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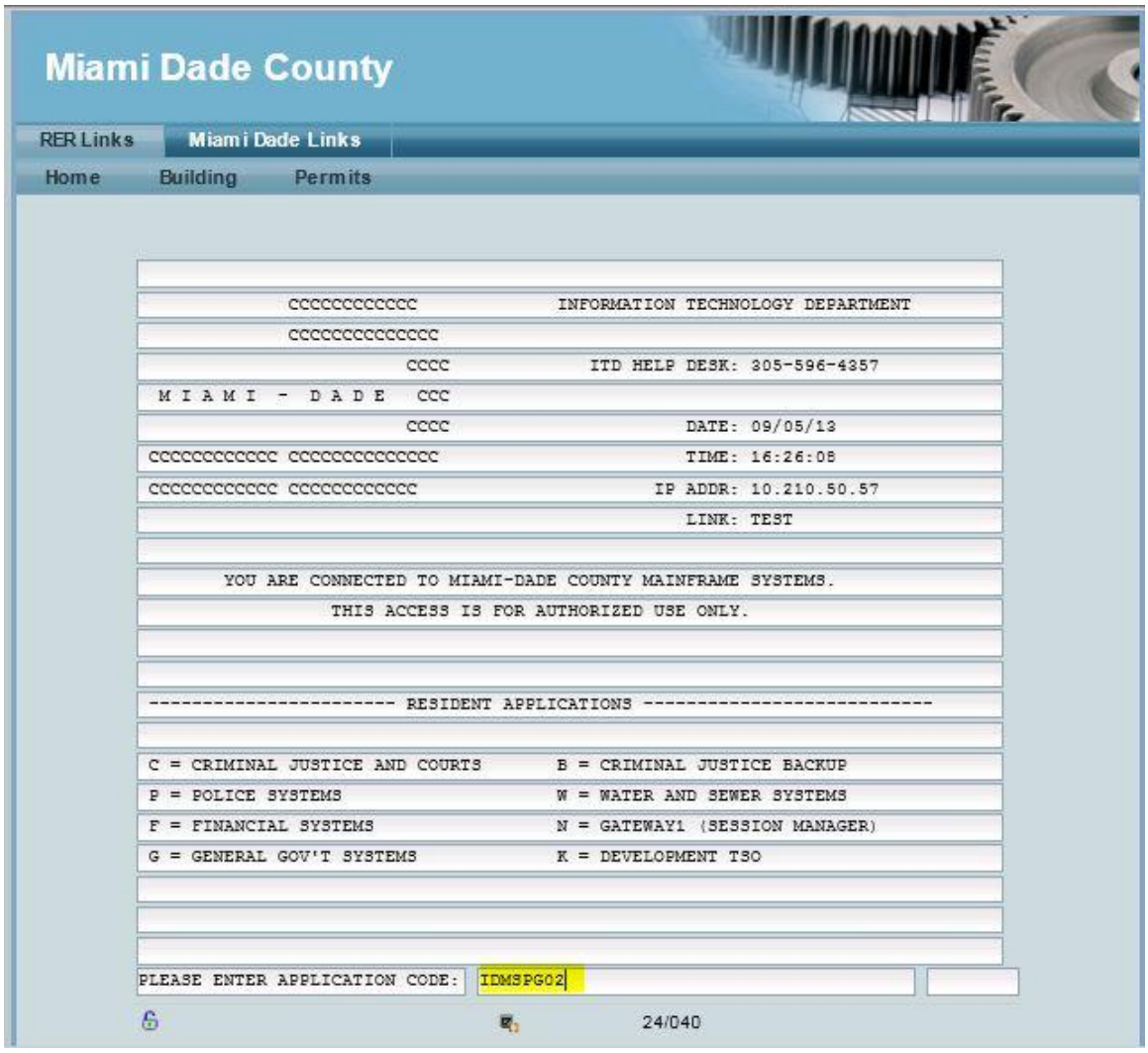
1 Gateway To Permitting Services

1.1 Mainframe Gateway



Go to https://was8ste.miamidade.gov/Municipal3_PR/.

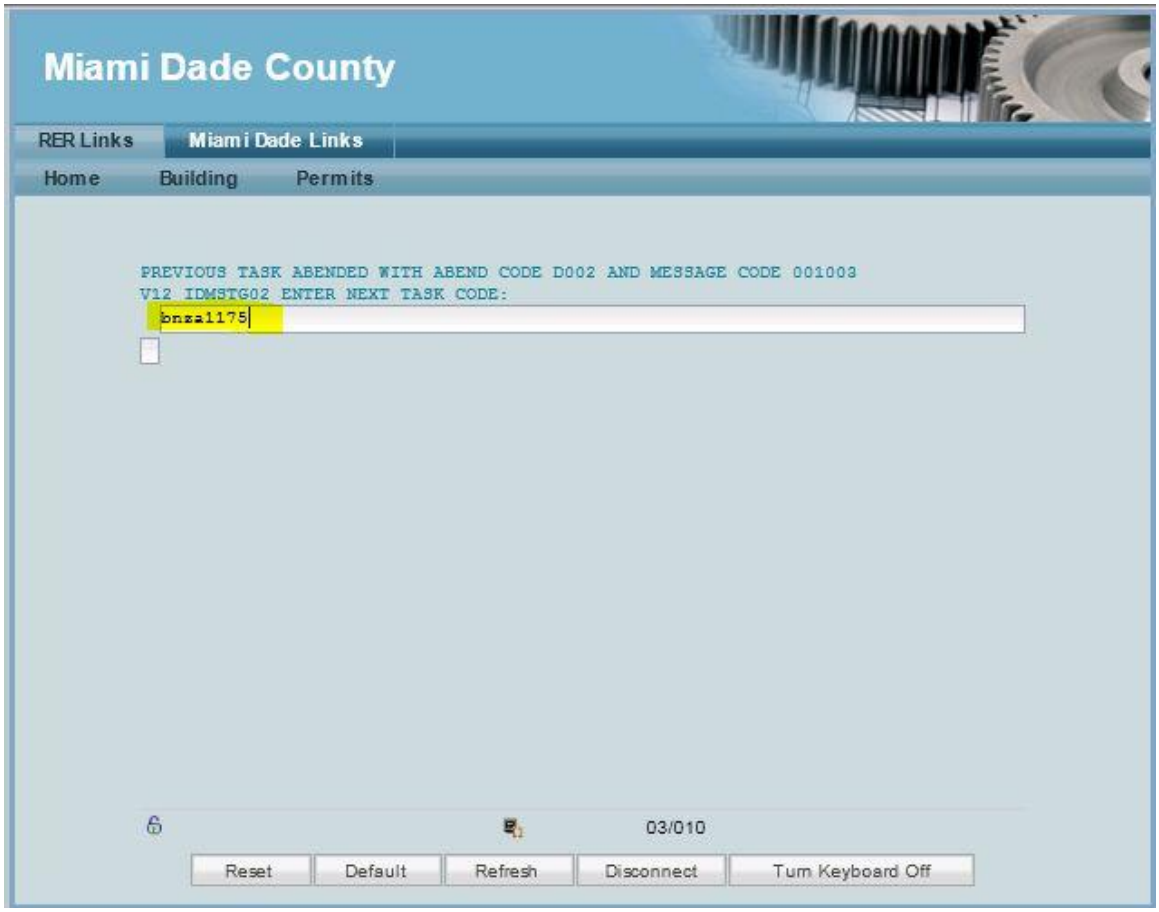
1.2 Login

Enter user id as shown above.

