

**CITY OF CORAL SPRINGS BUILDING DIVISION
MISCELLANEOUS 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)**

Addition / Alteration	Sealed Building Plans from an Architect or Engineer (if over \$5,000.00 Residential,\$10,000 Commercial) 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	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 Product Approvals
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
Pools / Spa Electric, Plumbing, Deck & Heater	Sealed Building Plans Survey Showing Location Sealed Survey, Signed Swimming Pool Safety Act

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Reroof	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 <u>UNDER 20”</u>	NO PERMIT REQUIRED PER FCC REGULATIONS
Satellite Dish <u>OVER 20”</u> 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 / 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

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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

DEPARTMENT OF ENVIRONMENTAL SERVICES
1 NORTH UNIVERSITY DRIVE
PLANTATION, FL 33324
954-357-6666
954-357-6521 FAX
www.broward.org/development

STATE OF FLORIDA DIVISION OF HOTELS & RESTAURANTS
1940 NORTH MONROE STREET
TALLAHASSEE, FL 32399
850-487-1395
www.myfloridalicense.com

CHILDREN'S Care License and Enforcement
2995N. Dixie Hwy
FORT LAUDERDALE, FL 33334
954-357-4800
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.

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