



**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.: 19-2025

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

From: Mark Blumstein, Acting Town Manager *MB*

Date: January 13, 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 January 6 to January 12, 2025.

This Report highlights the **49** total reviews performed by reviewer as follows:

- *Building/Structural* by Daniel Dominguez – 0 reviews;
- *Flood Review* by Erica Valdes – 1 review;
- *Building/Structural* by Ulises Fernandez – 13 reviews;
- *Electrical* by Candelario Martinez – 9 reviews;
- *Mechanical* by Jan Perez – 6 reviews;
- *Planning/Zoning* by Scarlet Hammons – 7 reviews;
- *Plumbing* by Roberto Conde – 7 reviews;
- *Public Works* by Randy Stokes – 1 review;
- *Roofing* by Ulises Fernandez – 0 reviews; and
- *Structural/Multi-Family* by Chrome Engineering – 5 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 (January 6 - 12, 2025)



## ALL REVIEWS BY DUE DATE BY REVIEWER (01/06/2025 TO 01/10/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
<b>CANDELARIO MARTINEZ</b>										
Permit Reviews	2023-005114	300 Surfside Blvd FI 33154	Building Review (Residential)	Electrical	Approved	8*	Yes	12/24/2024	12/26/2024	01/10/2025
	2024-006704-BR	9272 Bay Dr FI 33154	Building Review (Residential)	Electrical	Approved	1	Yes	12/18/2024	12/12/2024	01/06/2025
	2024-006706	9156 Collins Ave FI 33154	Electrical Trade Review	Electrical	In Review	1	Yes		12/12/2024	01/06/2025
	2024-006707-Comm	9225 Collins Ave Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	12/12/2024	12/12/2024	01/06/2025
	2024-006718-BR	1400 Biscaya Dr FI 33154	Building Review (Residential)	Electrical	Pending Assignment	1	Yes		12/16/2024	01/08/2025
	2024-006723	300 Surfside Blvd FI 33154	Pool Review	Electrical	Approved	1	Yes	12/24/2024	12/23/2024	01/08/2025
	2024-006726-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Approved	1	Yes	12/18/2024	12/17/2024	01/09/2025
	2024-006732	9056 Froude Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	12/19/2024	12/18/2024	01/10/2025
	2025-006769	9317 Harding Ave FI 33154	Sign Review	Electrical	Approved	2*	Yes	01/10/2025	01/02/2025	01/09/2025

**TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 9**

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<b>ERICA VALDES</b>										
Permit Reviews	2024-006264-BR	9341 Bay Dr FI 33154	Building Review (Residential)	Building	Requires Re-submit	3*	Yes	01/08/2025	12/20/2024	01/07/2025
<p><i>Comments: This permit remains disapproved. Final Elevation Certificate submitted is missing information required as per FEMA.</i></p> <p><i>1-A3 missing folio number</i>  <i>2- Section G5, G8 and G11 missing</i>  <i>3- Comment area on page 3 missing high/low Crown of Road and Sidewalk to be at N/A</i></p> <p><i>Received/approved for below items:</i>  <i>Flood Legend information found on sheet A-2.0 dated 12/19/2024</i>  <i>Cost Estimate received for \$113,500.</i>  <i>5 year cost estimate (being there is no previous permits with value) is at \$113,500</i>  <i>Building Value as per Miami Dade Property Appraisal is at \$117,259</i>  <i>Substantial improvement percentage is at 97%</i></p>										

**TOTAL REVIEWS FOR ERICA VALDES: 1**

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### JAN PEREZ

## ALL REVIEWS BY DUE DATE BY REVIEWER (01/06/2025 TO 01/10/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
Permit Reviews	2024-006704-BR	9272 Bay Dr FI 33154	Building Review (Residential)	Mechanical	Approved	1	Yes	12/17/2024	12/12/2024	01/06/2025
	2024-006706	9156 Collins Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	12/17/2024	12/12/2024	01/06/2025
	2024-006718-BR	1400 Biscaya Dr FI 33154	Building Review (Residential)	Mechanical	Approved	1	Yes	12/17/2024	12/16/2024	01/08/2025
	2024-006723	300 Surfside Blvd FI 33154	Pool Review	Mechanical	In Review	1	Yes		01/02/2025	01/08/2025
	2024-006726-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Not Required	1	Yes		01/02/2025	01/09/2025
	MEP-2024-006715	301 88Th St FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	12/17/2024	12/16/2024	01/08/2025

**TOTAL REVIEWS FOR JAN PEREZ: 6**

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### RANDY STOKES

Permit Reviews	2024-006684	900 89Th St FI 33154	Right of Way Review	Public Works	Approved	1	Yes	12/13/2024	12/19/2024	01/06/2025
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**TOTAL REVIEWS FOR RANDY STOKES: 1**