1.3 Password

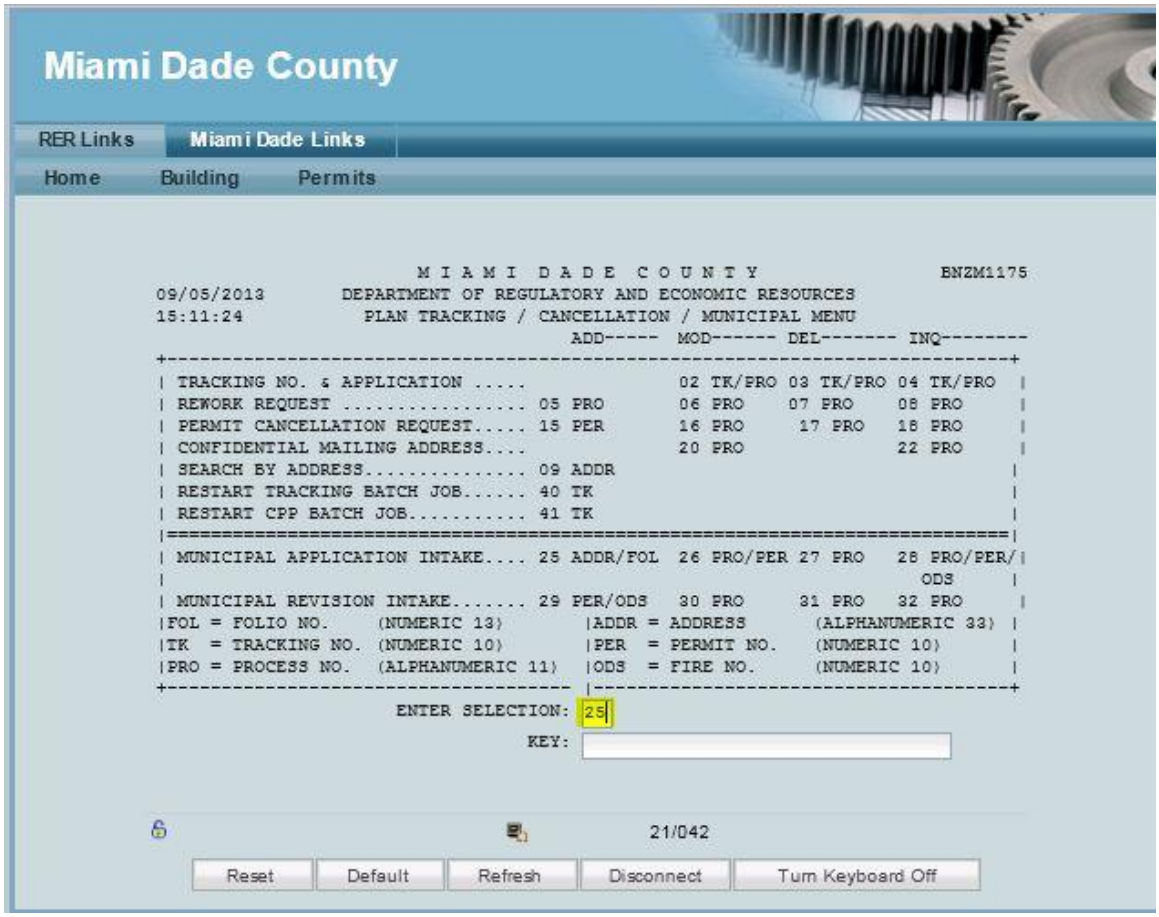
Enter your password.

