



## PERMIT APPLICATION CHECKLIST

**Although two (2) sets of Building and/or Site Plans are required, the Building Division suggests submitting 3 sets of Building Plans and/or Site Plans (1 City Copy and 2 Field Copies).**

**Any permit application with an estimated cost of \$2500.00 or more requires:**

- **Property Owner's Signature**
- **Recorded Notice of Commencement per Florida Building Code(submit prior to first inspection)**

**ALL COMMERCIAL NEW CONSTRUCTION & ALTERATION PROJECTS MUST BE APPROVED BY YOUR WATER DISTRICT PRIOR TO BUILDING PERMIT ISSUANCE.**

(Please see "Water District Approval Information" Form for more information.)

### **Addition / Alteration**

Sealed Building Plans from an Architect or Engineer (if over \$5,000.00 Commercial, \$10,000 Residential)  
Site or Survey Showing Location  
Current Notice of Acceptances  
(Product Approval from Manufacturer)  
Asbestos Form from DERD  
Deposit required for more than \$12,000 Value  
(Residential \$100.00/Commercial \$200.00)

### **Awnings / Canopies**

Sealed Plans from an Architect or Engineer  
Site or Survey Plan Showing Location  
Flame Retardant Certificate & Sample of Material

### **Demolition**

Site or Survey Plan Showing Location  
Electric/Plumbing/Mechanical/Structural/Application  
DERD Approval and Asbestos Form

### **Deck / Dock**

Building Plans  
Site or Survey Showing Location  
DERD Approval  
Water District Approval Form

### **Dumpster / Dumpster Enclosure**

Building Plans  
Site or Survey Plan Showing Location  
DERD Approval

### **Fences (Addendum Required)**

Site or Survey Showing Location  
Type, Height, and Linear Foot of Fence  
Easement Agreement (if applicable)  
Landscape Affidavit (if applicable)

### **Hurricane Shutters**

Sealed Engineering Plans (if applicable)  
Product Approvals  
Sketch or Floor Plan of Building showing all door and window openings to be replaced



## Window / Door Replacement

Product Approvals from Manufacturer  
Product Approval Review Form  
Sketch or Floor Plan of Building showing all door and window openings to be replaced  
Shutters not required for Impact Resistant Windows  
Sealed Engineering Plans

## Pools / Spa Electric, Plumbing, Deck & Heater

Sealed Building Plans  
Survey Showing Location  
Sealed Survey, Signed Swimming Pool Safety Act

## Re-Roof (Addendum Required)

DERD Approval  
(Required for Commercial/Multifamily – 3+ units)  
Product Approvals /Copy of Contract  
Contact the Building Dept. for a complete roofing package with required affidavits

## Satellite Dish UNDER 20"

NO PERMIT REQUIRED PER FCC REGULATIONS

## Satellite Dish OVER 20" or Antennas

Building/Electrical Plans  
Site Plan or Survey

## Screen Enclosures Pool / Patio / Porch

Sealed Plans from an Architect or Engineer  
Survey Showing Location

## Sheds

Survey Showing Location  
Product Approvals  
Tie Down Specs/Foundation Plan

## Slab

Building Plans  
Survey Showing Location

## Signs (Addendum Required) If Electric must obtain Electrical Permit (Permanent & Temporary)

Dimensions, verbiage, color scheme,  
letter height & electric plans  
Survey Showing Location  
Site Plans

## Tenant Improvement

Sealed Plans from an Architect or Engineer  
DERD Approval Form  
Asbestos Form from DERD  
Health Dept Approval for Restaurant  
HRS Approval for Day Care  
Notice of Acceptance  
Product Approvals (if required )  
Deposit required for more than \$12,000 Value  
(Commercial \$200.00)



**Tents/Canopies larger than 10' X 10'**  
**Electric if applicable**

Temporary Use Permit (if required)  
(additional information on our webpage)  
Plans  
Site Plan showing location

**Temporary Trailer**  
**Permits for Electric, Plumbing, etc.**  
**Mechanical if applicable**

Site Plans or Survey showing location  
DERD Approval, Tie Down Specs  
Port-O-Let Agreement or Health Dept  
Dept Approval if on holding tank



## HOW TO CONTACT OUTSIDE AGENCIES FOR APPROVALS:

### NOTICE OF COMMENCEMENT

CLERK OF COURTS BROWARD COUNTY GOVERNMENTAL CENTER RECORDING SECTION

115 S. ANDREWS AVENUE – ROOM 114

FORT LAUDERDALE, FL 66625

954-831-4000

[www.broward.org/records](http://www.broward.org/records)

### DEPARTMENT OF ENVIRONMENTAL SERVICES

1 NORTH UNIVERSITY DRIVE

PLANTATION, FL 33324

954-357-6666

954-357-6521 FAX

[www.broward.org/development](http://www.broward.org/development)

### STATE OF FLORIDA DIVISION OF HOTELS & RESTAURANTS

1940 NORTH MONROE STREET

TALLAHASSEE, FL 32399

850-487-1395

[www.myfloridalicense.com](http://www.myfloridalicense.com)

### CHILDREN'S Care License and Enforcement

2995N. Dixie Hwy

FORT LAUDERDALE, FL 33334

954-357-4800

[www.broward.org/children](http://www.broward.org/children)

## NOTES:

THE ISSUANCE OF A BUILDING PERMIT DOES NOT GIVE PERMISSION TO VIOLATE DEED RESTRICTIONS AND/OR HOMEOWNER'S REGULATIONS. PLEASE CHECK DEED RESTRICTIONS AND HOMEOWNER'S REGULATIONS BEFORE COMMENCING ANY CONSTRUCTION.

IN ADDITION TO THE REQUIREMENTS OF OBTAINING A PERMIT, THERE MAY BE ADDITIONAL RESTRICTIONS APPLICABLE TO A PROPERTY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF BROWARD COUNTY AND THERE MAY BE ADDITIONAL PERMITS REQUIRED FROM OTHER GOVERNMENTAL ENTITIES SUCH AS WATER MANAGEMENT DISTRICTS, STATE AGENCIES OR FEDERAL AGENCIES.