

Average Duration of Permitting Approval Process

Dry Goods

90

days

Food and Beverages

120

days

1. DESCRIPTION

Due to the location, size, complexity, nature and volume of tenant activity at Brickell City Centre, Tenant permitting and inspections pose unique challenges. Tenants are encouraged to contract a Permit Expeditor based in Miami-Dade County, Florida for processing plan reviews and submitting plans to the City of Miami. Expeditors can also obtain 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 applicable AHJ.

2. Private Provider Option

Once the Landlord's AAN is received, Tenants have several options for processing permit plans:

- a. The Tenant may contract NV5 directly. NV5 is a Private Provider under the direct supervision of the City of Miami and is acting on the City's behalf. Contracting NV5 directly must include Tenant-build out inspections for building, mechanical, electrical and plumbing disciplines as required by the Florida Building Code. NOTE: Code to be used for all permit plans is the 2007 Code with the 2009 Supplement. There will be additional costs for items not included in the typical NV5 Certification, as detailed in the Exclusions List below. These will be paid by Tenant, Tenant's Architect or Contractor.

Using this process, permitting times can be reduced significantly; inspections are more easily scheduled and coordinated; and, the City reduces their normal permitting fees by 30%.

- b. Tenant may submit their construction documents directly to the City of Miami with the assistance of a local Expeditor. Note: Code to be used for all permit plans is the 2007 Code with the 2009 Supplement. All inspections need to be requested directly with the City of Miami.

Using this process, the Tenant GC will not need to follow up with Private Provider Affidavits, and processing is done through one submittal to the City of Miami.

3. Process Steps

- a. **Step 1 NOTE:** Tenant must have received Landlord approval (AAN) of 100% Construction Drawings

- i. Landlord reviews the Tenant Construction Documents (CD) and approves with AAN stamp. The Architect is sent a welcome e-mail with pertinent documentation and an e-Builder registration form. Once the completed registration form is completed and returned to E-Builder, Tenant is sent e-Builder access information. Architect has 24 hours to change the given password to a password of choice.

- ii. After receiving access, the Architect submits the 100% Construction Drawings via e-Builder. Once the CD documents are reviewed and approved, the Architect will upload the Final set (no clouds or red font) and hand deliver or courier three full sets of the plans, signed and sealed, and with the Permit Application Documents (PAD), to the following:

Christina Raventos
Tenant Coordinator, Swire Properties Inc.,
799 Brickell Plaza, Suite 606
Tel: 305-371-3877 (office)
e-mail: craventos@swireprops.com

- iii. **NOTE:** All documents, including the title block of the 100% Construction Drawings, must clearly state:

Tenant's store name at Brickell City Centre
Space # XXX
701 South Miami Avenue, Miami, FL 33131

- iv. You **must** also include the following (filled in) on the front page of 100% Construction Drawings (use N/A if an item is not applicable):

1. Sanitary Sewer Flow Calculation: _____ GPD
2. Grease Sewer Flow Calculation: _____ GPD
3. Domestic Water Demand Calculation: _____ GPD
4. Total Space Area: _____ SF
5. If Tenant is a Restaurant:
 - i. Front of House Area: _____ SF
 - ii. Back of House Area: _____ SF

- v. Plans must include:

1. Fire Life Safety
2. Fire Alarm

3. Fire Sprinkler

vi. **Note:** All code references on plans must be the 2007 Code with 2009 Supplement.

vii. **Permit Application Documents (PAD)**

Along with the Construction Documents, Tennant must send the following Permit Application Documents:

1. Two (2) completed and signed Permit Applications **see Exhibit "B"** (or 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 charges a 20% non-refundable fee when reviewing plans without a General Contractor (Dry Runs); therefore, contractor's information must be filled out. Tenant may change Contractor prior to receiving the Master Permit.

2. Two (2) Structural Calculations, signed and sealed by a Florida Licensed Engineer.

3. Two (2) Heat Load Calculations, signed and sealed by a Licensed Engineer.

b. **STEP 2**

The Tenant's Permit Expediter will submit the Permit Plans to the City of Miami and DERM (Department of Environmental Regulatory and Economic Resources).

c. **STEP 3**

The Master Permit will be issued once all reviews are completed by the City of Miami, Miami-Dade County DERM, Fire Department, and other AHJ.

Tenant's GC is required to bring the Permit set of plans to the Pre-Construction meeting, along with the corresponding Permit Card

4. **ADDITIONAL REQUIREMENTS FOR RESTAURANT PERMIT**

a. Restaurants must submit all of documentation referenced under PAD above.

b. A separate, additional set of Permit documents and a Food Service Plan Review Application form must be submitted to the Division of Hotel and Restaurants. Submittal can be made online.

c. All required documents can be found at the following link:
<http://www.myfloridalicense.com/dbpr/hr/licensing/planreviewindex.html>

5. **EXCLUSIONS LIST- these apply only if using NV5 as Private Provider**

Except for NV5's Certification, any additional requirements and fees for Temporary Certificate of Occupancy or Certificate of Occupancy by the City of Miami and/or any other authorities having jurisdiction are excluded. Costs for these must be paid 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) the following:

- a. 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).
- b. Costs to hire a Florida licensed structural engineer to produce signed and sealed calculations and drawings, or to have a structural professional review services and inspections.
- c. 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.
- d. Any LEED or LEED related services.
- e. Business licenses, Certificates of Use, Business Tax License, Liquor License, Environmental Impact fees, contractor licenses and contractor registration fee with the City of Miami,
- f. 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.

6. ADDITIONAL REQUIREMENTS

- a. All General Contractors and sub-contractors must be registered with the City of Miami.
- b. A Contractor can register by providing the City of Miami with a copy of their Driver's License, Insurance Certificate for Worker's Compensation and General Liability (the City of Miami must be listed as certificate holder), State or County License, E-mail address, and EIN number.

NOTE: No permits will be issued until all the above documents are submitted to the City of Miami Building Department. This also applies if the Contractor's registration information has expired or is missing.