



**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.: 06-2025

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

From: Mark Blumstein, Acting Town Manager *MB*

Date: January 6, 2025

Subject: **Surfside Building Department – Plan Reviews Activity Report**

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The purpose of this Letter to Commission (LTC) is to transmit the attached Plan Review Activity Report for the period December 30, 2024, to January 5, 2025.

This Report highlights the **66** total reviews performed by reviewer as follows:

- *Building/Structural* by Daniel Dominguez – 8 reviews;
- *Flood Review* by Erica Valdes – 1 review;
- *Building/Structural* by Ulises Fernandez – 12 reviews;
- *Electrical* by Candelario Martinez – 10 reviews;
- *Mechanical* by Jan Perez – 5 reviews;
- *Planning/Zoning* by Scarlet Hammons – 11 reviews;
- *Plumbing* by Roberto Conde – 11 reviews;
- *Public Works* by Randy Stokes – 3 reviews;
- *Roofing* by Ulises Fernandez – 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 (December 30, 2024 – January 5, 2025)



## ALL REVIEWS BY DUE DATE BY DEPARTMENT (12/30/2024 TO 01/03/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<b>BUILDING</b>										
<b>DANIEL DOMINGUEZ</b>										
Permit Reviews	2024-005950-BR	9236 Bay Dr FI 33154	Building Review (Residential)	Building	In Review	2*	Yes	12/16/2024	12/16/2024	12/31/2024
	2024-006578-BR	8818 Hawthorne Ave FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	12/18/2024	12/18/2024	01/03/2025
	2024-006642-BC	9349 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	12/11/2024	12/06/2024	12/30/2024
	2024-006649-BR	9425 Carlyle Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	12/24/2024	12/23/2024	12/30/2024
	2024-006651-BR	9133 Froude Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	12/11/2024	12/10/2024	12/31/2024
	2024-006668-BR	9216 Byron Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	12/11/2024	12/06/2024	12/30/2024
	2024-006669-BC	9499 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	12/11/2024	12/06/2024	12/30/2024
	2024-006687-BC	9511 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	12/11/2024	12/09/2024	12/31/2024
<b>TOTAL REVIEWS FOR DANIEL DOMINGUEZ: 8</b>										
<b>ERICA VALDES</b>										
Permit Reviews	2023-005114	300 Surfside Blvd FI 33154	Building Review (Residential)	Flood	Approved	7*	Yes	12/26/2024	12/17/2024	01/02/2025
<i>Comments: corrections emailed to Erica for flood review</i>										
<b>TOTAL REVIEWS FOR ERICA VALDES: 1</b>										
<b>ULISES FERNANDEZ</b>										
Permit Reviews	2024-006124-BC	9124 Harding Ave FI 33154	Building Review (Commercial)	Building	Approved	3*	Yes	11/14/2024	12/18/2024	01/03/2025
	2024-006601-BC	9511 Collins Ave FI 33154	Building Review (Commercial)	Building	Pending Assignment	2*	Yes		12/18/2024	01/03/2025
	2024-006634	9487 Harding Ave	Sign Review	Building	In Review	1	Yes		12/18/2024	01/03/2025
	2024-006650-BR	9425 Carlyle Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	12/16/2024	12/06/2024	12/30/2024
	2024-006656-BR	9440 Abbott Ave FI 33154								

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (12/30/2024 TO 01/03/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
			Building Review (Residential)	Building	Approved	1	Yes	12/16/2024	12/09/2024	12/31/2024
	2024-006663-BC	9011 Collins FI 33154	Building Review (Commercial)	Building	Pending Assignment	1	Yes		12/06/2024	12/30/2024
	2024-006676-BR	9364 Abbott Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	1	Yes		12/10/2024	01/02/2025
	2024-006682-BR	724 90 St St FI 33154	Building Review (Residential)	Building	Approved	1	Yes	12/18/2024	12/06/2024	12/30/2024
	2024-006689-BC	9585 Harding Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	12/10/2024	12/06/2024	12/30/2024
	2024-006690-BC	9225 Collins Ave Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	11/07/2024	12/06/2024	12/30/2024
	2024-006691-BR	9072 Emerson Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	12/16/2024	12/09/2024	12/31/2024
					<i>Comments: 1. PLEASE SHO FLOOR REPAIR DETAIL FOR RELOCATION OF DRAIN LINES. 2. PLEASE PROVIDE NOTE ON PLANS THAT DRIVEWAY SHALL BE UNDER A SEPARATE PERMIT.</i>					
	2024-006717	8927 Harding Ave FI 33154	Special Event Review	Building	Pending Assignment	1	Yes		12/16/2024	12/31/2024

