



PHASED PERMITS

Class I (Conventional) and Class II (Foundation only)

The Florida Building Code (Section 105.13) authorizes the Building Official to allow construction to commence prior to the issuance of a regular building permit, subject to certain limitations. Phased Permits will not be issued for residential (single family or duplex) property; for all other project types, Phased Permits are issued at the sole discretion of the Building Official.

Phased Permits are issued at the sole risk of the Owner & Permit Holder, without assurance that a building permit for the entire structure will be granted. A Hold Harmless agreement is mandatory.

Class I Phased Permit

For projects requiring an early commencement before all of the plan reviews have been completed, a Class I Phased Permit is available for up to six (6) months of construction progress.

A Class I Phased Permit will require a Private Provider to perform the plans review and inspections. The Private Provider must continue until the project is completed. (Information on the use of Private Provider services is available online at the City of Miami website.)

The Class I Phased Permit cost is \$1,500 and is valid for six (6) months only. Failure to obtain the Master Permit within six months from the date of issuance will result in the revocation of the permit. Under certain unusual circumstances, the Building Official may authorize, at his discretion, the issuance of a second Class I Phased Permit. This will require an additional fee of \$1,500.

Procedures for a Class I Phased Permit:

- 1) A Class I Phased Permit will also require ***simultaneous application*** for a regular (Master) Permit.

For the regular (Master) building permit, bring the following to the Permit Counter to obtain a Plan (Process) Number and pay the upfront review fee. **This step is required before proceeding for the Class I Phased Permit.**

- Two sets of plans.
 - Structural calculations.
 - Property survey.
 - Permit application.
- 2) For the Class I Phased Permit, bring the following to the Building Official for authorization to proceed under the Phased Permit process.
 - Two sets of plans, prepared as described in item 3(c) below. These plans will be stamped “Phased Permit Drawings Only”.
 - An additional permit application, with “Class I Phased Permit” specified on the “Job Description” box.



- 3) **NOTE:** To avoid potential construction problems and/or delays, and ensure an efficient Phased Permit processing, please note the following:
 - a) For Threshold Buildings and commercial projects of significant scope or complexity, a Fire & Life Safety consultant must be retained, and the submitted plans must include a full Life Safety analysis on separate pages.
 - b) For all Threshold Buildings (as defined in FBC Section 202), a Peer Review for structural design must be performed. **Selection of the Peer Reviewer shall be by mutual consent of the Owner and the Building Official.** For complex, wind-sensitive structures, a wind tunnel study must be submitted.
 - c) **Important: All plans submitted for Phased Permits must be prepared specifically for the Phased Permit;** they must include all of the necessary information, and no unnecessary or under-developed drawings. For example, “In-progress Sets” or “50% Sets” and the like are not acceptable.
- 4) Submit the Class I Phased Permit plans to the Building Department for the following departmental approvals:
 - a) Preliminary Zoning review.
 - b) Preliminary Fire Department review. See the attached guidelines.
 - c) Preliminary Public Works review.
- 5) Once all of the above (4a, 4b & 4c) have been secured, you must:
 - a) Obtain approval from Miami-Dade County DERM.
 - b) Obtain a letter of intent from Miami-Dade WASD to issue the water and sewer allocation letter.
 - c) Pay the Miami-Dade County impact fees.
- 6) Bring the Class I Phased Permit plans back to the Processing Area to be reviewed by the Flood Plain and Structural reviewers **only**.
- 7) Return to the Building Official for authorization to issue the Class I Phased Permit. Bring the Class I Phased Permit plans, Hold Harmless letter, and the Notice to Building Official from the Private Provider who will perform your plan review and inspections. Class I Phased Permit plans **will not** be reviewed by the Building, Electrical, Plumbing and Mechanical disciplines.
- 8) After authorization by the Building Official, you will need to return to the Permit Counter to obtain and pay for the Class I Phased Permit. Please be advised that the cost of the permit (\$1,500) is non-refundable and will not be credited to the final building permit.
- 9) You may also need the following:
 - Class I *Electrical* Phased Permit
 - Class I *Mechanical* Phased Permit
 - Class I *Plumbing* Phased Permit

These will be issued separately as needed, and will be revoked when the *Building* Phased Permit expires. Each will be subject to the same non-refundable \$1,500 fee.



