



**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.: 38-2025

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

From: Mark Blumstein, Acting Town Manager *MB*

Date: January 28, 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 20 to January 26, 2025.

This Report highlights the **50** total reviews performed by reviewer as follows:

- *Building/Structural* by Daniel Dominguez – 2 reviews;
- *Flood Review* by Erica Valdes – 2 reviews;
- *Building/Structural* by Ulises Fernandez – 12 reviews;
- *Electrical* by Candelario Martinez – 10 reviews;
- *Mechanical* by Jan Perez – 4 reviews;
- *Planning/Zoning* by Scarlet Hammons – 6 reviews;
- *Plumbing* by Roberto Conde – 8 reviews;
- *Public Works* by Randy Stokes – 4 reviews; 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 20 - 26, 2025)



## ALL REVIEWS BY DUE DATE BY REVIEWER (01/20/2025 TO 01/24/2025) 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	2024-006727-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Electrical	Approved	2*	Yes	01/22/2025	01/08/2025	01/23/2025
	2024-006739	9521 Harding Ave FI 33154	Sign Review	Electrical	Requires Re-submit	1	Yes	01/07/2025	01/06/2025	01/21/2025
					<i>Comments: Need signed and sealed plans.</i>					
	2024-006747-BR	8841 Garland Ave FI 33154	Building Review (Residential)	Electrical	Approved	1	Yes	01/02/2025	12/27/2024	01/21/2025
	2024-006749	600 88 St FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	01/02/2025	12/30/2024	01/22/2025
	2024-006750-BR	8842 Byron Ave FI 33154	Building Review (Residential)	Electrical	Requires Re-submit	1	Yes	01/16/2025	12/27/2024	01/21/2025
					<i>Comments: Plans must be signed and sealed.</i>					
	2024-006751-BC	9545 Harding Ave FI 33154	Building Review (Commercial)	Electrical	Requires Re-submit	1	Yes	01/07/2025	12/30/2024	01/22/2025
					<i>Comments: Need narrative describing what the changes are for delta 1 changes.</i>					
	2024-006753-Comm	9511 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	09/03/2024	12/30/2024	01/22/2025
	2024-006756-Comm	9511 Collins Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	08/13/2024	12/30/2024	01/22/2025
	2024-006767	9024 Abbott Ave FI 33154	Electrical Trade Review	Electrical	Approved	1	Yes	01/07/2025	01/02/2025	01/24/2025
	2025-006770-Comm	9491 Harding Ave FI 33154	Electrical Trade Review	Electrical	In Review	1	Yes		01/02/2025	01/24/2025

**TOTAL REVIEWS FOR CANDELARIO MARTINEZ: 10**

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<b>DANIEL DOMINGUEZ</b>										
Permit Reviews	2024-006739	9521 Harding Ave FI 33154	Sign Review	Building	Requires Re-submit	1	Yes	01/08/2025	01/06/2025	01/21/2025
					<i>Comments: DATE: 01.08.2025 PLANS EXAMINER: DANIEL DOMINGUEZ ADDRESS: 9517 HARDING AVE PERMIT: 24-6739 PLANS REVIEW DENIED DUE TO: 1- PROVIDE ON PLANS: - Provide a SEALED AND SIGNED plan. - Address electrical comments - Pending zoning review</i>					
	2025-006774-BC	9156 Collins Ave FI 33154	Building Review (Commercial)	Building	Requires Re-submit	1	Yes	01/08/2025	01/02/2025	01/24/2025

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Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date		
				<i>Comments: DATE: 01.08.2025            PLANS EXAMINER: DANIEL DOMINGUEZ            ADDRESS: 9156 COLLINS AVE UNIT 106            PERMIT: 24-674            PLANS REVIEW DENIED DUE TO:            1- PROVIDE ON PLANS:            - Provide a floor plan indicating doors/windows location.            - Association letter allowing to perform the doors/windows installation.            - Signed &amp; Sealed Engineering Wind Load Calculations is required, in lieu the Miami Dade County            - Fenestration Voluntary Wind Load Chart can be used.</i>								

