



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.: 293-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: October 13, 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 October 6 to October 11, 2025.

This Report highlights the **63** total reviews performed by reviewer as follows:

- *Flood Review* by Erica Valdes – 2 reviews;
- *Building Review* by Manuel Salazar – 2 reviews;
- *Building/Structural* by Ulises Fernandez – 13 reviews;
- *Electrical* by Candelario Martinez – 16 reviews;
- *Mechanical* by Jan Perez – 7 reviews;
- *Planning/Zoning* by Scarlet Hammons – 7 reviews;
- *Plumbing* by Roberto Conde – 10 reviews;
- *Roofing* by Ulises Fernandez – 1 review;
- *Public Works* by Andre Eugent – 2 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 (October 6 – October 11, 2025)



ALL REVIEWS BY DUE DATE BY DEPARTMENT (10/06/2025 TO 10/11/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number	Address	Department	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
BUILDING											
Erica Valdes	2025-007918-BR	501 95Th St FI 33154	Building	Building Review (Residential)	Flood	Requires Re-submit	2*	Yes	10/09/2025	09/26/2025	10/10/2025
<i>Comments: Permit is denied pending NPDES form signed and notarized by contractor. (blank form provided) with this email. SWPPP plans received pending this form.</i>											
	2025-008027-BR	8919 Byron Ave FI 33154	Building	Building Review (Residential)	Flood	Requires Re-submit	2*	Yes	09/22/2025	09/22/2025	10/06/2025
<i>Comments: Pending ERP permit or CGP permit, if not applicable then letter from Miami Dade County stating not required.</i>											
<i>Comments: This permit is denied pending the following:</i>											
<i>For Garage Conversion Flood legend information on plans.</i>											
<i>1) Flood zone</i>											
<i>2) Base flood elevation (BFE)</i>											
<i>3) Flood Insurance Rate Map (FIRM) Panel</i>											
<i>4) High and Low elevations of the back of all sidewalks abutting the property, identify the road. If no sidewalks, sidewalk = N/A.</i>											
<i>5) High and Low elevations of the crown of all roads abutting the property, identify the road.</i>											
<i>6) Proposed lowest floor elevation of converted portion of garage.</i>											
<i>7) Proposed lowest machinery elevation (please provide a description and location.</i>											
<i>AND</i>											
<i>8. A detailed cost estimate that includes all materials and labor.</i>											
<i>-Included is a sample of flood legend</i>											
<i>-I have provided FEMA's Technical Bulletin 2 which has the required/approved fill to use for garage conversion and elevating.</i>											
TOTAL REVIEWS FOR ERICA VALDES: 2											
Manuel Salazar	2025-008129	9149 Collins Ave FI 33154	Building	Building Review (Commercial)	Building	Pending Assignment	1	No	10/10/2025	09/15/2025	10/06/2025
	2025-008150	9332 Carlyle Ave FI 33154	Building	Building Review (Residential)	Building	Approved	1	Yes	09/22/2025	09/19/2025	10/10/2025
TOTAL REVIEWS FOR MANUEL SALAZAR: 2											
Ulises Fernandez	2025-007451-BC	9101 Collins Ave FI 33154	Building	Building Review (Commercial)	Building	Approved	2*	Yes	09/24/2025	09/23/2025	10/07/2025
	2025-007621-BR	9408 Byron Ave FI 33154	Building	Building Review (Residential)	Building	Approved	1	Yes	09/22/2025	09/19/2025	10/10/2025
	2025-007899-BR	8727 Carlyle Ave FI 33154	Building	Building Review (Residential)	Building	Approved	2*	Yes	09/24/2025	09/23/2025	10/07/2025
	2025-007918-BR	501 95Th St FI 33154	Building	Building Review (Residential)	Building	Approved	2*	Yes	10/09/2025	09/26/2025	10/10/2025
	2025-008027-BR	8919 Byron Ave FI 33154	Building	Building Review (Residential)	Building	Requires Re-submit	2*	Yes	09/19/2025	09/22/2025	10/06/2025
<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>											

ALL REVIEWS BY DUE DATE BY DEPARTMENT (10/06/2025 TO 10/11/2025)

