

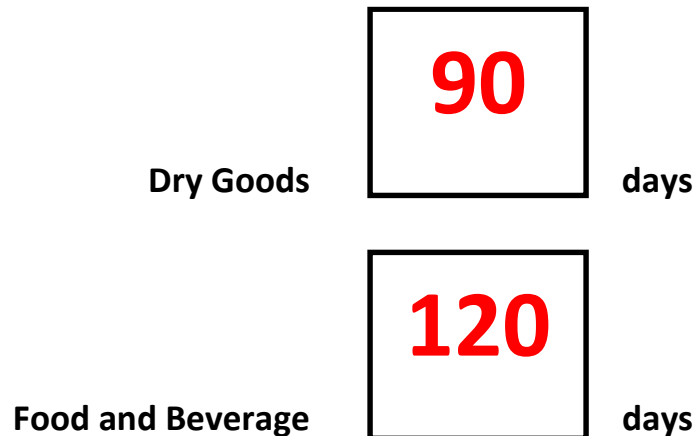


BRICKELL CITY CENTRE

Permitting Process

Brickell City Centre

Average Duration of Permitting Approval Process



DESCRIPTION

Due to the location, size, complexity, nature and volume of tenant activity at Brickell City Centre, Tenant permitting and inspections pose unique challenges for the City of Miami. Accordingly, in order to expedite the permitting process and maintain consistency with the permitting procedures that have been in place for the core and shell construction, the City of Miami and the Landlord have agreed that that all Tenants must utilize NV5 (a private provider) as the City's agent for permit plan review and inspections. Additionally, there are designated Permit Expeditors that must be used for processing plan reviews and documents to obtain the additional approvals from other authorities having jurisdiction (AHJ) such as City of Miami Fire Department, Planning and Zoning, Public Works, DERM, WASD, Dept. of Health, DBPR Division of Hotels and Restaurants and any other AHJ over the Project, as applicable.

Although NV5 is under the direct supervision of the City of Miami and is acting on the City's behalf, NV5 is contracted with and paid for by the Landlord (same applied for the Permit Expeditors). Since Tenants will be billed by the Landlord for the cost of these Permitting Services (as provided in the Tenant's lease), there are no up-front costs when submitting plans to NV5 or the Permit Expeditors. However, there will be additional costs for items not included in the NV5 Certification that will need to be paid by Tenant or Tenant's Architect/Contractor (see Exclusions List). The NV5 Private Provider certification includes plan review and inspections services for the building, mechanical, electrical and plumbing discipline (BMEP) as required by the Florida Building Code.

The primary advantages to this permitting process; permitting times are reduced significantly; inspections are more easily scheduled and coordinated; and, the City has reduced its normal permitting fee by 30%.

STEP 1 NOTE: Tenant must have received Landlord approval (AAN) of 100% construction drawings

Landlord reviews Tenant construction plans and approves with AAN stamp. Tenant receives welcome e-mail with pertinent documentation and e-Builder registration form. Once registration form to E-Builder is received, Tenant will be sent e-Builder access information link, after which Tenant will have 24 hours to change the given password to one of their choice.

Tenant's architect prepares and submits their 100% construction drawings via e-Builder after receiving access. Plans will be reviewed, and once approval is received Tenant's Architect will both upload final set (no clouds, no red font) and will courier over one full set of plans (no need for signing and sealing plans at this point).

Courier plans and all documents to: Marlene Nout, Senior Tenant Coordinator,
Swire Properties Inc.,
799 Brickell Plaza, Suite 802
Tel: 305-371-6888 (office), e-mail: mnout@swireprops.com

There are 2 reviews performed on tenant's plans

1. IBA for storefront, this review can be performed electronically. Make sure that your plans include the chosen NOA documentation and this is not sent separately.
2. NV5 for store, this review is performed with one copy of the 100% construction documents

NOTE: All documents including the title block of 100% construction drawings must clearly state:

Tenant's store name at Brickell City Centre

Space # XXX

701 South Miami Avenue, Miami, FL 33131

You **must** also include the following box (filled in) on the front page of 100% construction drawings

- If not applicable then just fill in as N/A:

Domestic Water Demand Calculation: _____ GPD
Sanitary Sewer Flow Calculation: _____ GPD
Grease Sewer Flow Calculation: _____ GPD
Total Space Area: _____ SF
If Tenant is a Restaurant:
- Front of House Area: _____ SF
- Back of House Area: _____ SF

Plans must include:

- Fire Life safety
- Fire Alarm
- Fire Sprinkler

Remember that all codes mentioned on plans must reference 2007 with 2009 supplement

Tenant must send the following documentation – **PERMIT APPLICATION DOCS “PAD”** along with set of plans:

PERMIT APPLICATION DOCS (“PAD”)

- Two (2) filled in and signed Permit Applications **see Exhibit “B”**– download via:

www.miamigov.com/nets/docs/permits/buildingpermitapplication.pdf

Please print the Permit Application on **legal size** paper and Notarize prior to sending. City will not perform “Dry Runs” therefore contractor’s information must be filled out. You may change contractor afterwards.

