

Miami Dade Department of Regulatory and Economic Resources
CONCIERGE PLAN REVIEW REQUEST APPLICATION
786 315 2388 chat@miamidade.gov

APPLICANT CONTACT INFORMATION

NAME		COMPANY NAME	
ADDRESS		CITY	STATE ZIP
PHONE	MOBILE		FAX

PROJECT COORDINATOR INFORMATION

NAME	PHONE	EMAIL
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PROJECT INFORMATION

PROJECT NAME	PROPERTY OWNER'S NAME	FOLIO NUMBER
ADDRESS	CITY	STATE ZIP

MEETING TYPE REQUEST

☐ Presentation	☐ Pre-Submittal (Recommended) Plans at 80% Completion	☐ Submittal	☐ Rework Process Number(s)
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DISCIPLINE REQUESTED FOR MEETING Please check all that apply (fees assessed per discipline)

☐ Building	☐ Zoning	☐ Fire	☐ Tanks	☐ Industrial	☐ Solid Waste
☐ Structural	☐ Impact Fees	☐ Fire Alarm	☐ Flood	☐ Coastal	☐ Wetlands
☐ Mechanical	☐ Public Works	☐ Fire Sprinkler	☐ Pre-Treatment	☐ Paving & Drainage	☐ Water Treatment
☐ Electrical	☐ Water & Sewer		☐ Trees	☐ Grease /Fog	☐ Poll. Remediation
☐ Plumbing		☐ Environmental Core	☐ Asbestos	☐ Air	☐ DERM Airport

LIST OF DESIGN PROFESSIONAL FOR THIS PROJECT (The below individuals must be in attendance at the meeting)

OWNER / OWNER'S AGENT	ELECTRICAL
ARCHITECTURAL	PLUMBING
STRUCTURAL	MECHANICAL
FIRE SUPPRESSION	FIRE ALARM

Occupancy Class: ☐ Assembly ☐ Business ☐ Educational ☐ Factory & Industrial ☐ Institutional ☐ Mercantile ☐ Storage ☐ Other

Type of Construction: ☐ I-A ☐ I-B ☐ II-A ☐ II-B ☐ III-A ☐ III-B ☐ IV ☐ V-A ☐ V-B

DESCRIPTION OF PROPOSED WORK (information required):

NUMBER OF STORIES	OVERALL BUILDING SQ. FT.	SQ. FT. TO BE REVIEWED

PLEASE CHECK OFF THOSE THAT APPLY TO YOUR PROJECT	Trade	YES	NO
Is this a new construction or alteration of an existing structure or equipment?	BLDG	☒	☒
Is the project intended to receive government funding?	BLDG	☒	☒
Is the building equipped with an automatic sprinkler system?	Fire	☒	☐
Does the building have a standpipe?	Fire	☐	☐
Does the building have a fire pump?	Fire	☐	☐
Does the building have a fire alarm?	Fire	☐	☐
If yes, is the fire alarm pump new?	Fire	☐	☐
Will the project involve any air emissions or air pollution control devices (e.g. electrical generators, spray booths, baghouses, venting from dry cleaners, printing facilities)?	Air	☐	☐
Will the project include storage tanks or generate industrial waste?	Tanks, Industrial	☐	☐
Will the project be located or involve work within 500 feet of a wetland basin?	Wetlands	☐	☐
Will the project be on, adjacent, or within 500 feet of a currently or formerly contaminated site or landfill site?	Pollution	☐	☐
Will the project involve any type of work in, on, over, or upon any tidal waters, bay bottom lands, or any wetlands supporting halophytic vegetation?	Coastal	☐	☐
Are there any existing trees on site to be removed or relocated?	Trees	☐	☐
Will the project be located or involve work within 500 feet of a designated Natural Forest Community (NFC)?	Trees	☐	☐
Will the building be served by a potable water well?	Water Treatment	☐	☐
Are you installing a new or changing an existing paving and drainage system?	Paving Drainage	☐	☐
Will the project require interior/exterior demolition or total building demolition?	Asbestos	☐	☐
Are you adding or improving any parking space, driveway, sidewalk or walkway ramp?	BLDG	☐	☐
Has the site obtained a zoning approval?	Zoning	☐	☐
Are you currently going through the platting process?	Zoning	☐	☐
Does your project propose a change in the approved use of the current occupancy?	BLDG	☐	☐
Is this project an addition to an existing structure or an interior build-out of a previously legally occupied space?	BLDG	☐	☐
Does this project involve an addition to an existing structure or an interior build-out of a vanilla box or shell space?	BLDG	☐	☐
Does your project require a standby emergency power system?	Electrical	☐	☐
Does your project propose the use of an optional back up power system?	Electrical	☐	☐
Does your project require a BDA or DAS communication system?	Fire	☐	☐
Does your project require a lightning protection system?	Electrical	☐	☐
Will all the equipment proposed for use in your project have an OSHA-approved NRTL "listing" or will it require a field evaluation?	Electrical	☐	☐