Reviewer	Permit Number	Address	Department	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-008119-BC	9301 Collins Ave FI 33154	Building	Building Review (Commercial)	Building	Approved	2*	Yes	09/26/2025	09/26/2025	10/10/2025
	2025-008129	9149 Collins Ave FI 33154	Building	Building Review (Commercial)	Building	Approved	1	Yes	09/22/2025	09/15/2025	10/06/2025
	2025-008139-BR	9348 Byron Ave FI 33154	Building	Building Review (Residential)	Building	Requires Re-submit	1	Yes	09/18/2025	09/16/2025	10/07/2025
	<i>Comments: PLEASE SUBMIT FLOOR PLAN AND WIND LOAD CALCULATIONS</i>										
	2025-008146-BR	9164 Harding Ave FI 33154	Building	Building Review (Residential)	Building	Approved	1	Yes	09/18/2025	09/18/2025	10/09/2025
	<i>Comments: NEED ZONING APPROVAL REQUIRED</i>										
	2025-008152-BC	9472 Harding Ave FI 33154	Building	Building Review (Commercial)	Building	Approved	1	Yes	09/22/2025	09/19/2025	10/10/2025
	2025-008153-BR	716 88 St FI 33154	Building	Building Review (Residential)	Building	Approved	1	Yes	09/22/2025	09/19/2025	10/10/2025
	2025-008168	9401 Collins Ave FI 33154	Building	Pool Review	Building	Approved	1	Yes	09/24/2025	09/23/2025	10/07/2025
	DEMO-2025-008004	9016 Byron Ave FI 33154	Building	Demolition Review	Building	Approved	1	Yes	09/18/2025	09/16/2025	10/07/2025

TOTAL REVIEWS FOR ULISES FERNANDEZ: 13

TOTAL REVIEWS FOR BUILDING: 17

ELECTRICAL											
Candelario Martinez	2025-007621-BR	9408 Byron Ave FI 33154	Electrical	Building Review (Residential)	Electrical	Approved	1	Yes	10/08/2025	09/19/2025	10/10/2025
	2025-007622	9408 Byron Ave FI 33154	Electrical	Electrical Trade Review	Electrical	Approved	1	Yes	10/08/2025	09/19/2025	10/10/2025
	<i>Comments: COC on file</i>										
	2025-007803-BC	9149 Collins Ave FI 33154	Electrical	Building Review (Commercial)	Electrical	Approved	2*	Yes	09/30/2025	09/26/2025	10/10/2025
	2025-007905-BC	9553 Harding Ave FI 33154	Electrical	Building Review (Commercial)	Electrical	Approved	2*	Yes	09/23/2025	09/25/2025	10/09/2025
	2025-008027-BR	8919 Byron Ave FI 33154	Electrical	Building Review (Residential)	Electrical	Requires Re-submit	2*	Yes	09/23/2025	09/22/2025	10/06/2025
	<i>Comments: 1. Please show the details and locations for the panel relocation. 2. Please show all smoke alarms and carbon monoxide detectors in the locations required by the FBC.</i>										
	2025-008092	8877 Collins Ave FI 33154	Electrical	Electrical Trade Review	Electrical	Approved	1	Yes	09/15/2025	09/15/2025	10/06/2025
	2025-008093-Com	8877 Collins Ave FI 33154	Electrical	Electrical Trade Review	Electrical	Approved	1	Yes	09/11/2025	09/15/2025	10/06/2025
	2025-008128-Com	9011 Collins Ave FI	Electrical	Electrical Trade Review	Electrical	Approved	1	Yes	09/15/2025	09/15/2025	10/06/2025
	2025-008129	9149 Collins Ave FI 33154	Electrical	Building Review (Commercial)	Electrical	Approved	1	Yes	10/07/2025	09/15/2025	10/06/2025
	2025-008133-Com	9225 Collins Ave FI 33154	Electrical	Electrical Trade Review	Electrical	Approved	1	Yes	09/17/2025	09/16/2025	10/07/2025
	2025-008148-Com	8925 Collins Ave FI 33154	Electrical	Building Review (Residential)	Electrical	Requires Re-submit	1	Yes	09/23/2025	09/18/2025	10/09/2025
	<i>Comments: Pending proof of MDC fire and elevator section approval.</i>										

ALL REVIEWS BY DUE DATE BY DEPARTMENT (10/06/2025 TO 10/11/2025)

