



**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.: 100-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: March 17, 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 March 10 to March 15, 2025.

This Report highlights the **69** total reviews performed by reviewer as follows:

- *Building/Structural* by Daniel Dominguez – 10 reviews;
- *Flood Review* by Erica Valdes – 0 reviews;
- *Building/Structural* by Ulises Fernandez – 7 reviews;
- *Electrical* by Candelario Martinez – 16 reviews;
- *Mechanical* by Jan Perez – 5 reviews;
- *Planning/Zoning* by Scarlet Hammons – 6 reviews;
- *Plumbing* by Roberto Conde – 12 reviews;
- *Public Works* by Andre Eugent – 4 reviews;
- *Roofing* by Ulises Fernandez – 6 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 (March 10 – March 15, 2025)



## ALL REVIEWS BY DUE DATE BY DEPARTMENT (03/10/2025 TO 03/15/2025) 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	2024-006437	8705 Carlyle Ave FI 33154	Pool Review	Building	Approved	4*	Yes	03/04/2025	03/04/2025	03/11/2025
	2024-006670-BR	600 Surfside Blvd FI 33154	Building Review (Residential)	Building	Approved	4*	Yes	03/12/2025	02/28/2025	03/14/2025
	2025-006921-BR	608 88Th St FI 33154	Building Review (Residential)	Building	Approved	1	Yes	02/11/2025	02/14/2025	03/10/2025
	2025-006959-BC	9561 Harding Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	03/05/2025	02/20/2025	03/13/2025
					<i>Comments: PLANS MUST BE SIGNE BY AN ENGINEER/ARCHITECT CERTIFIED IN FL STATE PROVIDE WIND LOADS CALCULATION AND FBC CODE IN EFACT</i>					
	2025-006966-BC	9559 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	02/19/2025	02/19/2025	03/12/2025
	2025-006981-BC	8995 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	02/27/2025	02/20/2025	03/13/2025
	2025-007008-BC	9499 Collins Ave FI 33154	Building Review (Commercial)	Building	In Review	1	Yes		02/14/2025	03/10/2025
	2025-007039-BR	9511 Collins Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	03/13/2025	02/18/2025	03/11/2025
	2025-007053-BC	9559 Collins Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	03/05/2025	02/21/2025	03/14/2025
					<i>Comments: AADDRESS ELECTRICAL AND PLUMBINGS COMMENTS</i>					
	2025-007059-BR	8811 Hawthorne Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	02/26/2025	02/20/2025	03/13/2025
<b>TOTAL REVIEWS FOR DANIEL DOMINGUEZ: 10</b>										
<b>ULISES FERNANDEZ</b>										
Permit Reviews	2024-006324-BR	9260 Carlyle Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	2*	Yes		02/26/2025	03/12/2025
	2024-006663-BC	9011 Collins FI 33154	Building Review (Commercial)	Building	Approved	2*	Yes	02/27/2025		03/13/2025
	2025-006999-BC	9481 Harding Ave FI 33154	Building Review (Commercial)	Building	Pending Assignment	1	Yes		02/14/2025	03/10/2025
	2025-007036-BR	608 88Th St FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	02/27/2025	02/14/2025	03/10/2025
					<i>Comments: 1. PLEASE SUBMIT CURRENT SURVEY. 2. PLEASE SUBMIT ALL PRODUCT APPROVAL DOCUMENTS FOR ALL HURRICANE STRAPS, HANGERS, CLIPS, ETC. 3. PLEASE SUBMIT PLANS TO MIAMI-DADE COUNTY FOR DERM APPROVAL.</i>					
	2025-007054-BR	8858 Garland Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	03/13/2025	02/19/2025	03/12/2025
	2025-007066	9540 Harding Ave FI 33154								

