

**MIAMI-DADE COUNTY PUBLIC WORKS DEPARTMENT  
PERMITTING AND INSPECTION CENTER**



**COMMERCIAL REVIEW CHECKLIST**

Project Name:	_____	Project Address:	_____
Folio No.	_____		_____

Please verify that all documents submitted (plans, applications, surveys, etc.) show the same project address and information.

**Instructions for using this form:**

1. This form provides a general list of items required for approval of a Building Permit by the Public Works Department. Please be aware that this is a general list and not all items apply to all projects.
2. This list is to be submitted as a statement or affirmation regarding the items listed. This is required to be signed.

## **Commercial Review**

1. Check for legal description
2. Check for street dedication
3. Check for DERM approval
4. Check for 3 additional sets of paving and drainage with drainage with DERM approval
5. Check for Planning approval
6. Check for traffic signs and markings
7. Perform plans review

## **Concurrency Review**

1. Check for zoning approval
2. Check for Public Works approval
3. Review for Traffic Concurrency compliance
4. Confirm payment of Impact Fees

I have reviewed the plans and materials being submitted and hereby affirm that the all the items checked off on this list are accurate and have been provided. I acknowledge that if any of the information that I have indicated is not submitted along with this checklist attached to my building permit plans, I may be subject to additional reviews and fees.

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_  
Owner, Design Professional (Engineer/Architect) or Authorized Person

SIGN AND

DATE \_\_\_\_\_