Reviewer	Permit Number	Address	Department	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-008151-Com m	9149 Collins Ave FI 33154	Electrical	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	09/23/2025	09/19/2025	10/10/2025
	2025-008168	9401 Collins Ave FI 33154	Electrical	Pool Review	Electrical	Requires Re-submit	1	Yes	09/24/2025	09/23/2025	10/07/2025
			Electrical	Pool Review	Electrical	Approved	2*	Yes	10/01/2025	09/30/2025	10/07/2025
	DEMO-2025-00800 4	9016 Byron Ave FI 33154	Electrical	Demolition Review	Electrical	Approved	1	Yes	09/23/2025	09/16/2025	10/07/2025
	MEP-2025-007879	8901 Abbott Ave FI 33154	Electrical	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	09/23/2025	09/18/2025	10/09/2025

TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 16

TOTAL REVIEWS FOR ELECTRICAL: 16

MECHANICAL											
Jan Perez	2025-008027-BR	8919 Byron Ave FI 33154	Mechanical	Building Review (Residential)	Mechanical	Approved	2*	Yes	09/25/2025	09/22/2025	10/06/2025
	2025-008092	8877 Collins Ave FI 33154	Mechanical	Mechanical Trade Review	Mechanical	Approved	1	Yes	09/15/2025	09/15/2025	10/06/2025
	2025-008120	8925 Collins Ave FI 33154	Mechanical	Mechanical Trade Review	Mechanical	Approved	1	Yes	09/25/2025	09/19/2025	10/10/2025
	2025-008129	9149 Collins Ave FI 33154	Mechanical	Building Review (Commercial)	Mechanical	Approved	1	Yes	09/25/2025	09/15/2025	10/06/2025
	2025-008131	9560 Harding Ave FI 33154	Mechanical	Mechanical Trade Review	Mechanical	Approved	1	Yes	10/09/2025	09/16/2025	10/07/2025
	2025-008149	9365 Dickens Ave FI 33154	Mechanical	Mechanical Trade Review	Mechanical	Approved	1	Yes	09/25/2025	09/19/2025	10/10/2025
	DEMO-2025-00800 4	9016 Byron Ave FI 33154	Mechanical	Demolition Review	Mechanical	Approved	1	Yes	09/25/2025	09/16/2025	10/07/2025

TOTAL REVIEWS FOR JAN PEREZ: 7

TOTAL REVIEWS FOR MECHANICAL: 7

PLANNING/ZONING											
Scarlet Hammons	2025-007918-BR	501 95Th St FI 33154	Planning/Zoning	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	10/01/2025	09/26/2025	10/10/2025
	2025-007984-BR	9332 Bay Dr FI 33154	Planning/Zoning	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	10/01/2025	09/26/2025	10/10/2025
	2025-008027-BR	8919 Byron Ave FI 33154	Planning/Zoning	Building Review (Residential)	Planning/Zoning	Requires Re-submit	2*	Yes	09/29/2025	09/22/2025	10/06/2025
	2025-008119-BC	9301 Collins Ave FI 33154	Planning/Zoning	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	2*	Yes	09/29/2025	09/26/2025	10/10/2025

Comments: Same comments as the building department, more information is needed. Provide the elevations, existing and proposed. Garage conversions are required to have a planter in front of the converted garage area. Provide a dimensioned site plan to show that the property will accommodate two vehicles on site. Provide a site survey signed and sealed.

ALL REVIEWS BY DUE DATE BY DEPARTMENT (10/06/2025 TO 10/11/2025)

Reviewer	Permit Number	Address	Department	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
		<i>Comments: This permit is on hold until planning and zoning board approval per code section 90.56.2 Fences, walls, and gates in all other districts shall require Planning and Zoning Board review and approval, based upon design integrity, consistency with the design guidelines and compatibility with the design of the other structures and landscaping on the property. Submit an application for the planning and zoning board review.</i>									
	2025-008146-BR	9164 Harding Ave FI 33154	Planning/Zoning	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	09/29/2025	09/18/2025	10/09/2025
		<i>Comments: Submit entire color swatch for review. Structures in the H30A and H30B zoning districts shall be permitted to be painted the four lightest colors for the structure's primary color on the color swatch on file in the building department. All other colors may be accent colors. A paint swatch shall be submitted to the building department for approval by the town manager or designee. The planning and zoning board shall make a design determination in cases of uncertainty.</i>									
	2025-008152-BC	9472 Harding Ave FI 33154	Planning/Zoning	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	1	Yes	09/29/2025	09/19/2025	10/10/2025
		<i>Comments: Provide an exhibit to drawn to scale to show the distance from the sukkah to the building. Provide information for structural review and for fire code review. Provide an exhibit with a dimension from the sukkah to the fence. Provide information on the height of the sukkah.</i>									
	MEP-2025-007545	8851 Hawthorne Ave FI 33154	Planning/Zoning	Mechanical Trade Review	Planning/Zoning	Approved	1	Yes	10/08/2025	10/08/2025	10/10/2025