- Two (2) Project Manuals signed and sealed by Florida Licensed Architect
- Two (2) Structural Calculations signed and sealed by Florida Licensed Engineer
- Two (2) Heat Load Calculations signed and sealed by Licensed Engineer

STEP 2

All review comments (from IBA storefront and NV5 storefront) will be sent to Tenant Architect via e-mail.

Tenant will make revisions to plans covering all of the IBA and NV5 comments. These changes/revisions will need to be clouded for easy reference. Responses to all of the comments made must be included with revised plans.

- Upload revised plans and responses to e-Builder – always let our office know when you have uploaded plans. These will be sent electronically to IBA.
- NV5 responses and one set of plans must be sent via courier to:
Marlene Nout
Swire Properties Inc.
799 Brickell Plaza, Suite 802,
Miami, FL 33131

STEP 3

Once drawings have been reviewed and approved by IBA and NV5, Tenant will be advised via email and will be able to send in their signed and sealed plans for City submittal.

- Three (3) sets of plans (24x36) signed and sealed by Florida Licensed Architect and Engineer. Plans must be bound and stapled in 3 sets.
- Plans will then be signed off by NV5 and corresponding affidavits will be prepared for City submittal
- Plans will be taken by the Expeditor to the City of Miami and DERM (Department of Environmental Regulatory and Economic Resources), to start the Permit process.
- Tenants and their Architects will be advised via email of any additional documentation needed.
- Tenants and their Architects will be advised via email of Permit Upfront fees, Fire Review fees, DERM review fees that will need to be paid by Tenant prior to City performing their review. These can be paid via phone or online and link, financial process number etc., will be sent in e-mail.

STEP 4

- When all reviews are completed by the City of Miami-Dade County DERM, Fire Dept etc., Tenant will be advised Permit is ready for final payment. Cost will be discounted 30% because of the NV5 review.
- Instructions will be sent via email to Tenant on how to pay for permit.

- Once Tenant has made payment – Permit and drawings will be picked-up by Expeditor and brought to Swire Properties offices.

REQUIREMENTS FOR RESTAURANT SUBMITTAL OF PLANS TO CITY OF MIAMI BUILDING DEPARTMENT

Restaurants must submit all of documentation etc. mentioned under “PAD”. A separate additional set of plans and a Food service plan review application form Division of Hotel and Restaurants. Submittal can be made online. All required docs can be found: <http://www.myfloridalicense.com/fdbpr/fhr/licensing/planreview/index.html>.

EXCLUSIONS LIST

- Except for NV5’s Certification for BMEP, any additional requirements and fees for Temporary Certificate of Occupancy or Certificate of Occupancy by the City of Miami and for any other authorities having jurisdiction are excluded. Costs for these must be paid for by the Tenant, Tenant’s Architect of Record, or Tenant’s Contractor at the time such services are requested. Exclusions include (but are not limited to):
 - Up-front costs and final costs of various permits outside of NV5 that are required such as the final permit issued by the City of Miami (at 30% discount), county and city fire (including overtime review fee), DERM, Departments of Professional & Business Regulations and Health (e.g. restaurants, salons), etc.
 - Costs to hire a Florida licensed structural engineer to have signed and sealed calculations and drawings or to have a structural professional review services and inspections.
 - Although the standard inspections normally performed by the City of Miami are covered in the cost for NV5, any special inspections or certifications of any kind such as threshold, welding, torching, material testing, elevators, escalators, fire protection/detection/smoke evacuation and kitchen hood systems inspections, engineering reports, etc. and any acoustical, vibration, thermal, fire-proofing/resistance rating tests and inspections required by AHJs or the Landlord are additional costs to the tenant.
 - Any LEED or LEED related services.
 - Business licenses, Certificates of Use, Business Tax License, Liquor License, Environmental Impact fees, contractor licenses and contractor registration fee with the City of Miami,
 - Costs for tenant’s architect or engineers to utilize any of Landlord’s consultants or contractors to help tenant design or certify any of Tenant’s Work.

ADDITIONAL REQUIREMENTS

All General Contractors and sub-contractors must be registered with the City of Miami. If a Contractor is not registered, they can do so by providing the City of Miami with a copy of their Driver’s license, Insurance Certificate for Worker’s Compensation and General Liability – City of Miami must be listed as Certificate Holder – State License/County License, E-mail address, and EIN number.

NOTE: No permits will be issued until all of the above documents are submitted to the City of Miami Building Department. This also applies if any registered Contractor has information that is expired and/or outdated.