1.4 Enter Mainframe Page – BNZA1175

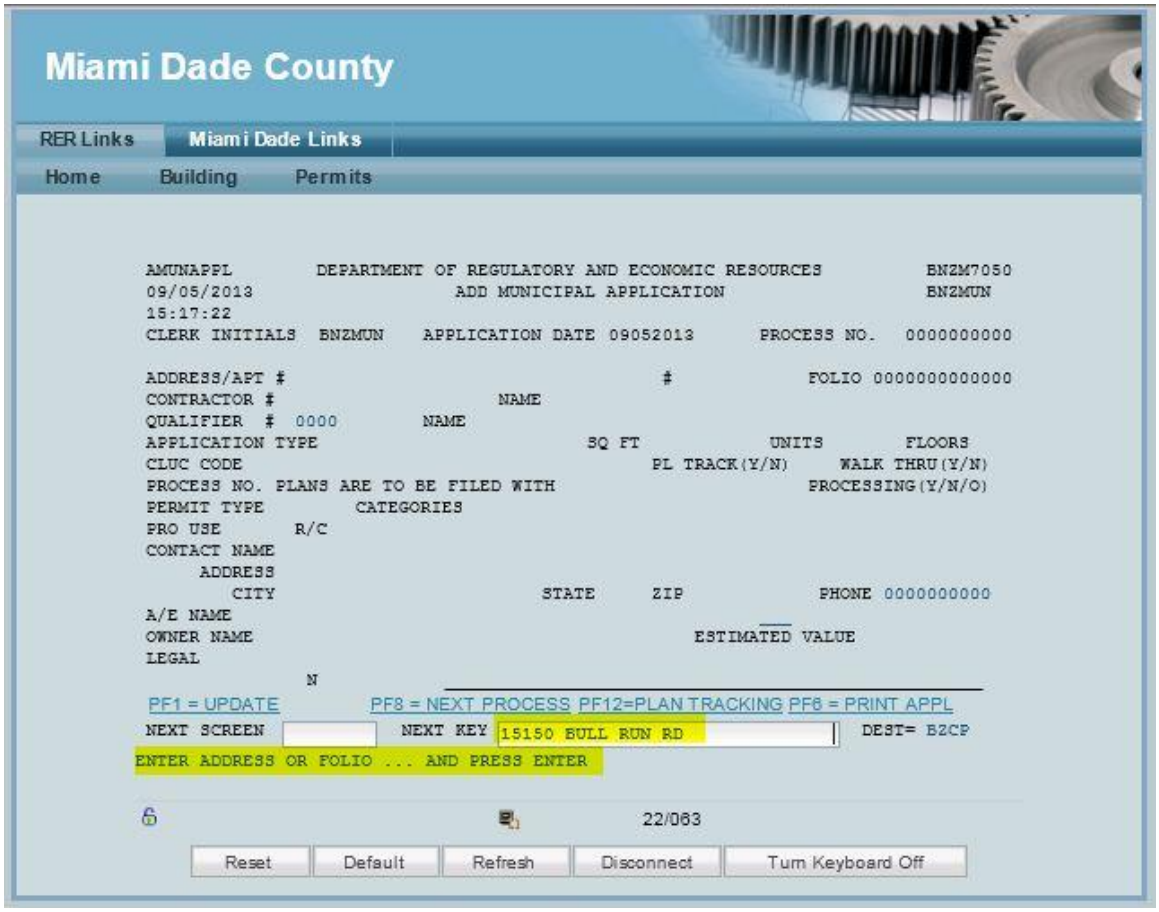


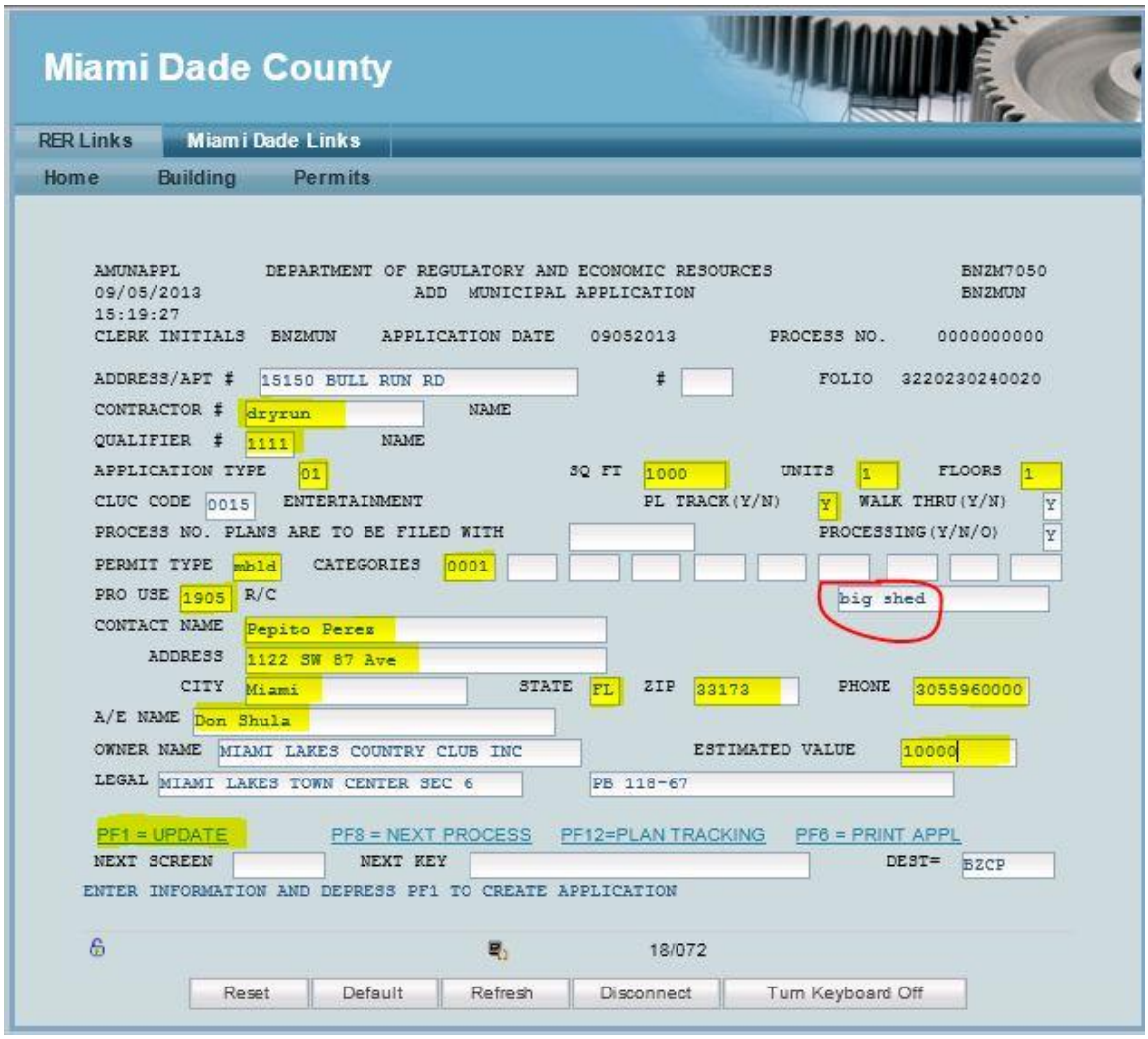
2 Create Permit Application

