



**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.: 137-2025

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

From: Mark Blumstein, Town Manager *MB*

Date: April 14, 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 April 7 to April 11, 2025.

This Report highlights the **90** total reviews performed by reviewer as follows:

- *Building/Structural* by Daniel Dominguez – 10 reviews;
- *Flood Review* by Erica Valdes – 2 reviews;
- *Building/Structural* by Ulises Fernandez – 8 reviews;
- *Electrical* by Candelario Martinez – 11 reviews;
- *Mechanical* by Jan Perez – 7 reviews;
- *Planning/Zoning* by Scarlet Hammons – 13 reviews;
- *Plumbing* by Roberto Conde – 27 reviews;
- *Public Works* by Andre Eugent – 3 reviews;
- *Roofing* by Ulises Fernandez – 5 reviews; and
- *Structural/Multi-Family* by Chrome Engineering – 4 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 (April 7 – April 11, 2025)



## ALL REVIEWS BY DUE DATE BY DEPARTMENT (04/07/2025 TO 04/11/2025) 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	2024-006723	300 Surfside Blvd FI 33154	Pool Review	Building	In Review	2*	Yes		04/02/2025	04/09/2025
	2024-006747-BR	8841 Garland Ave FI 33154	Building Review (Residential)	Building	Requires Re-submit	3*	Yes	04/03/2025	03/24/2025	04/07/2025
	2024-006750-BR	8842 Byron Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	03/26/2025	03/19/2025	04/09/2025
	2025-007053-BC	9559 Collins Ave FI 33154	Building Review (Commercial)	Building	Pending Assignment	2*	Yes		03/24/2025	04/07/2025
	2025-007072-BC	9429 Harding Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	3*	Yes	03/27/2025	03/26/2025	04/09/2025
	2025-007138-BR	9375 Bay Dr FI 33154	Building Review (Residential)	Building	Requires Re-submit	2*	Yes	04/09/2025	03/28/2025	04/11/2025
	2025-007176-BC	8877 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	2*	Yes	03/25/2025	03/24/2025	04/07/2025
	2025-007215-BC	8855 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	03/20/2025	03/19/2025	04/09/2025
	2025-007228-BR	9157 Dickens Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	1	Yes		03/19/2025	04/09/2025
	2025-007229-BC	8995 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	04/03/2025	03/20/2025	04/10/2025
<b>TOTAL REVIEWS FOR DANIEL DOMINGUEZ: 10</b>										
<b>ERICA VALDES</b>										
Permit Reviews	2024-006747-BR	8841 Garland Ave FI 33154	Building Review (Residential)	Flood	Approved	3*	Yes	03/31/2025	03/24/2025	04/07/2025
	2024-006750-BR	8842 Byron Ave FI 33154	Building Review (Residential)	Flood	Requires Re-submit	1	Yes	12/27/2024	03/19/2025	04/09/2025

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (04/07/2025 TO 04/11/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
				<p><i>Comments: This permit has been reviewed and denied pending:</i></p> <p><i>Flood legend information on plans to include</i></p> <p><i>ZONE: AE</i></p> <p><i>BFE: 8</i></p> <p><i>FIRM PANEL: 12086CO326L</i></p> <p><i>-High/Low of elevations of the back of all sidewalks abutting the property, identify the road(s) if no sidewalk then sidewalk = N/A</i></p> <p><i>-High/Low elevations of Crown of Roads, identify the road</i></p> <p><i>-Proposed lowest floor elevation of garage</i></p> <p><i>-Proposed lowest machinery elevation – provide description and location</i></p> <p><i>-Cost Estimate/contract for labor and materials.</i></p> <p><i>-A BUC for the garage addition/conversion is required AND an FEC is required for the entire structure once completed.</i></p> <p><i>Building Value is \$278,586 per Miami Dade Property Appraiser</i></p> <p><i>Cost of Const 19,000 (pending contract)</i></p> <p><i>5 year cumulative = 19,000</i></p> <p><i>Assessed 5 year is 6.82%</i></p>						