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Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
			Building Review (Commercial)	Building	In Review	1	Yes		02/21/2025	03/14/2025
	DEMO-2025-006973	9450 Bay Dr FI 33154	Demolition Review	Building	Requires Re-submit	1	Yes	02/27/2025	02/20/2025	03/13/2025
<i>Comments: 1. PLEASE PROVIDE NOTE THAT A PERMIT FOR A TEMPORARY FENCE SHALL BE SUBMITTED UNDER A SEPARATE PERMIT AND/OR SHOW PERMIT NUMBER FOR TEMPORARY FENCE ON SITE PLAN.</i>										

TOTAL REVIEWS FOR ULISES FERNANDEZ: 7

TOTAL REVIEWS FOR BUILDING: 17

ELECTRICAL										
CANDELARIO MARTINEZ										
Permit Reviews	2024-006324-BR	9260 Carlyle Ave FI 33154	Building Review (Residential)	Electrical	Requires Re-submit	2*	Yes	02/27/2025	02/26/2025	03/12/2025
<i>Comments: 2. It appears that this design will include LED linear/strip lighting. Please show the following information on plans: a. Locations and type of drivers/transformers to be used. b. Type of LED to be used in each location (length, wattage, etc.). c Type and gauge of conductors to be used on the secondary side of the drivers/transformers.</i>										
	2024-006670-BR	600 Surfside Blvd FI 33154	Building Review (Residential)	Electrical	Approved	4*	Yes	03/05/2025	03/04/2025	03/14/2025
	2025-006959-BC	9561 Harding Ave FI 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	03/04/2025	02/27/2025	03/13/2025
	2025-006976-Comm	9225 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	2*	Yes	02/25/2025	02/24/2025	03/10/2025
	2025-006999-BC	9481 Harding Ave FI 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	02/26/2025	02/14/2025	03/10/2025
	2025-007001-Comm	9309 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	02/12/2025	02/19/2025	03/12/2025
	2025-007037-Comm	9485 Harding Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	02/18/2025	02/14/2025	03/10/2025
<i>Comments: DENIED: PROVIDE LIFT STATION CONNECTION DETAILS</i>										
	2025-007046-Comm	9149 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	02/19/2025	02/18/2025	03/11/2025
	2025-007047-Comm	9149 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	02/19/2025	02/18/2025	03/11/2025
	2025-007053-BC	9559 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	02/25/2025	02/21/2025	03/14/2025
<i>Comments: 1. If electrical panel is located in the kitchen, please show it's location with clearance as per article 110.26 of the NEC. 2. Please show a floor plan of the unit with the smoke alarms and carbon monoxide detectors in the locations required by the FBC or highlight a note on the plans advising the contractor to verify.</i>										
	2025-007054-BR	8858 Garland Ave FI 33154	Building Review (Residential)	Electrical	Approved	1	Yes	03/11/2025	02/19/2025	03/12/2025
	2025-007056-Comm	9481 Harding Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	02/25/2025	02/20/2025	03/13/2025
	2025-007058	1420 Biscaya Dr FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	02/25/2025	02/21/2025	03/14/2025
	MEP-2025-006960	9561 Harding Ave FI 33154	Electrical Trade Review	Electrical	In Review	1	Yes		02/20/2025	03/13/2025
	MEP-2025-007050	9024 Abbott Ave FI 33154	Electrical Trade Review	Electrical	In Review	1	Yes		02/18/2025	03/11/2025
	MEP-2025-007063	9559 Collins Ave FI 33154	Electrical Trade Review	Electrical	In Review	1	Yes		02/21/2025	03/14/2025

