

# BULLETIN

## Permitting Tips

(03/05/15)

**This bulletin is to make you aware of issues that have been identified by the City or other retailers and suggest Tenant's architect and engineer pursue further as it relates to Tenant's contract documents.**

- Tenant shall follow the instructions for permit submittal in accordance with the attached [Permit Submittal Process Outline](#) and the [Permit Information Summary](#). For the Tenant's use and information, these items have been provided on the following pages.
- Typical permitting time is 4 – 12 weeks.

## Permit Submittal Process Outline The Falls

Step Item

1	Tenant Coordination receives a copy of Tenant's Construction Documents (CD's) for Landlord's review.
2	Tenant Coordination advises Tenant to obtain the following authorization letters from the MM; (TC copies MM):
	a.) Letter from MM authorizing a particular representative of the Tenant entity to sign permit applications and other documents applicable to Tenant's Work.
	b.) Copy of letter from an officer of the mall's ownership entity certifying the MM to sign construction related documents on behalf of mall ownership.
	c.) Copy of the Joint Consent of Shareholders and Directors for the mall. This document lists the mall ownership entity's officers.
3	MM requests an email from the Tenant with the name of the Tenant Entity's representative that will be signing the permit application and other construction related documents; the representative must be an employee of the Tenant Entity company and must have a title.
4	MM then prepares and issues the form letter (a), along with attachments (b & c), to the Tenant for their use.
5	Tenant makes permit submittal to the Authority Having Jurisdiction (AHJ)*
6	Separately, TC completes and issues LL's review of Tenant's CD's to Tenant with applicable review status noted.

## Permit Information Summary

This document is for informational purposes only and shall not constitute the assumption of any responsibility by Landlord for its accuracy or sufficiency or conformity with applicable laws, and Tenant shall be solely responsible for confirming and verifying the information herein. Tenant shall indemnify and hold Landlord harmless from and against any and all errors and omissions contained herein, and any losses, costs, damages or claims of whatever nature (including, but not limited to attorneys' fees and costs of any kind), arising out of or in connection with Tenant's use of this information.

**Property Name:**

The Falls

**Property Location:**

Miami, Florida

**Mall Management Office telephone number:**

305-255-4571

**Authority Having Jurisdiction (AHJ) that will review construction drawings for permit:**

Miami-Dade County Permitting, Environment and Regulatory Affairs

**AHJ general telephone number:**

786-315-2000

**AHJ website addresses, if applicable:**

<http://www.miamidade.gov/building/home.asp>

**Other agency or board approvals required:**

Division of Hotels and Restaurant approval also required for food-use type Tenants.  
DERM (Department of Environmental Resources Management)

**Average permit review duration for TI projects at this mall, from date of submittal to date of final approval (per LL records):**

64 days

**Does the AHJ require Landlord approval prior to permit review?**

No

**Number of drawing sets required by the AHJ for permit review submittal:**

3 sets

**Are drawings required to be signed and sealed?:**

Yes

**Permit fee information:**

There is a small application fee due when submitting for permit review & an issue fee at time of approved permit pick-up.

**Special forms or other special requirements needed for permit review:**

Notice of Commencement (separate form that is part of the Permit Application)  
Acknowledgement letter from Mall Management office (see Permit Process Outline)

**Special General Contractor requirements needed for permit review:**

GC's must be pre-registered with the AHJ, as well as licensed with the County's license division.  
Tenant must list their selected GC on their permit application.

**Change of Contractor information:**

The County will allow a Tenant to use a qualifying GC. If the GC on the permit is not the same GC that is selected to perform the work, a Change of Contractor must be processed with the County. There is a prescribed policy and procedure for Change of Contractor. Consult the AHJ for specifics.

**The AHJ requires the following separate application forms for the various permit review disciplines, as part of permit submittal:**

Building  
HVAC  
Plumbing  
Gas

Electrical

Sprinkler: *FYI, a sprinkler layout must be included for initial plan review, but sprinkler and fire alarm shop drawings can follow, and are typically submitted later, when sub-contractors pull their own applications from the approved Master permit.*

Fire Alarm

**Other Recommendations:**

: Landlord recommends that Tenants employ a local expeditor that is familiar with the County's requirements.

: Landlord recommends that Tenants employ a local A&E firm that is familiar with the County's

: Landlord recommends that Tenants perform a preliminary site survey of existing conditions, prior to drawing production.

: Landlord recommends that Tenants schedule a preliminary meeting with the building department officials, prior to drawing production.

#### PERMIT EXPEDITOR INFORMATION

*\*Disclaimer: We are not requiring or enhancing any particular expeditor, however those listed below have been used by tenants in the past:*

Plans Runner  
Attn: Rick Bermudez  
P.O. Box 559043  
Miami, FL 33255  
Phone: 305.989.0311  
Fax: 305.226.8698  
[www.plansrunner.com](http://www.plansrunner.com)

rick@plansrunner.com

#### Other Information:

- : The County requires that the GC's subcontractors be listed on their respective applications. Separate disciplines have separate applications
- : No early start is allowed by the County.
- : The County has a designated Design Professionals Day, where walk-in appointments are accepted.
- : The County has an expedited review process available for "green" building certified projects.
- : On the permit application and Notice of Commencement, the Tenant entity signs as "Owner"
- : See the Building Department's Checklists, for other specific information that needs to be included in Tenant's drawings or for application submittal, at: <http://www.miamidade.gov/building/form-checklist.asp>
- : The County enforces stringent hurricane-related requirements - especially regarding storefronts. Tenants must design their storefronts accordingly, given that the storefronts at The Falls are all exterior.