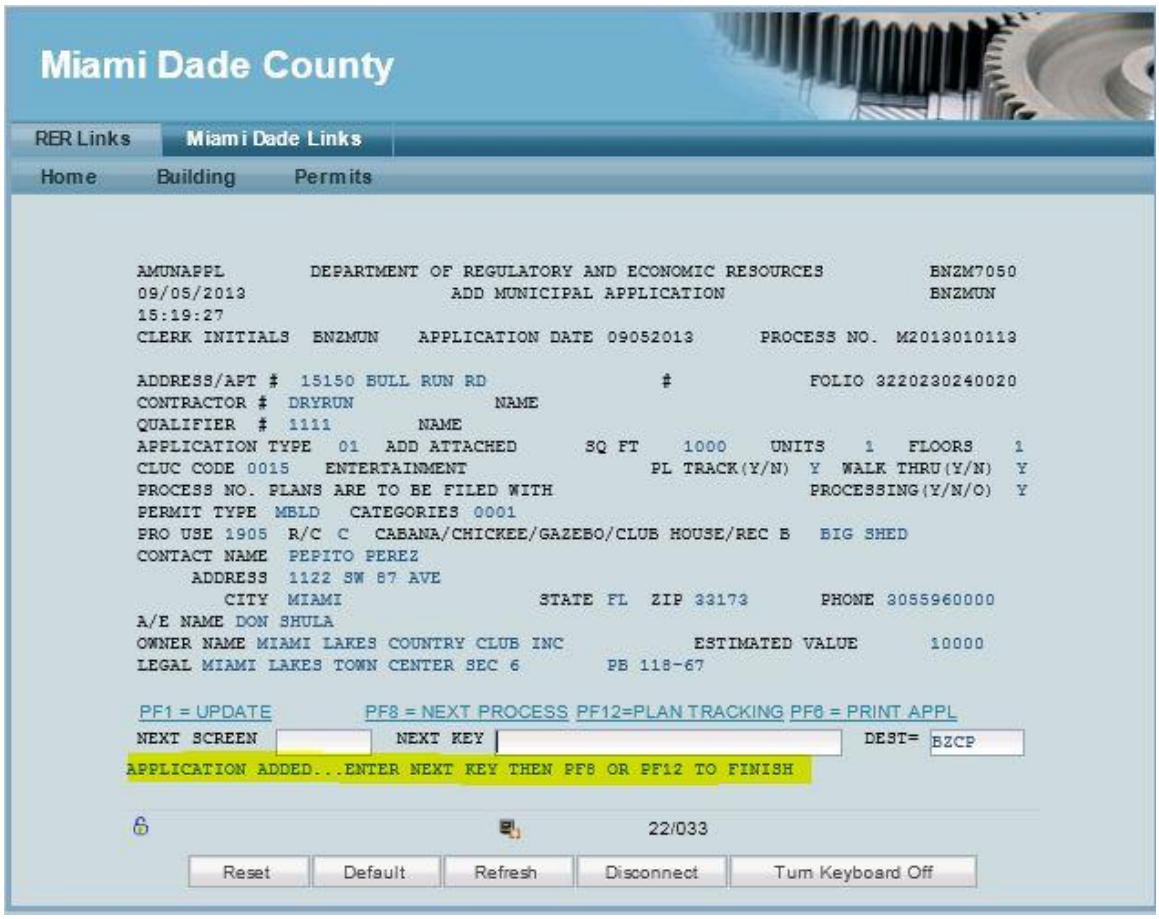
2.1 Select Menu Options



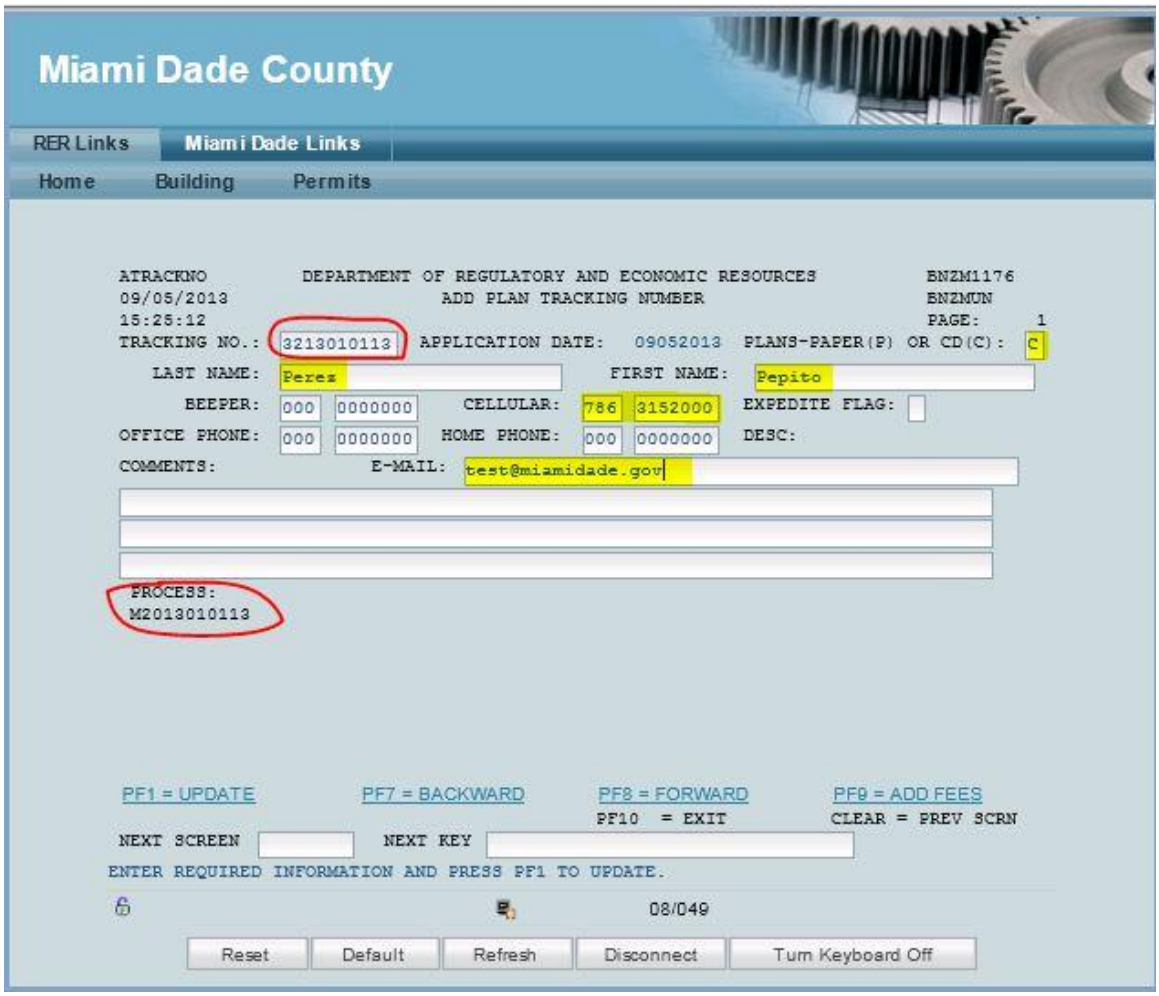
2.2 Enter Permit Application Information