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Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<b>TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 16</b>										
<b>TOTAL REVIEWS FOR ELECTRICAL: 16</b>										
<b>MECHANICAL</b>										
<b>JAN PEREZ</b>										
Permit Reviews	2024-006324-BR	9260 Carlyle Ave FI 33154	Building Review (Residential)	Mechanical	Approved	2*	Yes	02/27/2025	02/26/2025	03/12/2025
	2025-006999-BC	9481 Harding Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	02/27/2025	02/14/2025	03/10/2025
	2025-007033-BC	9273 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	02/18/2025	02/18/2025	03/11/2025
	2025-007054-BR	8858 Garland Ave FI 33154	Building Review (Residential)	Mechanical	Approved	1	Yes	02/25/2025	02/19/2025	03/12/2025
	2025-007060-BC	9559 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	02/25/2025	02/20/2025	03/13/2025
<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	2024-006324-BR	9260 Carlyle Ave FI 33154	Building Review (Residential)	Planning/Zoning	In Review	2*	Yes		02/26/2025	03/12/2025
	2025-006959-BC	9561 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	02/26/2025	02/20/2025	03/13/2025
	2025-006981-BC	8995 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	02/19/2025	02/20/2025	03/13/2025
	2025-006999-BC	9481 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Pending Assignment	1	Yes		02/14/2025	03/10/2025
	2025-007036-BR	608 88Th St FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	No	02/28/2025	02/14/2025	03/10/2025
	2025-007051-BC	9273 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	In Review	1	Yes		02/19/2025	03/12/2025
<b>TOTAL REVIEWS FOR SCARLET HAMMONS: 6</b>										
<b>TOTAL REVIEWS FOR PLANNING/ZONING: 6</b>										
<b>PLUMBING</b>										
<b>ROBERTO CONDE</b>										
Permit Reviews	2024-006324-BR	9260 Carlyle Ave FI 33154	Building Review (Residential)	Plumbing	Approved	2*	Yes	01/17/2025	02/26/2025	03/12/2025
	2024-006670-BR	600 Surfside Blvd FI 33154	Building Review (Residential)	Plumbing	Approved	4*	Yes	03/04/2025	02/28/2025	03/14/2025

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (03/10/2025 TO 03/15/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2024-006698	9172 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	3*	Yes	02/26/2025	02/26/2025	03/12/2025
				<i>Comments: As per inspector request the plans were approved, but he was unable to input results in system.</i>						
	2025-006999-BC	9481 Harding Ave FI 33154	Building Review (Commercial)	Plumbing	Pending Assignment	1	Yes		02/14/2025	03/10/2025
	2025-007039-BR	9511 Collins Ave FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	02/19/2025	02/18/2025	03/11/2025
	2025-007051-BC	9273 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Requires Re-submit	1	Yes	02/21/2025	02/19/2025	03/12/2025
				<i>Comments: 1. COMPLY WITH PLANNING AND ZONING COMMENTS. 2. SUBMIT PLANS THE COMPLY WITH THE 2023 FBC BUILDING, 107.1, SUBMMITTAL OF DOCUMENTS.. 3. SHOW LOCATION OF BACKFLOW DEVICE AND PROVIDE SPECS ON PLANS. PI 4. PROVIDE SPRINKLER HEAD DETAILS ON PLANS. 5. PLANS SHALL BE ROUTED TO ELECTRIC FOR REVIEW...RC</i>						
	2025-007052	9273 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	In Review	1	Yes		02/19/2025	03/12/2025
	2025-007053-BC	9559 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Requires Re-submit	1	Yes	02/24/2025	02/21/2025	03/14/2025
				<i>Comments: DERM PROVIDE A SHOWER DETAIL THAT INDICATES THE SLOPE FOR THE UNDERLAYMENT, 1/4 INCH PER FOOT. PROVIDE AN EXISTING FLOOR PLAN AND A PROPOSED FLOOR PLAN AS PER THE 2023 FBC BUILDING, 107.1, SUBMITTAL OF DOCUMENTS...RC</i>						
	2025-007054-BR	8858 Garland Ave FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	02/21/2025	02/19/2025	03/12/2025
	MEP-2025-007040	9511 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/10/2025	02/18/2025	03/11/2025
	MEP-2025-007049	9024 Abbott Ave FI 33154	Plumbing Trade Review	Plumbing	In Review	1	Yes		02/18/2025	03/11/2025
	MEP-2025-007064	9559 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	In Review	1	Yes		02/21/2025	03/14/2025

