



**Zoning Plans Processing does not review the mechanical schedule first. It reviews the site plan, the use, the setbacks, the landscape, and any variance copy. If those are missing, mechanical waits. This packet is a dated baseline of the County checklists — not a form, not a survey, and not a setback table.**

Original Masterbuild PE packet for developers and builders. Unincorporated Miami-Dade. Municipalities have their own zoning. Masterbuild does not copy Chapter 33 lot-size tables, does not certify property lines, does not file CZAB, and does not fill out the County checklist for you.

Educational snapshot of the Miami-Dade Zoning Plans Processing checklists the owner provided and the County still hosts (17 Sep 2026). Not a County form. Do not submit this packet to the County. Confirm the live PDFs the day you apply. Not all items apply to all projects. Items the County printed in bold are the ones they call absolutely required.

☐ **How the County form is used (their instructions).**

General list; not all items apply to all projects. Check the heading that applies, then the items you have provided. Bold items are absolutely required. All other items are required if applicable as stated. Live commercial: [miamidade.gov/permits/library/checklists/zoning-plans-commercial.pdf](https://miamidade.gov/permits/library/checklists/zoning-plans-commercial.pdf). Residential new/addition: [.../zoning-plans-residential-additions.pdf](https://miamidade.gov/permits/library/checklists/zoning-plans-residential-additions.pdf). Accessory: [.../zoning-plans-residential.pdf](https://miamidade.gov/permits/library/checklists/zoning-plans-residential-accessory.pdf).

☐ **NEW / ADDITION COMMERCIAL — County baseline items.**

Site plan and/or survey. Floor plan. Elevation plan. Setbacks on site plan to all property lines. Landscape plan – legend. Legal description on site plan. Zoning – site data. Zoning legend notes. Landscape compliance form. Indicate business use. Copy of resolution – variance (if applicable). What stalls mechanical: the condenser is not on the site plan, the setback to the line is blank, or the business use on the M-sheets is not the use on the zoning site data.

☐ **INTERIOR ALTERATIONS / RENOVATIONS — County baseline items.**

Floor plan. Suite number. Indicate business use. What stalls mechanical: a Type I hood, grease interceptor, or rooftop unit on a suite whose stated business use is office or retail.

☐ **EXTERIOR ALTERATIONS — County baseline items.**

Site plan. Zoning – site data. Indicate area of work on site plan. Landscape plans. Landscape compliance form. What stalls mechanical: an RTU that moved, a new louver in a wall, or a generator pad that is not the marked area of work.

☐ **REVISIONS — County baseline items.**

Indicate area of revision on plans. Provide original copy of plans. What stalls mechanical: a “revision” that relocated outdoor equipment without marking it.



## — Residential, guest house, master model, and accessory — County baseline

### ☐ NEW SFR / TOWNHOUSE / CLUSTER / ZERO-LOT-LINE — County baseline items.

Site plan and/or survey. Floor plan. Elevation plan. Legal description. Landscape plan — legend. Landscape compliance form. Zoning legend notes. Copy of resolution — variance (if applicable). Association approval (if townhouse or cluster). Waiver of objection from adjacent property owners (if townhouse or cluster). Additions: same list. What stalls mechanical: the pad is on the zero-lot-line side, or there is no association approval for the condenser.

### ☐ GUEST HOUSE — County baseline items.

Floor plan. Elevation plan. Guest house agreement. What stalls mechanical: a second kitchen and a second condensing unit with no guest-house agreement. An ADU has its own County Certificate of Use path — lot size, floor area, and zoning district. We do not certify that path.

### ☐ MASTER MODEL — County baseline item.

Letter of no change. What stalls mechanical: an MEP change that is not “no change” being stamped as the master model.

### ☐ FENCE (CBS wall / wood / chain link) — County baseline items.

Site plan and/or survey. Fence details including overall height. Fence location on site plan/survey indicated with “X”s in ink. Release from Water Control Section of DERM if within a canal easement. Sunshine Network ticket number if encroaching a utility easement.

### ☐ SWIMMING POOLS — County baseline items.

Site plan and/or survey. Setbacks on site plan/survey. Release letters from all utility companies if the deck or pool encroaches into a utility easement. What stalls mechanical: the pool heater, the electrical, and the gas are pulled with no equipment shown on the zoning site plan.

### ☐ DETACHED ACCESSORY (shed / cabana / etc.) — County baseline items.

Site plan and/or survey. Setbacks on site plan/survey. Floor plan. Release letters from all utility companies if the structure encroaches into a utility easement. What stalls mechanical: a mini-split on a shed that was never on the site plan.

#### The fail we see first

Mechanical schedule says restaurant. Zoning site data says retail. Condenser in the side yard. No variance copy. Landscape compliance form missing. Those are several County checklist lines — and they all land on the mechanical process number.

What to send: folio, permit type (new / interior / exterior / SFR / guest house / accessory), site plan or survey showing outdoor equipment, stated business use, and whether a variance or association approval exists. Masterbuild will say which checklist door is still open — not whether Chapter 33 will accept the layout.

## 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/](https://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 zoning opinion, not a setback table, not a CZAB



*filing. Confirm the live Miami-Dade Zoning Plans Processing PDFs. This is not legal advice.*