**TOTAL REVIEWS FOR ERICA VALDES: 2**

ULISES FERNANDEZ

Permit Reviews	2023-004962	8801 Emerson Ave FI 33154	Building Review (Residential)	Building	In Review	1	Yes	03/18/2025	04/08/2025
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## ALL REVIEWS BY DUE DATE BY DEPARTMENT (04/07/2025 TO 04/11/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2025-006857-BR	9501 Collins Ave FI 33154	Building Review (Residential)	Building	Approved	2*	Yes	03/27/2025	03/27/2025	04/10/2025
				<i>Comments: Approved by Building. Comment: Need Fire Review for Canvas Material Approval If Multi-Family.</i>						
	2025-007072-BC	9429 Harding Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	4*	Yes	03/28/2025	03/28/2025	04/11/2025
				<i>Comments: NEED PROPER PLANS AND DETAILS. 2. NEED EXTERIOR ELEVATIONS. 3. NEED CONNECTION DETAIL AND FASTENER INFORMATION. 4. NEED MIAMI-DADE COUNTY FIRE APPROVAL.</i>						
	2025-007084-BR	1380 Biscaya Dr FI 33154	Building Review (Residential)	Building	Approved	1	Yes	03/27/2025	03/17/2025	04/07/2025
	2025-007131-BR	8818 Hawthorne Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	2*	Yes		03/27/2025	04/10/2025
	2025-007138-BR	9375 Bay Dr FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	03/13/2025	03/20/2025	04/10/2025
	2025-007217-BC	8995 Collins Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	03/27/2025	03/19/2025	04/09/2025
				<i>Comments: Need additional information &amp; details on ramp. Specs, Dimensions, how will it be anchored into the ground, etc.</i>						
	2025-007231-BC	9317 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	02/05/2025	03/20/2025	04/10/2025

**TOTAL REVIEWS FOR ULISES FERNANDEZ: 8**

**TOTAL REVIEWS FOR BUILDING: 20**

### ELECTRICAL

CANDELARIO MARTINEZ

Permit Reviews	2024-006750-BR	8842 Byron Ave FI 33154	Building Review (Residential)	Electrical	Approved	1	Yes	03/18/2025	03/19/2025	04/09/2025
	2025-006930-BR	9148 Carlyle Ave FI 33154	Building Review (Residential)	Electrical	Approved	2*	Yes	04/01/2025	03/26/2025	04/09/2025
	2025-006981-BC	8995 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	03/26/2025	03/21/2025	04/11/2025
	2025-007053-BC	9559 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Approved	2*	Yes	03/27/2025	03/24/2025	04/07/2025
	2025-007201-Comm	9553 Harding Ave FI 33154	Electrical Trade Review	Electrical	In Review	1	Yes		03/17/2025	04/07/2025
	2025-007213	8801 Emerson Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	03/19/2025	03/18/2025	04/08/2025
	2025-007228-BR	9157 Dickens Ave FI 33154	Building Review (Residential)	Electrical	Pending Assignment	1	Yes		03/19/2025	04/09/2025
	2025-007232-BC	9485 Harding Ave FI 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	03/18/2025	03/21/2025	04/11/2025
	MEP-2025-007214	9280 Byron Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	03/19/2025	03/19/2025	04/09/2025
				<i>Comments: approved as per master#25-6877</i>						
	MEP-2025-007240	8842 Byron Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	03/18/2025	03/21/2025	04/11/2025
	MEP-2025-007241	8858 Garland Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	03/25/2025	03/21/2025	04/11/2025

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (04/07/2025 TO 04/11/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<b>TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 11</b>										
<b>TOTAL REVIEWS FOR ELECTRICAL: 11</b>										
<b>MECHANICAL</b>										
<b>JAN PEREZ</b>										
Permit Reviews	2024-006747-BR	8841 Garland Ave FI 33154	Building Review (Residential)	Mechanical	Approved	3*	Yes	03/24/2025	03/24/2025	04/07/2025
	2024-006750-BR	8842 Byron Ave FI 33154	Building Review (Residential)	Mechanical	Approved	1	Yes	03/13/2025	03/19/2025	04/09/2025
	2025-006868-BC	9317 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	2*	Yes	03/27/2025	03/10/2025	04/09/2025
	2025-007227	9595 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Requires Re-submit	1	Yes	03/27/2025	03/19/2025	04/09/2025
	2025-007228-BR	9157 Dickens Ave FI 33154	Building Review (Residential)	Mechanical	Pending Assignment	1	Yes		03/19/2025	04/09/2025
	2025-007238-BC	9273 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	03/27/2025	03/21/2025	04/11/2025
	MEP-2025-007014	9505 Harding Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	03/17/2025	03/17/2025	04/07/2025
<b>TOTAL REVIEWS FOR JAN PEREZ: 7</b>										
<b>TOTAL REVIEWS FOR MECHANICAL: 7</b>										
<b>PLANNING/ZONING</b>										
<b>SCARLET HAMMONS</b>										
Permit Reviews	2024-006173-BR	500 93 St FI 33154	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	03/31/2025	03/28/2025	04/11/2025
	2024-006723	300 Surfside Blvd FI 33154	Pool Review	Planning/Zoning	Requires Re-submit	2*	Yes	03/26/2025	04/02/2025	04/09/2025
	2025-006791	1385 Biscaya Dr FI 33154	Pool Review	Planning/Zoning	In Review	4*	Yes		04/04/2025	04/11/2025
	2025-006857-BR	9501 Collins Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	2*	Yes	04/02/2025	03/27/2025	04/10/2025
	2025-007072-BC	9429 Harding Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	3*	Yes	03/26/2025	03/26/2025	04/09/2025
	2025-007131-BR	8818 Hawthorne Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	4*	Yes	04/09/2025	03/28/2025	04/11/2025
	2025-007131-BR	8818 Hawthorne Ave FI 33154	Building Review (Residential)	Planning/Zoning	In Review	2*	Yes		03/28/2025	04/10/2025
	2025-007217-BC	8995 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	03/26/2025	03/19/2025	04/09/2025
	2025-007228-BR	9157 Dickens Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	04/09/2025	03/19/2025	04/09/2025