**TOTAL REVIEWS FOR DANIEL DOMINGUEZ: 2**

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### ERICA VALDES

Permit Reviews	2023-004931	525 95Th St FI 33154	Building Review (Residential)	Flood	Approved	3*	Yes	10/31/2024	01/09/2025	01/24/2025		
	2024-006747-BR	8841 Garland Ave FI 33154	Building Review (Residential)	Flood	Requires Re-submit	1	Yes	12/27/2024	12/27/2024	01/21/2025		
				<i>Comments: This permit is denied.             Pending:            -A valid Private Appraisal - Private Appraisal must be valid within 6 months of use for permits            -Elevation Certificate provided is not valid as an old FEMA form was provided; must use current FEMA form for Elevation Certificate with (8/23) on the bottom NOT the one that says (12/19).            When providing the new /current Elevation Certificate form, they must fill out C2 vertical Datum as NGVD, and provide G5 and G11            -Please provide building permit application as I did not see in this submittal.             -Cost Estimate/contract to include labor and materials.             -----             Flood Legend information ok/provided on sheet A-103            ZONE: AE BFE: 8 FIRM PANEL: 12086CO307L</i>								

**TOTAL REVIEWS FOR ERICA VALDES: 2**

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### JAN PEREZ

Permit Reviews	2024-006747-BR	8841 Garland Ave FI 33154	Building Review (Residential)	Mechanical	Requires Re-submit	1	Yes	01/02/2025	12/27/2024	01/21/2025		
	2024-006748	9073 Dickens Ave FI 33154	Mechanical Trade Review	Mechanical	Approved	1	Yes	01/02/2025	01/02/2025	01/24/2025		
	2024-006750-BR	8842 Byron Ave FI 33154	Building Review (Residential)	Mechanical	Requires Re-submit	1	Yes	01/17/2025	12/27/2024	01/21/2025		
				<i>Comments: need mechanical plans             Comments: NEED ENERGY &amp; HEAT LOAD CALCULATION</i>								

## ALL REVIEWS BY DUE DATE BY REVIEWER (01/20/2025 TO 01/24/2025)

Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2024-006751-BC	9545 Harding Ave FI 33154	Building Review (Commercial)	Mechanical	Approved	1	Yes	01/09/2025	12/30/2024	01/22/2025
<b>TOTAL REVIEWS FOR JAN PEREZ: 4</b>										
<b>TOTAL REVIEWS FOR JAN PEREZ: 4</b>										
<b>RANDY STOKES</b>										
Permit Reviews	2024-006755-BR	9556 Abbott Ave FI 33154	Building Review (Residential)	Public Works	Pending Assignment	1	Yes		12/30/2024	01/22/2025
	2024-006757-BR	9272 Abbott Ave FI 33154	Building Review (Residential)	Public Works	Pending Assignment	1	Yes		12/30/2024	01/22/2025
	2025-006784	8925 Collins Ave FI	Right of Way Review	Public Works	In Review	1	Yes	01/09/2025		01/24/2025
	2025-006799	9511 Collins Ave FI 33154	Right of Way Review	Public Works	In Review	1	Yes	01/07/2025		01/22/2025
<b>TOTAL REVIEWS FOR RANDY STOKES: 4</b>										
<b>TOTAL REVIEWS FOR RANDY STOKES: 4</b>										
<b>ROBERTO CONDE</b>										
Permit Reviews	2024-006598-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	2*	Yes	01/08/2025	01/07/2025	01/22/2025
	2024-006695	9073 Dickens Ave FI 33154	Plumbing Trade Review	Plumbing	Requires Re-submit	1	Yes	12/09/2024	01/02/2025	01/24/2025
					<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>					
	2024-006727-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Plumbing	Approved	2*	Yes	01/08/2025	01/08/2025	01/23/2025
	2024-006747-BR	8841 Garland Ave FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	12/27/2024	12/27/2024	01/21/2025
	2024-006750-BR	8842 Byron Ave FI 33154	Building Review (Residential)	Plumbing	Approved	1	Yes	01/03/2025	12/27/2024	01/21/2025
	2024-006751-BC	9545 Harding Ave FI 33154	Building Review (Commercial)	Plumbing	Requires Re-submit	1	Yes	01/03/2025	12/30/2024	01/22/2025
					<i>Comments: DERM (FOG) FATS OIL AND GREASE.</i>					
	2024-006752	9511 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	09/04/2024	12/30/2024	01/22/2025
	2024-006754	9511 Collins Ave FI 33154	Plumbing Trade Review	Plumbing	Approved	1	Yes	07/22/2024	12/30/2024	01/22/2025
<b>TOTAL REVIEWS FOR ROBERTO CONDE: 8</b>										
<b>TOTAL REVIEWS FOR ROBERTO CONDE: 8</b>										
<b>SCARLET HAMMONS</b>										
Permit Reviews	2024-006244	9200 Collins Ave FI 33154	Sign Review	Planning/Zoning	Approved	1	Yes	01/22/2025	01/17/2025	01/22/2025
	2024-006722-BC	9455 Collins Ave FI 33154	Building Review (Commercial)	Planning/Zoning	Approved	1	Yes	01/24/2025	01/14/2025	01/21/2025

