



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.: 29-2025

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

From: Mark Blumstein, Acting Town Manager *MB*

Date: January 22, 2025

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

The purpose of this Letter to Commission (LTC) is to transmit the attached Plan Review Activity Report for the period January 13 to January 19, 2025.

This Report highlights the **47** total reviews performed by reviewer as follows:

- *Building/Structural* by Daniel Dominguez – 5 reviews;
- *Flood Review* by Erica Valdes – 1 review;
- *Building/Structural* by Ulises Fernandez – 10 reviews;
- *Electrical* by Candelario Martinez – 6 reviews;
- *Mechanical* by Jan Perez – 3 reviews;
- *Planning/Zoning* by Scarlet Hammons – 10 reviews;
- *Plumbing* by Roberto Conde – 3 reviews;
- *Public Works* by Randy Stokes – 6 reviews;
- *Roofing* by Ulises Fernandez – 1 review; and
- *Structural/Multi-Family* by Chrome Engineering – 2 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 13 - 19, 2025)



ALL REVIEWS BY DUE DATE BY REVIEWER (01/13/2025 TO 01/17/2025) FOR TOWN OF SURFSIDE

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
CANDELARIO MARTINEZ										
Permit Reviews	2024-006691-BR	9072 Emerson Ave FI 33154	Building Review (Residential)	Electrical	Approved	2*	Yes	01/07/2025	01/02/2025	01/16/2025
	2024-006727-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	12/24/2024	12/23/2024	01/15/2025
	2024-006738-Comm	9540 Harding Ave FI 33154	Electrical Trade Review	Electrical	Requires Re-submit	1	Yes	12/19/2024	12/20/2024	01/14/2025
	2024-006745	9491 Harding Ave FI 33154	Sign Review	Electrical	Pending Assignment	1	Yes		01/02/2025	01/16/2025
	2025-006769	9317 Harding Ave FI 33154	Sign Review	Electrical	Approved	1	Yes	10/23/2024	01/02/2025	01/16/2025
	MEP-2024-006685	9511 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	01/14/2025	12/06/2024	01/13/2025

TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 6

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DANIEL DOMINGUEZ										
Permit Reviews	2024-006716-BC	9401 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	12/26/2024	12/20/2024	01/14/2025
	2024-006727-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	01/08/2025	12/27/2024	01/15/2025
	2024-006733-BR	1221 Biscaya Dr FI 33154	Building Review (Residential)	Building	Requires Re-submit	1	Yes	01/14/2025	12/24/2024	01/16/2025
	2024-006734-BR	600 Surfside Blvd FI 33154	Building Review (Residential)	Building	Approved	1	Yes	01/08/2025	12/23/2024	01/15/2025
	2024-006737-BC	9511 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	01/14/2025	12/19/2024	01/13/2025

TOTAL REVIEWS FOR DANIEL DOMINGUEZ: 5

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ERICA VALDES										
Permit Reviews	2024-006264-BR	9341 Bay Dr FI 33154	Building Review (Residential)	Building	Approved	4*	Yes	01/17/2025	01/10/2025	01/14/2025

ALL REVIEWS BY DUE DATE BY REVIEWER (01/13/2025 TO 01/17/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
TOTAL REVIEWS FOR ERICA VALDES: 1										
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JAN PEREZ										
Permit Reviews	2024-006461-BC	9472 Harding Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	12/24/2024	12/24/2024	01/16/2025
	2024-006727-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	12/24/2024	12/23/2024	01/15/2025
	2025-006791	1385 Biscaya Dr FI 33154	Pool Review	Mechanical	Pending Assignment	3*	Yes		01/10/2025	01/17/2025
TOTAL REVIEWS FOR JAN PEREZ: 3										
TOTAL REVIEWS FOR JAN PEREZ: 3										
RANDY STOKES										
Permit Reviews	2024-006457	9073 Dickens Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	12/03/2024	12/27/2024	01/13/2025
	2024-006721	9521 Harding Ave FI 33154	Right of Way Review	Public Works	Approved	1	Yes	12/31/2024	12/31/2024	01/15/2025
	2024-006758	9272 Abbott Ave FI 33154	Right of Way Review	Public Works	Pending Assignment	1	Yes		12/30/2024	01/14/2025
	2024-006760	8810 Abbott Ave FI 33154	Right of Way Review	Public Works	In Review	1	Yes		12/30/2024	01/14/2025
	2024-006761	9124 Abbott Ave FI 33154	Right of Way Review	Public Works	In Review	1	Yes		12/30/2024	01/14/2025
	2024-006765	9432 Abbott Ave FI 33154	Right of Way Review	Public Works	In Review	1	Yes		12/30/2024	01/14/2025
TOTAL REVIEWS FOR RANDY STOKES: 6										
TOTAL REVIEWS FOR RANDY STOKES: 6										
ROBERTO CONDE										
Permit Reviews	2024-006727-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	1	Yes	12/27/2024	12/23/2024	01/15/2025
	2024-006746	9232 Byron Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	12/23/2024	12/23/2024	01/15/2025
	2025-006791	1385 Biscaya Dr FI 33154	Pool Review	Plumbing	Approved	3*	Yes	01/10/2025	01/10/2025	01/17/2025
TOTAL REVIEWS FOR ROBERTO CONDE: 3										
TOTAL REVIEWS FOR ROBERTO CONDE: 3										
SCARLET HAMMONS										
Permit Reviews	2024-006264-BR	9341 Bay Dr FI 33154	Building Review (Residential)	Planning/Zoning	Approved	4*	Yes	01/17/2025	01/10/2025	01/13/2025
	2024-006652-BR	9172 Harding Ave FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	01/15/2025	12/02/2024	01/15/2025
	2024-006722-BC	9455 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Requires Re-submit	1	Yes	01/02/2025	12/23/2024	01/15/2025
	2024-006733-BR	1221 Biscaya Dr FI 33154	Building Review (Residential)	Planning/Zoning	Requires Re-submit	1	Yes	01/09/2025	12/24/2024	01/16/2025

