MIAMI·DADE COUNTY **Municipal Plan Review – Cheat Sheet**

Process Municipal Applications in BNZ (Building & Zoning)
1. Launch the MPR menu - https://bldgadmin.miamidade.gov/mpr/mpr.asp.
2. Click on **Permit System (BNZ) - user id and password required.**
3. Type **IDMSTG02**. Enter.
4. Type **S your user id**. Enter.
5. Type **your password**. Enter.
6. Type **BNZA1175**. Enter.
7. **Create Application**
   a. Type **25 and the property address**. Enter.
   b. Enter data including the proposed detail description in the free form text column then PF1. Write down the process number.
   c. If only one process number is needed. PF12 to launch the tracking screen.
   d. Enter data. If no email provided, enter xx@xx.com. Press PF1. Write down the tracking number. Process completed.
8. **Modify Application**
   a. Type **26 and process number address**. Enter
   b. Enter data including the proposed detail description in the free form text column then PF1. Write down the process number.
   c. If only one process number is needed. PF12 to launch the tracking screen.
   d. Enter data. If no email provided, enter xx@xx.com. Press PF1. Write down the tracking number. Process completed.
9. **Revise Municipal Approval Number (Permit Number)**
   a. Type **29 and permit number.** Enter
   b. Select Plan Review for reworks or Re-Stamp (only for Fire plans missing stamps).
   c. Type "A" in Plan Review to rework all trades. Type "X" in Plan Review and select trades to rework specific trades. Press PF1. Write down the process number.
   d. If only one process number is needed. PF12 to launch the tracking screen.
   e. Enter data. If no email provided, enter xx@xx.com. Press PF1. Write down the tracking number. Process completed.

Upload PDF documents for plan review
1. On the MPR menu click on **Document Upload - user id and password required (Production)**. Note: click on test for training.
2. Type **your user id** and **your password**. Click on **Login**.
3. Type the tracking number you wrote down. Click on **Verify Tracking Number**.
4. **Initial upload**
   a. Browse to select documents then click on **Upload Files**.
   b. Click on **Submit Request**.
   c. Process *complete*. Click on **New Request** to start a new upload.
5. **Rework**
   a. Check for pending rework fees on Building Permit Selection Menu on the MPR menu before submitting rework requests.
   b. Select the reviews for rework.
   c. Browse to select documents then click on **Upload Files**.
   d. Click on **Submit Request**.
   e. Process completed. Click on **New Request** to start a new upload.