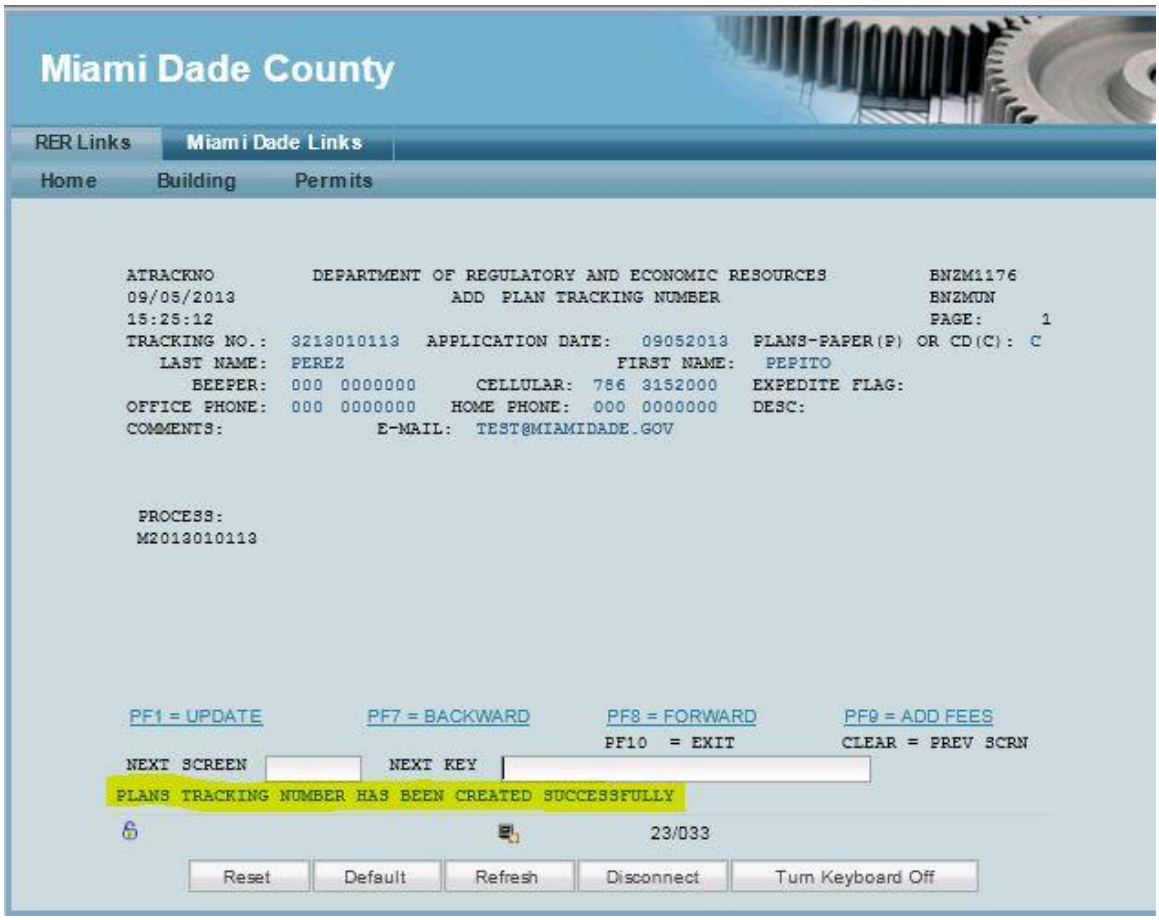



Miami Dade County
RER Links
Miami Dade Links
Home
Building
Permits
AMUNAPPL DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES BNZM7050
09/05/2013 ADD MUNICIPAL APPLICATION BNZMUN
15:19:27
CLERK INITIALS BNZMUN APPLICATION DATE 09052013 PROCESS NO. 0000000000
ADDRESS/APT # 15150 BULL RUN RD # FOLIO 3220230240020
CONTRACTOR # dryrun NAME
QUALIFIER # 1111 NAME
APPLICATION TYPE 01 SQ FT 1000 UNITS 1 FLOORS 1
CLUC CODE 0015 ENTERTAINMENT PL TRACK(Y/N) Y WALK THRU(Y/N) Y
PROCESS NO. PLANS ARE TO BE FILED WITH PROCESSING(Y/N/O) Y
PERMIT TYPE mbld CATEGORIES 0001
PRO USE 1905 R/C big shed
CONTACT NAME Pepito Perez
ADDRESS 1122 SW 87 Ave
CITY Miami STATE FL ZIP 33173 PHONE 3055960000
A/E NAME Don Shula
OWNER NAME MIAMI LAKES COUNTRY CLUB INC ESTIMATED VALUE 10000
LEGAL MIAMI LAKES TOWN CENTER SEC 6 PB 118-67
PF1 = UPDATE PF8 = NEXT PROCESS PF12=PLAN TRACKING PF6 = PRINT APPL
NEXT SCREEN NEXT KEY DEST= BZCP
ENTER INFORMATION AND DEPRESS PF1 TO CREATE APPLICATION
18/072
Reset
Default
Refresh
Disconnect
Turn Keyboard Off


Miami Dade County
RER Links
Miami Dade Links
Home
Building
Permits
AMUNAPPL DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES BNZM7050
09/05/2013 ADD MUNICIPAL APPLICATION BNZMUN
15:19:27
CLERK INITIALS BNZMUN APPLICATION DATE 09052013 PROCESS NO. M2013010113
ADDRESS/APT # 15150 BULL RUN RD # FOLIO 3220230240020
CONTRACTOR # DRYRUN NAME
QUALIFIER # 1111 NAME
APPLICATION TYPE 01 ADD ATTACHED SQ FT 1000 UNITS 1 FLOORS 1
CLUC CODE 0015 ENTERTAINMENT PL TRACK(Y/N) Y WALK THRU(Y/N) Y
PROCESS NO. PLANS ARE TO BE FILED WITH PROCESSING(Y/N/O) Y
PERMIT TYPE MBLD CATEGORIES 0001
PRO USE 1905 R/C C CABANA/CHICKEE/GAZEBO/CLUB HOUSE/REC B BIG SHED
CONTACT NAME PEPITO PEREZ
ADDRESS 1122 SW 87 AVE
CITY MIAMI STATE FL ZIP 33173 PHONE 3055960000
A/E NAME DON SHULA
OWNER NAME MIAMI LAKES COUNTRY CLUB INC ESTIMATED VALUE 10000
LEGAL MIAMI LAKES TOWN CENTER SEC 6 PB 118-67
PF1 = UPDATE PF8 = NEXT PROCESS PF12=PLAN TRACKING PF6 = PRINT APPL
NEXT SCREEN NEXT KEY DEST= BZCP
APPLICATION ADDED...ENTER NEXT KEY THEN PF8 OR PF12 TO FINISH
22/033
Reset
Default
Refresh
Disconnect
Turn Keyboard Off

2.3 Enter Plans Tracking Information





Detail Section:

The address or folio number entered to access this screen is validated against the PTX database, if the address or folio is found and there are not multiple folios for the address entered, the calling program returns to this function and populate the screen with the following information:

- Folio Number
- Address
- Cluc Code
- Owner Name
- Legal Description.

The permit clerk will type required information and press the PF1.
Required information entered by clerk is:

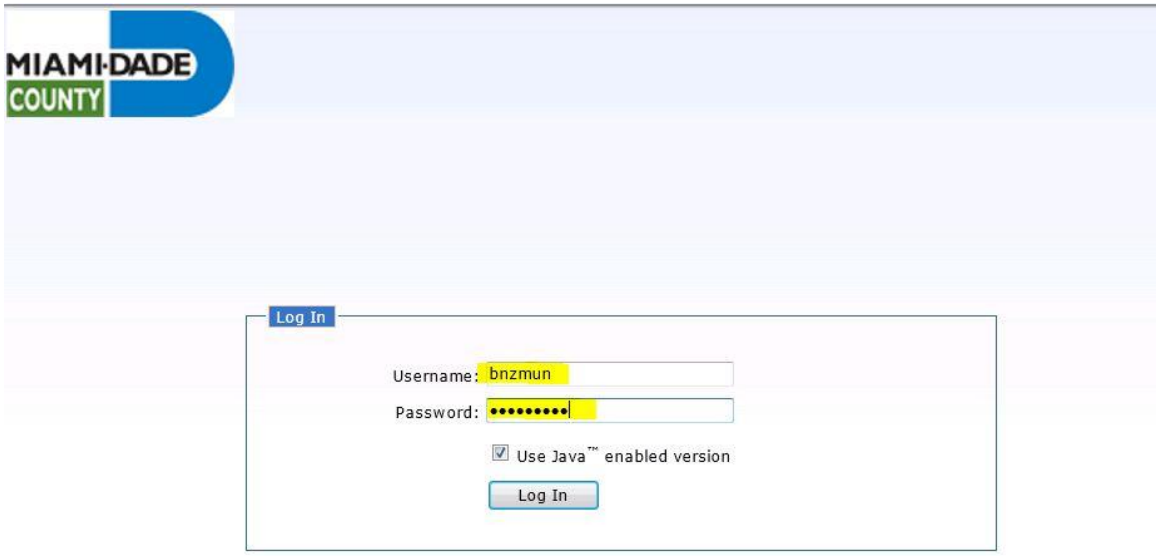
- Contractor number
- Qualifier number
- Application type
- Permit type
- Categories
- Proposed use
- Square feet
- Units
- Floors

- Estimated value

Contact information is optional.
When a permit application needs to be reviewed by plan processors, the program will force the clerk to press the PF12 key to be transferred to the Plan Tracking screen, or if additional applications are going to be included in the same tracking, then the clerk will press the PF8 key to create another application. At the end, the PF12 key has to be pressed to transfer to Plan Tracking.

