

City of Hialeah & Building Department

12 STEPS TO PLANS EXAMINING

WALK-THRU PLANS PROCESSING



LOBBY INSPECTION
REQUEST DESK
8:00 AM – 11:30 AM
&
12:30 PM – 3:00 PM

12 STEPS TO
WALK-THRU PLANS
Sign-in Between
8:00 AM – 10:00 AM

1. APPLICATION COUNTER (COUNTER No. 1)
2. ZONING
3. BUILDING
4. STRUCTURAL
5. FIRE
6. ELECTRICAL
7. MECHANICAL
8. PLUMBING
9. FLOOD CRITERIA
10. LICENSE VERIFIED
11. CASHIER
12. PERMIT ISSUED

DROP -OFF PLANS
IF WALK-THRU DOES NOT APPLY DROP
OFF PLANS AT APPLICATION COUNTER
(COUNTER #1)
(YOU CAN REQUEST A COPY OF
GUIDELINE FOR WALK-THRU PROCESS)