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### ROBERTO CONDE

Permit Reviews	2024-006661-BR	9523 Harding Ave FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	12/13/2024	12/12/2024	01/06/2025
					<i>Comments: 1. DERM, FOG 2. PROVIDE AN EXISTING FLOOR PLAN AND A PROPOSED FLOOR PLAN SIGNED AND SEALED AS PER THE 2023 FBC BUILDING, 107.2.1 SUBMITTAL OF DOCUMENTS....RC</i>					
	2024-006664	9133 Froude Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	05/03/2024	12/18/2024	01/10/2025
	2024-006670-BR	600 Surfside Blvd FI 33154	Building Review (Residential)	Plumbing	Requires Re-submit	1	Yes	12/13/2024	12/13/2024	01/07/2025
					<i>Comments: plumbing permit required shower pan detail rc</i>					
	2024-006704-BR	9272 Bay Dr FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	12/18/2024	12/12/2024	01/06/2025
	2024-006710	9225 Collins Ave Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	11/14/2024	12/12/2024	01/06/2025
2024-006723	300 Surfside Blvd FI 33154	Pool Review	Plumbing	Requires Re-submit	1	Yes	12/27/2024	12/23/2024	01/08/2025	
				<i>Comments: DIGITAL SIGNATURE MISSING FROM PLANS....2023 FBC BUILDING, 107.1 SUBMISSION OF DOCUMENTS....RC</i>						
MEP-2024-006709	9526 Harding Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	12/13/2024	12/13/2024	01/07/2025	

**TOTAL REVIEWS FOR ROBERTO CONDE: 7**

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### SCARLET HAMMONS

Permit Reviews	2024-006060-BR	8842 Dickens Ave FI 33154	Building Review (Residential)	Planning/Zoning	In Review	2*	Yes		12/23/2024	01/08/2025
	2024-006527	600 88Th St FI 33154	Pool Review	Planning/Zoning	In Review	2*	Yes		01/03/2025	01/10/2025

## ALL REVIEWS BY DUE DATE BY REVIEWER (01/06/2025 TO 01/10/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2024-006610-BC	9559 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	01/09/2025	11/15/2024	01/09/2025
	2024-006718-BR	1400 Biscaya Dr FI 33154	Building Review (Residential)	Planning/Zoning	In Review	1	Yes		01/07/2025	01/08/2025
	2024-006737-BC	9511 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	01/09/2025	12/19/2024	01/09/2025
	2025-006776-BR	9048 Abbott Ave FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	01/09/2025	01/03/2025	01/09/2025
	2025-006825-BR	9249 Abbott Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	01/09/2025	01/08/2025	01/09/2025

**TOTAL REVIEWS FOR SCARLET HAMMONS: 7**

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### STRUCTURAL REVIEWER

Permit Reviews	2024-006264-BR	9341 Bay Dr FI 33154	Building Review (Residential)	Structural	Approved	3*	Yes	01/08/2025	12/20/2024	01/07/2025
	2024-006527	600 88Th St FI 33154	Pool Review	Structural	Approved	2*	Yes	01/08/2025	01/03/2025	01/10/2025
	2024-006704-BR	9272 Bay Dr FI 33154	Building Review (Residential)	Structural	In Review	1	Yes		12/12/2024	01/06/2025
	2024-006718-BR	1400 Biscaya Dr FI 33154	Building Review (Residential)	Structural	Pending Assignment	1	Yes		12/16/2024	01/08/2025
	2024-006723	300 Surfside Blvd FI 33154	Pool Review	Structural	In Review	1	Yes		12/23/2024	01/08/2025

**TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 5**

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### ULISES FERNANDEZ

Permit Reviews	2024-006060-BR	8842 Dickens Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	2*	Yes		12/23/2024	01/08/2025
	2024-006264-BR	9341 Bay Dr FI 33154	Building Review (Residential)	Flood	Approved	3*	Yes	01/08/2025	12/20/2024	01/07/2025
	2024-006619-BR	9072 Dickens Ave FI 33154	Building Review (Residential)	Building	Approved	1	Yes	01/08/2025	11/20/2024	01/08/2025
	2024-006670-BR	600 Surfside Blvd FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	12/16/2024	12/13/2024	01/07/2025
	2024-006704-BR	9272 Bay Dr FI 33154	Building Review (Residential)	Building	In Review	1	Yes		12/12/2024	01/06/2025
	2024-006713-BR	1420 Biscaya Dr FI 33154	Building Review (Residential)	Building	Approved	1	Yes	12/16/2024	12/13/2024	01/07/2025
	2024-006718-BR	1400 Biscaya Dr FI 33154	Building Review (Residential)	Building	Pending Assignment	1	Yes		12/16/2024	01/08/2025
	2024-006720-BC	9521 Harding Ave FI 33154								

## ALL REVIEWS BY DUE DATE BY REVIEWER (01/06/2025 TO 01/10/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
			Building Review (Commercial)	Building	Approved	1	Yes	12/17/2024	12/17/2024	01/09/2025
	2024-006723	300 Surfside Blvd FI 33154	Pool Review	Building	Pending Assignment	1	Yes		12/23/2024	01/08/2025
	2024-006726-BC	8925 Collins Ave FI 33154	Building Review (Commercial)	Building	Pending Assignment	1	Yes		12/27/2024	01/09/2025
	2024-006736-BC	9317 Collins Ave FI	Building Review (Commercial)	Building	Approved	1	Yes	01/08/2025	01/02/2025	01/08/2025
	2025-006769	9317 Harding Ave FI 33154	Sign Review	Building	Approved	2*	Yes	01/10/2025	01/02/2025	01/09/2025
	2025-006790-BC	9341 Collins Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	01/08/2025	01/06/2025	01/08/2025

**TOTAL REVIEWS FOR ULISES FERNANDEZ: 13**

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**GRAND TOTAL OF ALL REVIEWS: 49**

*\* This review is a resubmittal*