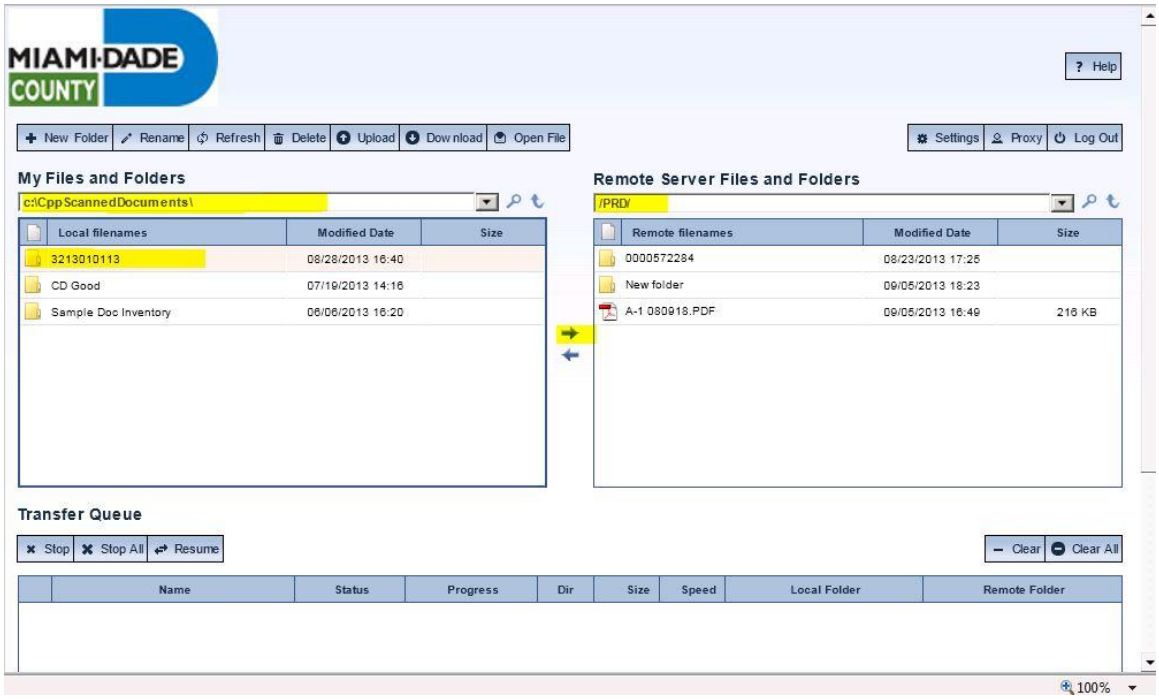
3 SFTP – Secure File Transfer Protocol Page

3.1 Login to the SFTP.



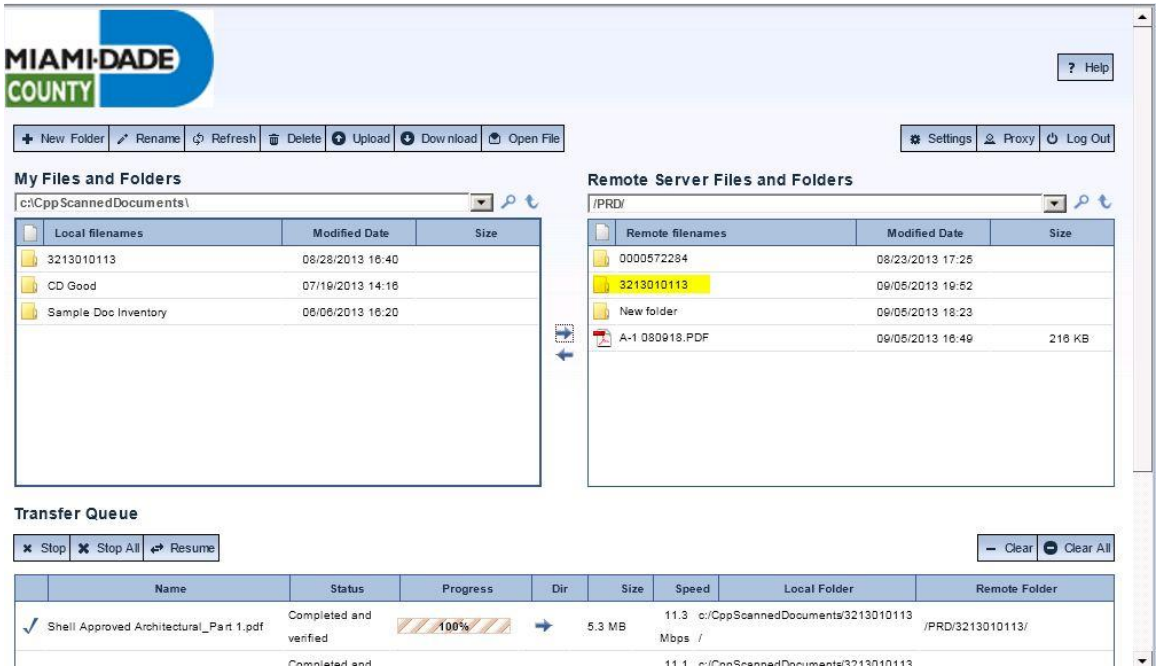
Click on https://sftp.miamidade.gov/EFTClient/Account/Login.htm and log into the SFTP web site.

3.2 Move Folder Containing Documents



Move the folder to be imported from the left window to the right window.

3.3 Wait For Transfer To Complete

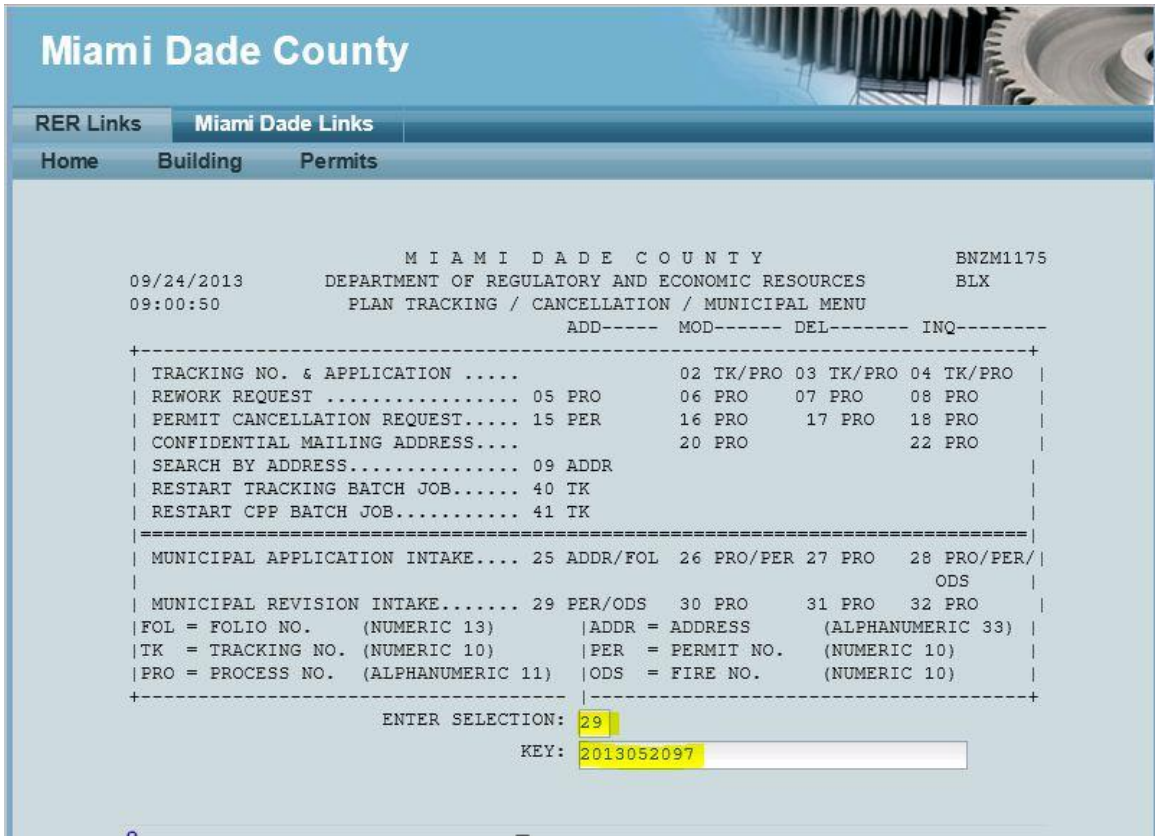


You are done when you see the message above.