- 10) A National Pollutant and Discharge Elimination System (NPDES) permit may be required. Storm water, erosion and sediment control during construction, demolition, or related activities that impact one-half (1/2) acre or more, shall be in accordance with the city's Municipal Separate Storm Sewer System (MS4) permit.
- 11) Separate permits from City of Miami Public Works Department and/or outside agencies may be required for work on the public rights of way or within the property, that may involve paving, sidewalks, excavation, drainage, maintenance of traffic/street closure, tree removal/relocation/planting or dewatering, etc., as needed. For applicable permits, please contact the Public Works Department at (305) 416-1200 or Miami-Dade County DERM at (305) 372-6789.

Class II Phased Permit

A Class II Phased Permit is issued for “Foundation Only”, and is strictly intended for foundation construction occurring below grade level only. Attempting to continue vertically without first obtaining a Master Permit (or progressing to a Class I Phased Permit) will be considered exceeding the scope of the permit and will result in the job being stopped, the permit revoked, and the permit application made null and void.

A new application will be required, and the project must conform to the technical codes in effect on the date of the new application.

A Class II Phased Permit will not require a Private Provider for plans review and/or inspections. However, a Special or Threshold Inspector will be required.

The Class II Phased Permit cost is \$1,500 and is valid for six (6) months only.

Procedures for a Class II Phased Permit:

- 1) A Class II Phased Permit will also require ***simultaneous application*** for a regular (Master) Permit.

For the regular (Master) foundation permit, bring the following to the Permit Counter to obtain a Plan (Process) Number and pay the upfront review fee. **This step will ensure full acceptance, and is required before proceeding for the Class II Phased Permit.**

- Two sets of plans.
 - Permit application.
- 2) For the Class II Phased Permit, bring the following to the Building Official for authorization to proceed under the Phased Permit process.
 - Two sets of plans, prepared as described in item 3(c) under “Class I Phased Permit” above. These plans will be stamped “Phased Permit Foundation Only”.
 - An additional permit application, with “Class II Phased Permit” specified on the Job Description” box.



- 3) Submit the plans to the Building Department for the Preliminary Public Works review.
- 4) After the Preliminary Public Works Review has been secured, you must:
 - a) Obtain approval from Miami-Dade County DERM.
 - b) Obtain a letter of intent from Miami-Dade WASD to issue the water and sewer allocation letter.
 - c) Pay the Miami-Dade County impact fees.
- 5) Bring the Class II Phased Permit plans back to the Processing Area to be reviewed for Flood Plain compliance and Structural design **only**.
- 6) For all Threshold Buildings (as defined in FBC Section 202), a Peer Review for structural design must be performed. **Selection of the Reviewing Engineer shall be by mutual consent of the Owner and the Building Official.** The peer review must address the gravity and lateral loads as they pertain to the foundation design. For complex, wind-sensitive structures, a wind tunnel study must be submitted.
- 7) Return to the Building Official for authorization to issue the Class II Phased Permit. Bring the Class II Phased Permit plans, Hold Harmless letter, and the Notice to Building Official (if applicable) from the Private Provider who will perform your plan review and inspections. Class II Phased Permit plans **will not** be reviewed by the Zoning, Fire, Building, Electrical, Plumbing and Mechanical disciplines.
- 8) After authorization by the Building Official, you will need to return to the Permit Counter to obtain and pay for the Class II Phased Permit. Please be advised that the cost of the permit (\$1,500) is non-refundable and will not be credited to the final building permit.
- 9) Class II Phased Permits will not require additional trade permits (Electrical, Mechanical, Plumbing, etc.). However, the MEP Engineer(s) of Record will be required to act as Special Inspector(s) for miscellaneous underground work such as sleeving, conduits, piping, grounding and the like.
- 10) A National Pollutant and Discharge Elimination System (NPDES) permit may be required. Storm water, erosion and sediment control during construction, demolition, or related activities that impact one-half (1/2) acre or more, shall be in accordance with the city's Municipal Separate Storm Sewer System (MS4) permit.
- 11) Separate permits from City of Miami Public Works Department and/or outside agencies may be required for work on the public rights of way or within the property, that may involve paving, sidewalks, excavation, drainage, maintenance of traffic/street closure, tree removal/relocation/planting or dewatering, etc., as needed. For applicable permits, please contact the Public Works Department at (305) 416-1200 or Miami-Dade County DERM at (305) 372-6789.