



**Department of Planning & Zoning
Zoning Plans Processing Section
Permitting and Inspection Center
11805 SW 26 Street
Miami, FL 33175**

Zoning Plans Processing Plan Review Submittal Checklist

COMMERCIAL STRUCTURES

Property Folio Number: _____

Project Address: _____

Contact Person: _____ Phone: _____

Instructions for using this form:

1. **This form gives a general list of items required for approval of a Building Permit by Zoning Plans Processing. Please be aware this is a general list; not all items apply to all projects.**
2. **Items have been listed under a broad category with various more specific required items listed under those categories. Please check the boxes for those general headings that apply for your project, and then check off the items you have provided.**
3. **Those items in BOLD PRINT are ABSOLUTELY REQUIRED. All other items are required if applicable as stated.**

PERMIT APPLICATION TYPES:

NEW – ADDITION COMMERCIAL	
	Site plan and/or survey
	Floor plan
	Elevation plan
	Setbacks on site plan to all property lines
	Landscape plan – legend
	Legal Description on Site Plan
	Zoning – Site Data
	Zoning Legend notes
	Landscape compliance form
	Indicate business use
	Copy of Resolution – variance (if applicable)
Interior Alterations – Renovations:	
	Floor Plan
	Suite Number
	Indicate business use
Exterior: (exterior alterations)	
	Site Plan
	Zoning – Site Data
	Indicate area of work on site plan
	Landscape plans
	Landscape compliance form
Revisions:	
	Indicate area of revision on plans
	Provide original copy of plans

I have reviewed the plans and materials being submitted and hereby affirm that all the items checked off on this list are accurate and have been provided.

Owner/Agent _____ Date: _____