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (04/07/2025 TO 04/11/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
				<i>Comments: Revise sheet L1.00. Move street trees (silver buttonwoods) closer to the home to avoid the overhead power lines. Planning board conditioned additional landscaping along the north side of the home. Additionally the pool should be surrounded by a solid privacy fence. See meeting minutes from the October 29, 2024 meeting.</i>						
	2025-007229-BC	8995 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	03/26/2025	03/20/2025	04/10/2025
	2025-007231-BC	9317 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	01/29/2025	03/20/2025	04/10/2025
	2025-007237-BR	408 Surfside Blvd FI 33154	Building Review (Residential)	Planning/Zoning	In Review	1	Yes		03/21/2025	04/11/2025
	2025-007268-BR	9024 Abbott Ave FI 33154	Building Review (Residential)	Planning/Zoning	In Review	1	Yes		03/26/2025	04/10/2025

**TOTAL REVIEWS FOR SCARLET HAMMONS: 13**

**TOTAL REVIEWS FOR PLANNING/ZONING: 13**

### PLUMBING

#### ROBERTO CONDE

Permit Reviews	2024-006173-BR	500 93 St FI 33154	Building Review (Residential)	Plumbing	Requires Re-submit	2*	Yes	03/28/2025	03/28/2025	04/11/2025
				<i>Comments: 1. PROVIDE THE CURRENT CODE ON PLAN. 2. POLYETHELENE PIPING FOR UNDERGROUND NOT INCLUDED IN YOUR CALCULATION, 2023 FBC FUEL GAS, SECTION 401.1, PIPE SIZING, PROVIDE TABLE ON PLANS.</i>						
	2024-006723	300 Surfside Blvd FI 33154	Pool Review	Plumbing	Approved	2*	Yes	04/02/2025	04/02/2025	04/09/2025
				<i>Comments: WELL PERMIT REQUIRED. A WELL IS REQUIRED FOR THE DEWATERING PROCESS. DUMPING WATER ONTO PROPERTY OR TO A STORM DRAIN IS PROHIBITED...RC</i>						
	2024-006750-BR	8842 Byron Ave FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	03/21/2025	03/19/2025	04/09/2025
	2025-006930-BR	9148 Carlyle Ave FI 33154	Building Review (Residential)	Plumbing	Approved	2*	Yes	04/09/2025	03/26/2025	04/09/2025
	2025-007037-Comm	9485 Harding Ave FI 33154	Plumbing Trade Review	Plumbing	Requires Re-submit	1	Yes	03/17/2025	03/17/2025	04/07/2025
				<i>Comments: FOG REVIEW REQUIRED FOR PUMP ADDED TO GREASE INTERCEPTOR. PROVIDE P DRAWINGS APPROVED BY FOG FOR REVIEW... YOU SUBMITTED ELECTRICAL PLANS ONLY...RC</i>						
	2025-007053-BC	9559 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Requires Re-submit	2*	Yes	03/24/2025	03/24/2025	04/07/2025
				<i>Comments: DERM</i>						
	2025-007103-BC	9001 Collins Ave S-607 FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	03/17/2025	03/10/2025	04/09/2025
	2025-007157-BC	8888 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	In Review	2*	Yes		03/27/2025	04/10/2025
	2025-007211-BC	9149 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	03/19/2025	03/18/2025	04/08/2025
	2025-007212-BC	9149 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	03/19/2025	03/18/2025	04/08/2025
	2025-007217-BC	8995 Collins Ave FI 33154								

