



Zoning Plans Processing reviews setbacks, use, height, parking, and landscaping. What stalls mechanical: a condenser in the setback, a hood for a use zoning did not approve, an RTU that moved.

Original Masterbuild PE packet. We do not copy the County commercial or residential zoning checklists, do not host those PDFs, do not certify property lines, and do not file CZAB. Confirm current Chapter 33 with Miami-Dade.

☐ **New commercial / addition: site plan or survey, setbacks to property lines, zoning site data, business use.**

The outdoor unit has to live inside that envelope. We do not certify the survey.

☐ **Interior alteration: floor plan, suite number, business use.**

A Type I hood on a suite zoned as office is a zoning comment that lands on mechanical.

☐ **Exterior: mark the area of work. An RTU that moved is not “same as existing.”**

Residential townhouse / cluster: association approval. Guest house: a guest-house agreement, not a second kitchen with no paperwork. Master model: letter of no change — an MEP change that is not “no change” is a different permit.

☐ **Variance or unusual use: a copy of the resolution belongs in the set.**

Using an expired variance for a pad is the three-year clock, not a checklist item.

The fail we see first

Mechanical schedule says restaurant. Zoning site data says retail. Condenser in the side yard. Three comments on one process number.

What to send: site plan or survey showing the equipment, the stated business use, whether a variance exists, and whether this is new, interior, exterior, or a master-model “no change.”

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. We do not copy County zoning checklists or certify property lines. Confirm current Chapter 33. This is not legal advice.