260 Carlyle Ave FI 33154	Building Review (Residential)	Structural	Requires Re-submit	1	Yes	08/12/2025	08/06/2025	08/27/2025
				Structural	In Review	1	Yes		08/26/2025	08/27/2025
TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 5										
TOTAL REVIEWS FOR STRUCTURAL: 5										
GRAND TOTAL OF ALL REVIEWS: 68										

* This review is a resubmittal