**TOTAL REVIEWS FOR ULISES FERNANDEZ: 12**

**TOTAL REVIEWS FOR BUILDING: 21**

### ELECTRICAL

#### CANDELARIO MARTINEZ

Permit Reviews	2023-005114	300 Surfside Blvd FI 33154	Building Review (Residential)	Electrical	Approved	7*	Yes	12/24/2024	12/23/2024	01/02/2025
				Electrical	Requires Re-submit	7*	Yes	12/18/2024	12/17/2024	01/02/2025
				<i>Comments: Please show carbon monoxide detectors in the locations required by the FBC as per article R315.</i>						
	2024-006601-BC	9511 Collins Ave FI 33154	Building Review (Commercial)	Electrical	In Review	2*	Yes	12/19/2024	12/18/2024	01/03/2025
				<i>Comments: show carbon monoxide detectors</i>						
	2024-006687-BC	9511 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	12/10/2024	12/09/2024	12/31/2024
				<i>Comments: It appears that the panel is located in a smoke/fire rated wall/separation. Please show on plans which listed method or product will be used to protect opening around panel.</i>						
				Electrical	Requires Re-submit	2*	Yes	12/19/2024	12/18/2024	01/03/2025
				<i>Comments: Panel fireproofing method must be a listed method or product for the specific use.</i>						
	2024-006690-BC	9225 Collins Ave Collins Ave FI 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	12/12/2024	12/12/2024	12/30/2024
	2024-006691-BR	9072 Emerson Ave FI 33154	Building Review (Residential)	Electrical	Requires Re-submit	1	Yes	12/10/2024	12/09/2024	12/31/2024
				<i>Comments: Please show carbon monoxide detectors in the locations required by R315 of the FBC.</i>						
	2024-006701	1364 Biscaya Dr FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	12/05/2024	12/10/2024	01/02/2025
	MEP-2024-006685	9511 Collins Ave FI 33154	Electrical Trade Review	Electrical	In Review	1	Yes		12/06/2024	12/30/2024
	MEP-2024-006693	9072 Emerson Ave FI 33154	Electrical Trade Review	Electrical	In Review	1	Yes		12/09/2024	12/31/2024

**TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 10**

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (12/30/2024 TO 01/03/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<b>TOTAL REVIEWS FOR ELECTRICAL: 10</b>										
<b>MECHANICAL</b>										
<b>JAN PEREZ</b>										
Permit Reviews	2024-006601-BC	9511 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Pending Assignment	2*	Yes	12/18/2024	01/03/2025	
	2024-006691-BR	9072 Emerson Ave FI 33154	Building Review (Residential)	Mechanical	Approved	1	Yes	12/10/2024	12/09/2024	12/31/2024
	2024-006702	9595 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	12/17/2024	12/11/2024	01/03/2025
	MEP-2024-006692	9072 Emerson Ave FI 33154	Mechanical Trade Review	Mechanical	In Review	1	Yes	12/09/2024	12/09/2024	12/31/2024
	MEP-2024-006703	9526 Harding Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	10/29/2024	12/11/2024	01/03/2025
<b>TOTAL REVIEWS FOR JAN PEREZ: 5</b>										
<b>TOTAL REVIEWS FOR MECHANICAL: 5</b>										
<b>PLANNING/ZONING</b>										
<b>SCARLET HAMMONS</b>										
Permit Reviews	2024-005950-BR	9236 Bay Dr FI 33154	Building Review (Residential)	Planning/Zoning	In Review	2*	Yes	12/16/2024	12/31/2024	
	2024-006634	9487 Harding Ave	Sign Review	Planning/Zoning	In Review	1	Yes	12/18/2024	01/03/2025	
	2024-006642-BC	9349 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	12/11/2024	12/06/2024	12/30/2024
	2024-006651-BR	9133 Froude Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	12/09/2024	12/09/2024	12/31/2024
	2024-006656-BR	9440 Abbott Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	12/09/2024	12/09/2024	12/31/2024
	2024-006663-BC	9011 Collins FI 33154	Building Review (Commercial)	Planning/Zoning	In Review	1	Yes	12/06/2024	12/06/2024	12/30/2024
	2024-006668-BR	9216 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	12/11/2024	12/06/2024	12/30/2024
	2024-006676-BR	9364 Abbott Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	12/17/2024	12/10/2024	01/02/2025
	2024-006717	8927 Harding Ave FI 33154	Special Event Review	Planning/Zoning	Pending Assignment	1	Yes	12/24/2024	12/31/2024	
				Planning/Zoning	Requires Re-submit	1	Yes	12/18/2024	12/16/2024	12/31/2024
				<i>Comments: COMMENTS FROM PLANNER IN FILE</i>						
	2024-006723	300 Surfside Blvd FI 33154	Pool Review	Planning/Zoning	Requires Re-submit	1	Yes	12/30/2024	12/27/2024	12/30/2024
				<i>Comments: see memo</i>						
<b>TOTAL REVIEWS FOR SCARLET HAMMONS: 11</b>										
<b>TOTAL REVIEWS FOR PLANNING/ZONING: 11</b>										
<b>PLUMBING</b>										

