



Plan review starts after a process number is assigned — and after the upfront fees are paid. Digitally signed plans on GoldKey. 24 hours to 10 business days is typical, not a promise.

Original Masterbuild PE packet. This is not a Miami-Dade County form and not a fee quote. Confirm current portal rules. Distinct from zoning-as-MEP and from structural peer review, which we do not perform.

☐ **“Accepted” is not “in review.” Pay the upfront fees on the process number first.**

A paper drop-off is converted electronically and adds time. A scan of a wet stamp is the conversion queue.

☐ **GoldKey (Plans Status & Application Portal): electronic plans must be digitally signed and sealed.**

Multiple departments review at the same time. Mechanical is not waiting for zoning to finish.

☐ **Reworks: another 24 hours to 10 business days after you resubmit. Answer the comment that was asked.**

MeetQ is a consult to clarify a comment (in person, phone, or virtual). Call 786-315-2100. A MeetQ slot is not a re-review.

☐ **Expedite programs (workforce housing, concierge, cookie-cutter, green, master model) are County programs. We do not**

Private provider: the Building Official still has a quality-assurance path. Masterbuild still engineers the MEP. We do not perform structural peer review.

The fail we see first

Plans sitting in “accepted” because upfront fees were never paid. Or a MeetQ booked to argue a comment that the drawing still does not answer.

What to send: the process number, whether upfront fees are paid, whether the set is digitally signed, and the comment letter if you have one.

Send the comments. Not the County guideline.

Folio (does it start with 30?), process or UP number, and the comments PDF. Masterbuild will say which row is actually open.

masterbuildconsulting.com/send/

+1 (786) 398-6940 · Calendly: 30-minute scoping call

Masterbuild provides engineering services under a written scope. Not a County form, not a fee quote, not a review-date guarantee. Confirm current Miami-Dade portal rules. This is not legal advice.