TOTAL REVIEWS FOR SCARLET HAMMONS: 7

TOTAL REVIEWS FOR PLANNING/ZONING: 7

PLUMBING											
Roberto Conde	2025-007718	9201 Collins Ave FI 33154	Plumbing	Plumbing Trade Review	Plumbing	Approved	2*	Yes	09/08/2025	09/24/2025	10/08/2025
	2025-007910	9156 Collins Ave FI 33154	Plumbing	Plumbing Trade Review	Plumbing	Approved	1	Yes	09/17/2025	09/17/2025	10/08/2025
	2025-008022	9156 Collins Ave FI 33154	Plumbing	Plumbing Trade Review	Plumbing	Approved	1	Yes	09/17/2025	09/17/2025	10/08/2025
	2025-008097	9455 Collins Ave FI 33154	Plumbing	Plumbing Trade Review	Plumbing	Requires Re-submit	1	Yes	09/15/2025	09/15/2025	10/06/2025
		<i>Comments: DERM</i>									
	2025-008127	9011 Collins Ave FI	Plumbing	Plumbing Trade Review	Plumbing	Approved	1	Yes	08/20/2025	09/15/2025	10/06/2025
	2025-008129	9149 Collins Ave FI 33154	Plumbing	Building Review (Commercial)	Plumbing	Approved	1	Yes	09/17/2025	09/15/2025	10/06/2025
	2025-008135	1452 Biscaya Dr FI 33154	Plumbing	Plumbing Trade Review	Plumbing	Approved	1	Yes	02/03/2023	09/16/2025	10/07/2025
	2025-008137	1452 Biscaya Dr FI 33154	Plumbing	Plumbing Trade Review	Plumbing	Approved	1	Yes	02/23/2023	09/16/2025	10/07/2025
	2025-008168	9401 Collins Ave FI 33154	Plumbing	Pool Review	Plumbing	Approved	1	Yes	09/24/2025	09/23/2025	10/07/2025
	DEMO-2025-008004	9016 Byron Ave FI 33154	Plumbing	Demolition Review	Plumbing	Approved	1	Yes	09/17/2025	09/16/2025	10/07/2025

TOTAL REVIEWS FOR ROBERTO CONDE: 10

TOTAL REVIEWS FOR PLUMBING: 10

PUBLIC WORKS											
Andre Eugent	2025-008165										

ALL REVIEWS BY DUE DATE BY DEPARTMENT (10/06/2025 TO 10/11/2025)

Reviewer	Permit Number	Address	Department	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
		9293 Harding Ave Fl 33154	Public Works	Right of Way Review	Public Works	Approved	1	Yes	09/25/2025	09/24/2025	10/08/2025
	2025-008172	8995 Collins Ave Fl 33154	Public Works	Right of Way Review	Public Works	Approved	1	Yes	09/30/2025	09/23/2025	10/07/2025
TOTAL REVIEWS FOR ANDRE EUGENT: 2											
TOTAL REVIEWS FOR PUBLIC WORKS: 2											
ROOF											
Ulises Fernandez	2025-008116-BR	9025 Hawthorne Ave Fl 33154	Roof	Roof Review	Roof	Approved	2*	Yes	09/24/2025	09/24/2025	10/08/2025
TOTAL REVIEWS FOR ULISES FERNANDEZ: 1											
TOTAL REVIEWS FOR ROOF: 1											
STRUCTURAL											
Structural Reviewer	2025-007918-BR	501 95Th St Fl 33154	Structural	Building Review (Residential)	Structural	Approved	2*	Yes	10/09/2025	09/26/2025	10/10/2025
		<i>Comments: Refer to files to approval from Oscar.</i>									
	2025-007983-BR	9332 Bay Dr Fl 33154	Structural	Building Review (Residential)	Structural	In Review	2*	Yes		09/26/2025	10/10/2025
	2025-007984-BR	9332 Bay Dr Fl 33154	Structural	Building Review (Residential)	Structural	In Review	2*	Yes		09/26/2025	10/10/2025
TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 3											
TOTAL REVIEWS FOR STRUCTURAL: 3											
GRAND TOTAL OF ALL REVIEWS: 63											

* This review is a resubmittal