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (12/30/2024 TO 01/03/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date	
<b>ROBERTO CONDE</b>											
Permit Reviews	2023-005114	300 Surfside Blvd	FI 33154	Building Review (Residential)	Plumbing	Approved	7*	Yes	12/18/2024	12/18/2024	01/02/2025
	2024-006601-BC	9511 Collins Ave	FI 33154	Building Review (Commercial)	Plumbing	Approved	2*	Yes	01/03/2025	12/27/2024	01/03/2025
					Plumbing	Requires Re-submit	2*	Yes	12/20/2024	12/18/2024	01/03/2025
					<i>Comments: DERM</i>						
	2024-006687-BC	9511 Collins Ave	FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	12/11/2024	12/09/2024	12/31/2024
	2024-006690-BC	9225 Collins Ave	Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	11/14/2024	12/06/2024	12/30/2024
	2024-006691-BR	9072 Emerson Ave	FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	12/09/2024	12/09/2024	12/31/2024
	2024-006695	9073 Dickens Ave	FI 33154	Plumbing Trade Review	Plumbing	Requires Re-submit	1	Yes	12/09/2024	12/09/2024	12/31/2024
					<i>Comments: PLANS LACK CLARITY. PROVIDE SPECS FOR NEW WATER HEATER ON PLANS. SHOW LOCATION ON PLANS. ARE YOU CUTTING THE SLAB AND REMOVING WALLS? IF SO, A BUILDING PERMIT APPLICATION IS REQUIRED WITH A COMPLETE SCOPE OF WORK FOR ALL TRADES.. PROVIDE A NARRATIVE WHEN RESUBMITTING....RC</i>						
	2024-006698	9172 Collins Ave	FI 33154	Plumbing Trade Review	Plumbing	Requires Re-submit	1	Yes	12/11/2024	12/10/2024	01/02/2025
					<i>Comments: PROVIDE A PROPOSED FLOOR PLAN OF THE UNIT AS PER THE 2023 FBC BUIDING, 107.2.1, SUBMITTAL OF DOCUMENTS. PROVIDE A DETAIL OF AN APPROVED FIRE RESISTANT ASSEMBLY FOR FLOOR PENETRATIONS AS PER THE 2023 FBC PLUMBING, 307.3 THRU PENETRATIONS. PROVIDE A COMPLETE SCOPE OF WORK ON PLANS. PROVIDE A CONDO LETTER OF APPROVALS WITH DOCUMENTS.....RC</i>						
	MEP-2024-006686	9511 Collins Ave	FI 33154	Plumbing Trade Review	Plumbing	In Review	1	Yes		12/06/2024	12/30/2024
	MEP-2024-006694	9072 Emerson Ave	FI 33154	Plumbing Trade Review	Plumbing	In Review	1	Yes		12/09/2024	12/31/2024
	MEP-2024-006697	9523 Harding Ave	FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	12/11/2024	12/10/2024	01/02/2025

**TOTAL REVIEWS FOR ROBERTO CONDE: 11**

**TOTAL REVIEWS FOR PLUMBING: 11**

### PUBLIC WORKS

#### RANDY STOKES

Permit Reviews	2024-006633	303 Surfside Blvd	FI 33154	Right of Way Review	Public Works	Approved	1	Yes	12/16/2024	12/16/2024	12/31/2024
	2024-006676-BR	9364 Abbott Ave	FI 33154	Building Review (Residential)	Public Works	Pending Assignment	1	Yes		12/10/2024	01/02/2025
	2024-006724	625 95Th St	FI 33154	Right of Way Review	Public Works	In Review	1	Yes		12/17/2024	01/02/2025

**TOTAL REVIEWS FOR RANDY STOKES: 3**

**TOTAL REVIEWS FOR PUBLIC WORKS: 3**

### ROOF

#### ULISES FERNANDEZ

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (12/30/2024 TO 01/03/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
Permit Reviews	2024-006511-BR	9024 Abbott Ave FI 33154	Roof Review	Roof	Approved	2*	Yes	12/16/2024	12/16/2024	12/31/2024
	2024-006520-BR	9165 Carlyle Ave FI 33154	Roof Review	Roof	Approved	2*	Yes	12/16/2024	12/16/2024	12/31/2024
<b>TOTAL REVIEWS FOR ULISES FERNANDEZ: 2</b>										

**TOTAL REVIEWS FOR ROOF: 2**

### STRUCTURAL

#### STRUCTURAL REVIEWER

Permit Reviews	2024-005950-BR	9236 Bay Dr FI 33154	Building Review (Residential)	Structural	Approved	2*	Yes	12/16/2024	12/16/2024	12/31/2024
	2024-006649-BR	9425 Carlyle Ave FI 33154	Building Review (Residential)	Structural	Approved	1	Yes	12/13/2024	12/06/2024	12/30/2024
	2024-006650-BR	9425 Carlyle Ave FI 33154	Building Review (Residential)	Structural	Approved	1	Yes	12/13/2024	12/06/2024	12/30/2024

**TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 3**

**TOTAL REVIEWS FOR STRUCTURAL: 3**

**GRAND TOTAL OF ALL REVIEWS: 66**

*\* This review is a resubmittal*