

Following the submittal of all required documents, the Building Department will print the approved model plans from our system. The plans will be distributed to all required review agencies:

- Building Department (Plumbing and structural reviews only. Prior to the structural approval, all plans must be signed and sealed by a Florida licensed and registered architect or engineer),
- Department of Planning and Zoning (DPZ),
- Department of Environmental Resources Management (DERM),
- Water and Sewer Department (WASD), and
- Public Works.

If necessary, the applicant will be required to submit requested documents to that review agency. Once the plans have been approved by all the required review agencies, you will be required to pay the appropriate permit fee. If this is the first permit for construction of the model, you will receive a credit from the initial permit fees you paid to register the model.

For additional information on the Cookie Cutter Program, please call (786) 315-2100.



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# COOKIE CUTTER PROGRAM

## QUESTIONS AND ANSWERS



*A public information service of*

### **Miami-Dade Building Department**

Miami-Dade County  
Permitting & Inspection Center  
11805 S.W. 26th Street (Coral Way)  
Miami, FL 33175-2474  
(786) 315-2100

**Monday - Friday  
7:30 a.m. - 4:00 p.m.**

[www.miamidade.gov/bldg/](http://www.miamidade.gov/bldg/)

## What is the Cookie Cutter Program?

The Cookie Cutter Program was designed to expedite the plan review process for the construction of a model of home that is being built on a repetitive basis.

## Who can utilize the Cookie Cutter Program?

Developers, design professionals or contractors who utilize the same model of home on a repetitive basis.

## How does the Cookie Cutter Program expedite the plan review process?

Once the model is initially approved, subsequent reviews will only be required which relate to site location. These reviews are as follows:

- Department of Planning & Zoning
  - Zoning (including related concurrency reviews)
  - Impact Fees
  - Planning
- Department of Environmental Resources Management (DERM)
- Public Works Department (including related concurrency reviews)
- Building Department
  - Plumbing (site review only)
  - Structural (site review for soil statement and special inspector requirements)

## How do I get my Cookie Cutter model approved?

To obtain approval for the model, you need to submit to the Building Department, Permitting and Inspection Center at 11805 S.W. 26th Street (Coral Way), the following:

- Completed permit application for each model requiring approval. The permit type on the application should be indicated as "CCUT" (cookie cutter not for permit).
- One set of architectural drawings signed and sealed by a Florida licensed and registered architect or engineer.
- Required up front processing fees.

Following the submittal of all required documents, the plans will be distributed to all required review agencies:

- Building Department (Plumbing, Mechanical/Energy, Building, Electrical, Structural)
- Department of Planning and Zoning (DPZ)

- Department of Environmental Resources Management (DERM), and
- Public Works

## How long will the initial process take?

The initial review of the "CCUT" application should be completed within 30 working days. You will then be required to make any necessary corrections and submit the plans for rework. Once plans are ready for final approval, you will be required to submit a clean set with all corrections for signature.

## What happens once I have all the required approvals?

Once all final approvals are obtained, you will be required to pay the appropriate permit fees. At that time, you will be issued a permit that will be utilized as a reference for the model. You will use this permit number to obtain future permits. Please remember this is not an actual permit that can be utilized for construction. This is **only** a permit reflecting registration of the model.

The Building Department will store a copy of the approved plans in our records. These plans will be duplicated at the time of future permit issuance for utilization as the official office and job set.

## Once my model is approved, how long is the approval valid?

Your model will remain valid unless there is a change in the code. At that time, you will be required to resubmit the model to meet new code requirements prior to issuance of permits for actual construction.

## How do I obtain my permits for actual construction?

You will need to submit to the Permit Records Section the following:

- A permit application for each Single Family Home you are building.
- One set of plans signed and sealed by a Florida licensed registered architect or engineer relating to site requirements, soil statement and special inspector information (if required).

You will be asked to provide the permit registration number and the number of single family residences you want to construct for each model.