4 Plan Revision

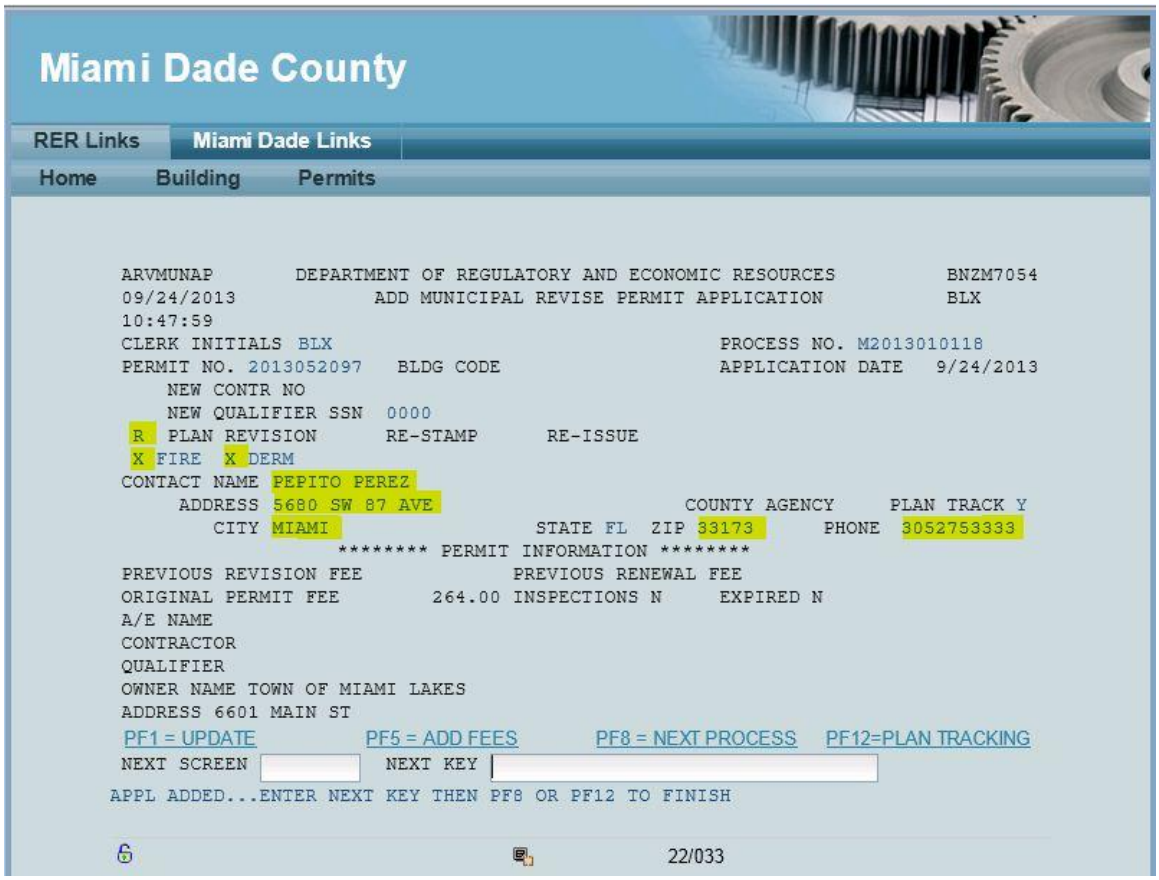
4.1 Login

Login as detailed in section 1 of this document and go to BNZA1175.

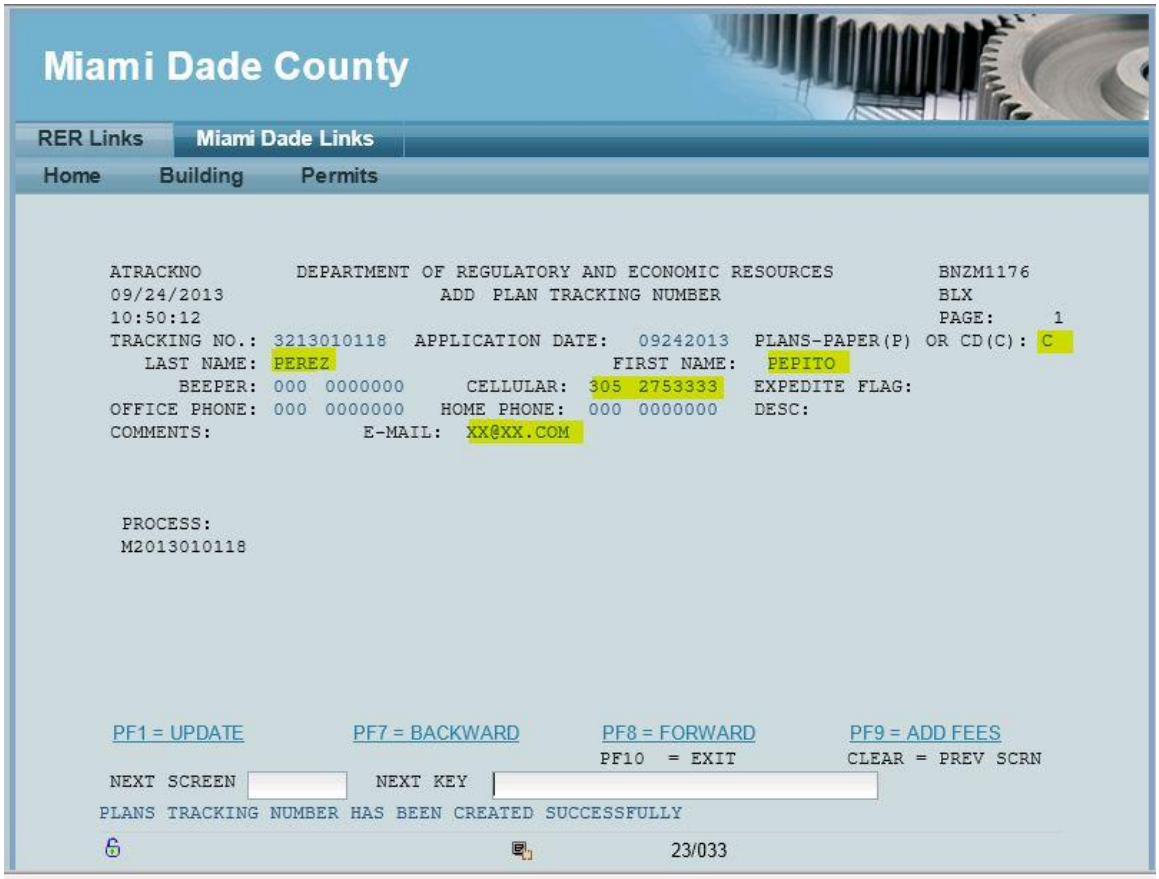


Enter the permit number to be revised.

