



City of Miami Gardens

Building Department

18605 NW 27th Avenue, 1st Floor

Miami Gardens, FL 33056

305-622-8027 (Office) 305-626-4220 (Fax)

Electronic Plan Submission Requirements

FOR OFFICE USE ONLY	
Process No.:	_____
Date Applied:	_____
Clerk:	_____
Date Issued:	_____

In accordance with the Paperwork Reduction Act, the City of Miami Gardens is transitioning from a paper plan processing system to a paperless electronic review process. As August 1, 2017, **All** commercial and residential projects will be required to provide one (1) USB drive with PDF copies of their plans, along with two (2) sets of hard copy plans. Customers unable to provide digital copies on a USB/CD will be charged a scanning fee for this service.

Master Folder: ADDRESS ONLY (Formatted as: 18605 NW 27th Av)

Street abbreviations: Avenue = Av; Boulevard = BLVD; Circle = Cir; Circle Court = Cir Ct; Court = Ct; Drive = Dr; Road = Rd; Street = St; Street Road = St Rd and Terrace = Ter

All Digital Submittals shall strictly adhere to the following format:

Please strictly adhere to the following format for all documents being submitted. Examples are

Electrical 0605E1, 0605E2 & 0605E3 or Architectural 0602A1, 0602A2 &

0602A13 . All digital applications that do not follow the format shown below will be rejected.

Permit Application Documents shall include, but not limited to:

	<u>Group</u>	<u>Sub Group</u>	<u>Page</u>	<u>Equals</u>
Permit Application	01AP		1	01AP1
Engineering approval letter (ERC's: fixture count, # of seats, etc.).	01AP		2	01AP2
Manual "N" (heat load calculations, commercial).	01AP		3	01AP3
(2) Geotechnical Investigative Report (SEALED).	01AP		4	01AP4
Landscape Plan.	01AP		5	01AP5
Survey (Boundary, Topographic, Plot, Etc.).	01AP		6	01AP6
Notice of Commencement (Original).	01AP		7	01AP7
30-Day Electrical Application (Filled out by Electrician, notarized).	01AP		8	01AP8
Site Plan.	01AP		9	01AP9
(2) Special Inspector forms from Board of Rules and Appeals, (SEALED).	01AP		10	01AP10
Miami Dade County Environmental review & Transportation Certificates.	01AP		11	01AP11
Identification Documentation Affidavit.	01AP		12	01AP12
Copy of proof of ownership.	01AP		13	01AP13
Copy of contractor's licenses and insurances	01AP		14	01AP14
Structural Calculations	02SC		1, 2, 3, etc.	02SCI
Energy Calculations	03EC		1, 2, 3, etc.	03ECI
Specifications	04PA		1, 2, 3, etc.	04PAI
Specification, Cut Sheets, ext.	05SP		1, 2, 3, etc.	05SPI
Civil & Site	0601CS		1, 2, 3, etc.	0601CSI
Architectural	0602A		1, 2, 3, etc.	0602AI
Structural	0603S		1, 2, 3, etc.	0603SI
Mechanical	0604M		1, 2, 3, etc.	0604MI
Electrical	0605E		1, 2, 3, etc.	0605EI
Plumbing	0606P		1, 2, 3, etc.	0606PI
Fire Sprinkler	0607FS		1, 2, 3, etc.	0607FSI
Fire Alarm	0608FA		1, 2, 3, etc.	0608FAI
Landscaping	0609L		1, 2, 3, etc.	0609LI
Irrigation	0610I		1, 2, 3, etc.	0610II



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Electronic Plan Submission Checklist

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Process No.:	_____
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Address: _____

Parcel: _____

Legal: Lot: _____ Block _____ Subdivision: _____

PLEASE PROVIDE TWO (2) SETS OF PLANS AND CD/USB DRIVE WITH THE COPY OF THE SIGNED CONTRACT FOR REVIEW.

Permit(s) Required:

- Structural
 Mechanical
 Electrical
 Plumbing
 Roofing

Other Permit Required: _____

- Engineering approval letter (ERC's: fixture count, # of seats, etc.).
- Manual "N" (heat load calculations, commercial).
- (2) Geotechnical Investigative Report (**SEALED**).
- Landscape Plan.
- Survey (Boundary, Topographic, Plot, Etc.).
- City of Miami Gardens Impact Fee Receipt.
- Miami Dade County Impact Fee Receipt, if required.
- Notice of Commencement (Original).
- 30-Day Electrical Application (Filled out by Electrician, notarized).
- Site Plan.
- (2) Special Inspector forms from Board of Rules and Appeals, (**SEALED**).
- Miami Dade County Environmental review & Transportation Certificates.
- Identification Documentation Affidavit.
- Proof of ownership.



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AFFIDAVIT OF IDENTICAL DOCUMENTS, USB DIGITAL APPLICATION PLAN REVIEW

PDF Files: (*SIGNED AND SEALED DRAWINGS REQUIRED*)

I, (print full name) _____ **Architect/Engineer** of Record with registration number AR/PE # _____ with Architectural/Engineering Firm name _____, hereby attest or affirm that the electronic file submittal of the plans for project located at (address): _____ is an exact duplicate of the complete hardcopy set of plans submitted.

OR

PDF Files: (*ALL OTHERS REQUIRED*)

I, (print full name) _____ **Owner** hereby attest or affirm that the electronic file submittal of the plans for project located at (address): _____ is an exact duplicate of the complete hardcopy set of plans submitted.

I also hereby acknowledge that if there are any discrepancies between the two (2) aforementioned versions, the review process for said project will be terminated, becoming null and void, and require re-application under the new permit application number. Previously reviewed plans and comments will be discarded. This affidavit will apply to all documents submitted electronically throughout the life of the project including initial submittal, reworks, revisions, shop drawings, etc.

Plan's reference/job identification number from title block:

Signature of Architect/Engineer of Record or Owner (AS APPROPRIATE)	
_____ Signature of Architect/Engineer/Owner	_____ Printed Name of Architect/Engineer/Owner
State of Florida, County of Miami -Dade	
Sworn and subscribed to me this:	
_____ Month	_____ Day
_____ Year	_____ Signature of Notary Public
_____ Personally Known or Identification:	_____ Notary Public Stamp:
_____ (Type of ID and expiration date)	