**TOTAL REVIEWS FOR ROBERTO CONDE: 12**

**TOTAL REVIEWS FOR PLUMBING: 12**

### PUBLIC WORKS

#### ANDRE EUGENT

Permit Reviews	2024-006324-BR	9260 Carlyle Ave FI 33154	Building Review (Residential)	Public Works	Pending Assignment	2*	Yes		02/26/2025	03/12/2025
	2025-007074	9540 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	02/25/2025	02/25/2025	03/11/2025
	2025-007075	8855 Collins Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	02/26/2025	02/26/2025	03/12/2025
				<i>Comments: Andre</i>						
	PW-2025-0015	8925 Collins Ave FI 33154	Building Review (Residential)	Public Works	Approved	1	Yes	02/14/2025	02/14/2025	03/10/2025

**TOTAL REVIEWS FOR RANDY STOKES: 4**

**TOTAL REVIEWS FOR PUBLIC WORKS: 4**

### ROOF

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (03/10/2025 TO 03/15/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<b>ULISES FERNANDEZ</b>										
Permit Reviews	2025-006859-BR	1276 Biscaya Dr FI 33154	Roof Review	Roof	Approved	2*	Yes	02/27/2025	02/27/2025	03/13/2025
	2025-006931-BC	9595 Collins Ave FI 33154	Roof Review	Roof	Approved	2*	Yes	02/28/2025	02/28/2025	03/14/2025
								<i>Comments: Applicant got direct signature for approval from Ulises.</i>		
	2025-006932-BC	9559 Collins Ave FI 33154	Roof Review	Roof	Approved	3*	Yes	02/28/2025	02/28/2025	03/14/2025
								<i>Comments: Applicant came with direct signature approval from Ulises.</i>		
	2025-006962-BR	9001 Abbott Ave FI 33154	Building Review (Residential)	Roof	Requires Re-submit	1	Yes	03/13/2025	02/21/2025	03/14/2025
								<i>Comments: PLEASE SUBMIT ROOFING PACKAGE AND COMPLETE ALL APPLICABLE SECTIONS AND SUBMIT ALL APRODUCT APPROVAL AND UL LISTING DOCUMENTS.</i>		
	2025-007048-BR	9341 Bay Dr FI 33154	Roof Review	Roof	Approved	1	Yes	02/27/2025	02/18/2025	03/11/2025
	2025-007062-BR	300 92Nd St FI 33154	Roof Review	Roof	Requires Re-submit	1	Yes	03/13/2025	02/21/2025	03/14/2025
								<i>Comments: SUNMITTAL IS INCOMPLETE. PLEASE PROVIDE ALL APPLICABLE DOCUMENTS IN ORDER TO PERFORM A COMPLETE REVIEW.</i>		

**TOTAL REVIEWS FOR ULISES FERNANDEZ: 6**

**TOTAL REVIEWS FOR ROOF: 6**

### STRUCTURAL

#### STRUCTURAL REVIEWER

Permit Reviews	2025-006999-BC	9481 Harding Ave FI 33154	Building Review (Commercial)	Structural	In Review	1	Yes		02/25/2025	03/10/2025
	2025-007036-BR	608 88Th St FI 33154	Building Review (Residential)	Structural	Approved	1	Yes	03/07/2025	02/14/2025	03/10/2025
	2025-007054-BR	8858 Garland Ave FI 33154	Building Review (Residential)	Structural	Approved	1	Yes	03/14/2025	02/19/2025	03/12/2025
								<i>Comments: Approved as per email confirmation today.</i>		

**TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 3**

**TOTAL REVIEWS FOR STRUCTURAL: 3**

**GRAND TOTAL OF ALL REVIEWS: 69**

*\* This review is a resubmittal*