4.2 Enter Revision Information



4.3 Enter Plans Tracking Information



5 Digital Signing and Sealing

The following was copied from the MDC portal at http://www.miamidade.gov/development/plans/submittal-signatures.asp:

Plans, specifications, plats, reports, or other documents submitted in electronic format for review must be signed and sealed electronically.

Scanned copies of signed and sealed documents are not an accepted electronic submittal method.

There are many different accepted methods for digitally signing and sealing a plan using commonly accepted public / private key technology provided by various vendors. It is important that any method that is utilized be accompanied by a signed and sealed statement from the professional that the method and software that have been utilized to sign and seal the plans complies with the intent of the Board Rules.

Plans examiners cannot approve your plans without the appropriate Electronic Signature and Seal.

Related Regulations

Electronic submissions must meet state law requirements as described in the Florida Statutes Chapter 471.025, 481.221, and 668.001-006.

Specifically, with reference to Florida Statutes Chapter 481 and Florida Administrative Rule 61G1-16.005 for Architects, or Florida Statutes Chapter 471 and Florida Administrative Code Rule 61G15- 23.003 for Engineers, these documents must be submitted in original format to be scanned along with the permit application.

6 Definitions & Acronyms

6.1 MDC Acronyms

BCCO – Office Building Code Compliance. An office in Miami-Dade County.
BNZ System – Building and Zoning. IDMS mainframe application used by the Building Department, Department of Planning and Zoning, Office Building Code Compliance (BCCO), DERM, Public Works Department and the Fire Department.
CAD - Computer Aided Design.
CPP - Concurrent Plans Processing.
CRS – Central Registration System. IDMS mainframe application used to assign user ids and security access.
DERM – Department of Environmental Resources Management
ITD – Information Technology Department
MDC – Miami-Dade County

6.2 MDC Definitions

Acceptance Criteria – See legal document.
Address – A designation of a place where a parcel of real property is located. An example is 10100 NW 25 Ave.
Application Folder – The CPP relational table containing permit application information.
Category – Class related to a trade or permit type. Together with permit type determines type of work.
Certification – An endorsement or guarantee of accuracy and authenticity of a document, drawing or plan.
Collaboration – the delegation of an assignment/work item to someone who was not on the original process. Can only be accomplished if the authority is granted.
Commercial – Property improvements relating to all structures that are not classified as single family residence or duplex.
Contractor – a sole proprietor, partnership or corporation that works in one or more disciplines in the construction industry.
Contractor License Number - A nine character alphanumeric field used to uniquely identify a contractor.
Contractor Suspended – A contractor whose license has a suspension flag. The license has been suspended by BCCO.
Program - software code developed to enhance or create features not available in the base product, and required by a customer.
Dialog – An IDMS online program usually attached to a map and is used to navigate and update an IDMS database.
Discipline – See trade.
Disposition – The status of a decision on a review. Valid values are ' ', 'A', 'D', 'N'.
Document Folder - The CPP relational table containing document index information.

Drawing – A graphic representation or design. Also known as plans. May or may not be signed and sealed.
Dynamic Workflow – The ability to insert or remove reviews at any time within a workflow package.
Fee Code – A four character alphanumeric field beginning with a letter used to designate a formula used in establishing a fee or charge. Fee codes are grouped in categories relating to permit type. Fee codes are stored in a user defined BNZ table.
Fee Sheet – A worksheet or form by permit type used by the applicant to determine the categories and provide the units for specific permit types.

Folio Number – A thirteen byte numeric field used as the key to a piece of land in the county records. It may begin with a "0" zero. A folio number may have more than one address (commercial). A folio number may not have an address (vacant land).
Job Copy - All approved plan files containing all markups, stamps and signatures.
Map – An IDMS screen defining field positions used to interface between the user and the IDMS database. A map is connected to one or more dialogs. A map may also be a geographical image of a parcel of land generated by a GIS application.
Master Permit - A permit that does not have another permit related to it as a parent but may have permit(s) related to it as children. For this project the permit type must be building (BLDG).
Notarization – To certify the authenticity of the signer of the document.
Notice of Acceptance (NOA) – A written document indicating product control approval has been granted.
Plans - A graphic representation or design. Also known as drawings. May or may not be signed and sealed.
Plan File – A electronic file containing a plan page or sheet.
Plan File Name - The native file name of a plan page at the operating system level conforming to the National CAD Standard file naming convention. This name is imported into a CPP table column and is used to sequence a plan set.
Plan Page – A plan sheet contained in a plan file name.
Plan Package – A unit of work grouped by a tracking number that may consist of multiple permit applications (process numbers) and a plan set.
Plan Set – A collection of plan pages.
Permit – A written order granting permission.
Permit Application – A form to apply for a permit.
Permit Extension – An application to extend the expiration date on a valid permit.
Process Number – An eleven character alphanumeric field assigned to the permit application after required information is validated successfully.
Proposed Use – A four character numeric field used to determine the use of property. The values are stored in a user defined BNZ table.
Permit Re-inspection – An application requesting to pay re-inspection fee.
Permit Types – A classification of permits defined by the skill or trade. See Trade.
Processing – A one character alphanumeric field used to determine if processing is required. Valid values are "Y" , "N" or "O". Plans must be reviewed by processor when field is equal to "Y". It is a standalone permit when the field is equal to "O".
Product Control Approval (PCA) – A building material that has been tested and approved by a independent laboratory to meet or exceed the building code. Product approvals are managed by BCCO.
Professional Layer – A layer or markup of a document containing stamps, seals and signatures.
Qualifier – The individual authorized to sign a permit application for the contractor.
Qualifier Number– A nine character numeric field used to uniquely identify a qualifier. It is the social security number.
Residential – The use of property as a single family home or duplex.
Rework – Any plan page that has a disposition of disapproved is eligible for rework.
Review – A formal processing or examination of plans and drawings or a requirement for a formal examination.

Seal – An emblem, figure or stamp of authenticity along with a signature found on drawings and plans.
Stand Alone Permit- An isolated permit. No other permits are connected to it.
It can become a master permit.
Stamps – An impression or marking affixed to a document.
Subsidiary Permit – A permit connected to another permit.
Supporting Documents – A collection of documents by discipline containing information necessary to validate a plan set
Tracking Number – A ten digit alphanumeric field assigned to a plan set and used to track the flow of the plans among plans examiners in the Building Department's Plans Tracking System. A tracking number may be related to one or many process numbers.
Trade – An occupation of skilled manual or mechanical work. Examples are: building (BLDG), electrical (ELEC), mechanical (MECH), plumbing (PLUM), gas (LPGX).
User Group - An administrator defined group of users (elec, bldg etc.).
Walk Thru – A one character alphanumeric field used to classify the complexity of a project.
Work Flow - a method to build workflows to manage and route folders containing objects (documents, pictures, graphics, sound, video) through the use of an electronic version of a manila folder.
Work Item - an object requiring processing in a member's Work List.
Work List - a list for each workflow member that contains pending assignments.

6.3 MDC Key Fields

Name	Data Type	Length	Description / Example
Address	alphanumeric	33	10100 NW 25 Ave
Folio Number	numeric	13	0101080901170
Permit Number	numeric	10	1999001795
Process Number	alphanumeric	11	S2000003394
Plan Page	alphanumeric	50	1standAmenities.pdf
Tracking Number	alphanumeric	10	0000123456