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Reviewer	Permit Number /Plan Number	Address	Submittal	Review	Review Status	Version	Required	Complete Date	Assigned Date	Due Date
	2024-006747-BR	8841 Garland Ave FI 33154	Building Review (Residential)	Planning/Zoning	In Review	1	Yes		01/09/2025	01/21/2025
	2024-006750-BR	8842 Byron Ave FI 33154	Building Review (Residential)	Planning/Zoning	In Review	1	Yes		12/27/2024	01/21/2025
	2024-006755-BR	9556 Abbott Ave FI 33154	Building Review (Residential)	Planning/Zoning	In Review	1	Yes		01/22/2025	01/22/2025
				Planning/Zoning	Requires Re-submit	1	Yes	12/31/2024	12/30/2024	01/22/2025

*Comments: driveway can not exceed 50% of front yard & 5 feet from property line*

**TOTAL REVIEWS FOR SCARLET HAMMONS: 6**

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### STRUCTURAL REVIEWER

Permit Reviews	2024-006066-BR	716 88 St FI 33154	Building Review (Residential)	Structural	Approved	1	Yes	10/18/2024	01/02/2025	01/24/2025
	2024-006747-BR	8841 Garland Ave FI 33154	Building Review (Residential)	Structural	Requires Re-submit	1	Yes	01/08/2025	12/27/2024	01/21/2025

**TOTAL REVIEWS FOR STRUCTURAL REVIEWER: 2**

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### ULISES FERNANDEZ

Permit Reviews	2021-000877-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Building	In Review	1	Yes		12/30/2024	01/22/2025
	2023-004375-BC	9595 Collins Ave N7-J FI 33154	Building Review (Commercial)	Building	Approved	1	Yes	01/02/2025	01/02/2025	01/24/2025
	2023-004932	525 95Th St FI 33154	Building Review (Residential)	Building	Approved	4*	Yes	01/07/2025	01/09/2025	01/24/2025
	2024-006066-BR	716 88 St FI 33154	Building Review (Residential)	Building	Approved	1	Yes	12/03/2024	01/02/2025	01/24/2025
	2024-006562-BC	9149 Collins Ave FI 33154	Building Review (Commercial)	Building	Approved	2*	Yes	01/09/2025	01/06/2025	01/21/2025
	2024-006598-BC	9595 Collins Ave FI 33154	Building Review (Commercial)	Building	In Review	2*	Yes		01/07/2025	01/22/2025
	2024-006747-BR	8841 Garland Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	1	Yes		12/27/2024	01/21/2025
	2024-006750-BR	8842 Byron Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	1	Yes		12/27/2024	01/21/2025
	2024-006751-BC	9545 Harding Ave FI 33154	Building Review (Commercial)	Building	Pending Assignment	1	Yes		12/30/2024	01/22/2025
	2024-006755-BR	9556 Abbott Ave FI 33154	Building Review (Residential)	Building	Pending Assignment	1	Yes		12/30/2024	01/22/2025
	2024-006757-BR	9272 Abbott Ave FI 33154	Building Review (Residential)	Building	In Review	1	Yes		12/30/2024	01/22/2025
	2025-006791	1385 Biscaya Dr FI 33154	Pool Review	Building	Requires Re-submit	1	Yes	01/08/2025	01/06/2025	01/21/2025