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (04/07/2025 TO 04/11/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
			Building Review (Commercial)	Plumbing	Approved	1	Yes	03/26/2025	03/19/2025	04/09/2025
	2025-007218	9201 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/21/2025	03/19/2025	04/09/2025
	2025-007219	9201 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/21/2025	03/19/2025	04/09/2025
	2025-007220	9201 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/21/2025	03/21/2025	04/11/2025
	2025-007221	9201 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/21/2025	03/21/2025	04/11/2025
	2025-007222	9201 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/21/2025	03/19/2025	04/09/2025
	2025-007223	9201 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/21/2025	03/19/2025	04/09/2025
	2025-007224	9201 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/21/2025	03/19/2025	04/09/2025
	2025-007225	9201 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/21/2025	03/19/2025	04/09/2025
	2025-007226	9201 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/21/2025	03/19/2025	04/09/2025
	2025-007228-BR	9157 Dickens Ave FI 33154	Building Review (Residential)	Plumbing	Pending Assignment	1	Yes		03/19/2025	04/09/2025
	2025-007230	9001 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/17/2025	03/20/2025	04/10/2025
	2025-007232-BC	9485 Harding Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	03/19/2025	03/21/2025	04/11/2025
	2025-007239	9073 Dickens Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/10/2025	03/21/2025	04/11/2025
	MEP-2024-006391	9595 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	3*	Yes	02/28/2025	03/25/2025	04/08/2025
	MEP-2025-007013	9505 Harding Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/17/2025	03/17/2025	04/07/2025
	MEP-2025-007216	9280 Byron Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	03/19/2025	03/19/2025	04/09/2025

*Comments: approved as per master plans 25-6788*

**TOTAL REVIEWS FOR ROBERTO CONDE: 27**

**TOTAL REVIEWS FOR PLUMBING: 27**

### PUBLIC WORKS

#### ANDRE EUGENT

Permit Reviews	2025-007131-BR	8818 Hawthorne Ave FI 33154	Building Review (Residential)	Public Works	Pending Assignment	2*	Yes		03/27/2025	04/10/2025
	2025-007237-BR	408 Surfside Blvd FI 33154	Building Review (Residential)	Public Works	In Review	1	Yes		04/07/2025	04/11/2025
	2025-007276	8888 Collins Ave FI 33154	Right of Way Review	Public Works	In Review	1	Yes		03/27/2025	04/10/2025

**TOTAL REVIEWS FOR ANDRE EUGENT: 3**

**TOTAL REVIEWS FOR PUBLIC WORKS: 3**

### ROOF

#### ULISES FERNANDEZ

Permit Reviews	2025-007113-BR	8951 Abbott Ave FI 33154	Roof Review	Roof	Approved	2*	Yes	03/27/2025	03/27/2025	04/10/2025
	2025-007155-BC	9195 Collins Ave FI 33154	Roof Review	Roof	Approved	1	Yes	03/27/2025	03/17/2025	04/07/2025

## ALL REVIEWS BY DUE DATE BY DEPARTMENT (04/07/2025 TO 04/11/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
										<i>Comments: Need DERM approval</i>
	2025-007171-BR	9148 Emerson Ave FI 33154	Roof Review	Roof	Approved	1	Yes	03/27/2025	03/19/2025	04/09/2025
	2025-007203-BR	9464 Abbott Ave FI 33154	Roof Review	Roof	Approved	1	Yes	03/27/2025	03/18/2025	04/08/2025
	2025-007234-BR	8843 Byron Ave FI 33154	Building Review (Residential)	Roof	Approved	1	Yes	03/21/2025	03/20/2025	04/10/2025

**TOTAL REVIEWS FOR ULISES FERNANDEZ: 5**

**TOTAL REVIEWS FOR ROOF: 5**

### STRUCTURAL

#### STRUCTURAL REVIEWER

Permit Reviews	2024-006718-BR	1400 Biscaya Dr FI 33154	Building Review (Residential)	Structural	Approved	2*	Yes	03/14/2025		04/11/2025
	2024-006723	300 Surfside Blvd FI 33154	Pool Review	Structural	In Review	2*	Yes		04/02/2025	04/09/2025
	2025-006857-BR	9501 Collins Ave FI 33154	Building Review (Residential)	Structural	Approved	2*	Yes	04/08/2025	04/03/2025	04/10/2025
	2025-007228-BR	9157 Dickens Ave FI 33154	Building Review (Residential)	Structural	In Review	1	Yes		03/19/2025	04/09/2025

**TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 4**

**TOTAL REVIEWS FOR STRUCTURAL: 4**

**GRAND TOTAL OF ALL REVIEWS: 90**

*\* This review is a resubmittal*