ALL REVIEWS BY DUE DATE BY REVIEWER (01/13/2025 TO 01/17/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2024-006734-BR	600 Surfside Blvd FI 33154	Building Review (Residential)	Planning/Zoning	Approved	1	Yes	12/23/2024	12/23/2024	01/15/2025
	2024-006736-BC	9317 Collins Ave FI	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	12/23/2024	12/19/2024	01/13/2025
	2024-006742-BR	9116 Carlyle Ave FI 33154	Building Review (Residential)	Planning/Zoning	In Review	1	Yes		12/24/2024	01/16/2025
	2024-006745	9491 Harding Ave FI 33154	Sign Review	Planning/Zoning	In Review	1	Yes		01/02/2025	01/16/2025
	2025-006769	9317 Harding Ave FI 33154	Sign Review	Planning/Zoning	Approved	1	Yes	12/23/2024	01/02/2025	01/16/2025
	2025-006791	1385 Biscaya Dr FI 33154	Pool Review	Planning/Zoning	Pending Assignment	3*	Yes		01/10/2025	01/17/2025

TOTAL REVIEWS FOR SCARLET HAMMONS: 10

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STRUCTURAL REVIEWER

Permit Reviews	2024-006401-BR	8911 Collins Ave FI 33154	Building Review (Residential)	Structural	Approved	2*	Yes	12/13/2024	12/30/2024	01/14/2025
	2025-006791	1385 Biscaya Dr FI 33154	Pool Review	Structural	Pending Assignment	3*	Yes		01/10/2025	01/17/2025

TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 2

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ULISES FERNANDEZ

Permit Reviews	2024-006401-BR	8911 Collins Ave FI 33154	Building Review (Residential)	Building	In Review	2*	Yes		12/30/2024	01/14/2025
	2024-006602-BR	9116 Carlyle Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	2*	Yes		01/02/2025	01/17/2025
	2024-006691-BR	9072 Emerson Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	2*	Yes		01/02/2025	01/16/2025
	2024-006722-BC	9455 Collins Ave FI 33154	Building Review (Commercial)	Building	Pending Assignment	1	Yes		12/23/2024	01/15/2025
	2024-006725-BR	9032 Garland Ave FI 33154	Building Review (Residential)	Building	In Review	1	Yes		12/24/2024	01/16/2025
	2024-006742-BR	9116 Carlyle Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	1	Yes		12/24/2024	01/16/2025
	2024-006743-BC	9201 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	01/02/2025	12/23/2024	01/15/2025
	2024-006744-BR	9133 Froude Ave FI 33154	Roof Review	Roof	Approved	1	Yes	01/02/2025	12/23/2024	01/15/2025
	2024-006745	9491 Harding Ave FI 33154	Sign Review	Building	Pending Assignment	1	Yes		01/02/2025	01/16/2025
	2025-006769	9317 Harding Ave FI 33154	Sign Review	Building	Requires Re-submit	1	Yes	10/03/2024	01/02/2025	01/16/2025
					<i>Comments: NEED ZONING APPROVAL</i>					
	2025-006791	1385 Biscaya Dr FI 33154	Pool Review	Building	Requires Re-submit	2*	Yes	01/10/2025	01/10/2025	01/17/2025

TOTAL REVIEWS FOR ULISES FERNANDEZ: 11

ALL REVIEWS BY DUE DATE BY REVIEWER (01/13/2025 TO 01/17/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version Required	Complete Date	Assigned Date	Due Date
TOTAL REVIEWS FOR ULISES FERNANDEZ: 11									
GRAND TOTAL OF ALL REVIEWS: 47									

** This review is a resubmittal*