



TOWN OF MEDLEY BUILDING AND ZONING DEPARTMENT **PERMITTING GUIDELINES**

(If no platting required)

1. ZONING REVIEW

Every property in The Town of Medley has a zoning classification and subsequent occupancy permit that decides how the property can be used. A zoning approval is required before the start of obtaining building permits and erecting a building.

- Submit zoning review form
➤ [Click Here](#)

2. DRC REVIEW SITE PLAN

Typically the DC committee meets on every other Wednesday at 10:30 AM, however meeting times and dates are subject to change depending on the needs of the Town. Please contact the Building Department at (305) 887-6913 to find out when the next DRC meeting will be held and to have your project added to the agenda. Signed and sealed plans and completed applications must be submitted to the Building Department at least 7 days prior to meeting.

- Submit site plan applications.
➤ [Click Here](#)
- Submit a set of all signed and sealed plans to DRC@townofmedley.com

3. CIVIL REVIEW PRE-APPLICATION

A pre-application meeting is held with the Town's Engineering Department to discuss Town standards for Water and Sewer, Stormwater, Easements, Floodplain, and User Fees.

4. APPLY FOR TOWN CONSTRUCTION PERMIT

All building permit applicants who desire to construct, alter, demolish or enlarge a building shall submit the required permit for the work as well as the payment fee.

- Submit Building Permit Application
➤ [Click Here](#)

- Pay fee. (For reference see permit fee schedule.)
 - [Click Here](#)

5. TOWN REVIEW

Building plans are reviewed by a staff of professionals each evaluating a specific discipline.

- Building
- Civil

6. PERFORATE PLANS

Record Room clerk perforates the plans and forms.

- Perforate approved signed and sealed plans

7. COUNTY REVIEW

Miami-Dade County is responsible for reviewing building permits to ensure that environmental laws are being complied with as well as the safety of the public is not put in jeopardy. Two of the County Departments who review the building permits are stated below:

- DERM: Refer to DERM submittal check list of items required for approval.
- Fire: Submit municipal permit application to Miami-Dade Fire Rescue for plan review.
- Others: As needed

8. TOWN REVIEW FINAL

This review is conducted to evaluate changes made to plans during county review.

- Building
- Civil
- R/W Permit

9. ISSUE CONSTRUCTION PERMIT

Town of Medley Building and Zoning Department issues construction permit.

Note: Information provided in this document is general in nature and is intended as a guide only. The Town of Medley reserves the right to require additional information or to modify the permitting sequence of events for any given project.