



City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMITTEE MEMORANDUM

TO: Neighborhoods and Quality of Life Committee Members

FROM: Alina T. Hudak, City Manager

DATE: October 29, 2021

SUBJECT: Discussion Regarding Whether The City Should Require Building Permit Applications To Include A Property Owner's Email Address, In Addition To The E-Mail Address For The General Contractor Pulling The Permit, To Ensure That Property Owners Are Timely Notified That The Building Department Has Provided Comments and/or Approvals Regarding Their Building Permit Application.

BACKGROUND

Referred at the September 17, 2021 Commission Meeting by Commissioner Meiner for discussion on how to improve communications and transparency with property owners regarding the building process.

INFORMATION

The Building permit application (attached as Exhibit A) has contact information sections for property owner, contractor, architect, and engineer information to be filled in. The building department requires that the property owner name and notarized signature is included on the application. The contractor name and license number and notarized signature is also required. When applying on CSS, the only email address the system requires is the applicants, who is logged into CSS. The applicant may be the property owner, but in most cases is the contractor or a permit expeditor. And while the online application is configured to require that a property owner name be added, the system does not have the capability to require an email address as well, and often it is not added.

Additionally, while most of the information on the permit record is public information on CSS, including plan review and inspection comments, anyone that requires full access to the permit application to view the uploaded files, must have a CSS account and be logged in. Therefore, property owners that wish to have this access must have a CSS account

created and the registered email added during the application process. However, just having the email address on the permit, regardless of CSS registration, will give the property owner email updates on the progress of the permit.

The system automatically sends emails to the permit contacts when:

1. The permit application is created.
2. The plan review begins.
3. The plan review cycle ends and if there are corrections required.
4. When the plan review passes all reviews.
5. When invoices are due.
6. And when the permit is issued including the permit card attached to the email.

CONCLUSION

The Administration agrees that property owners should stay informed on the progress of their permit application. And while the system may not currently have the capability to require an email address, as part of the Building Department's information gathering process, the property owner email address can be included as a procedural requirement.