



Residential New Construction Permit Application Checklist

Development Services - **Building Division**

Revision: 1.0

I.D. Number: 060.0

Revision Date: 6/27/19

Print Date: 6/27/19

Required Permit Applications:

[Building Permit Application](#)

[Building Permit Application](#) (Electrical)

[Building Permit Application](#) (Plumbing)

[Building Permit Application](#) (Mechanical)

Permit Review Steps:

Structural

Electrical

Plumbing

Mechanical

Zoning

Engineering

Fire (if condominium or multi-family)

Minimum Plan Submittal

Signed Contract between Contractor and Owner

Two (2) copies of Surveys.

Two (2) sets Site Plan.

Two (2) sets of Plans, signed and sealed by a Florida licensed Architect/Engineer.

Two (2) sets Geotechnical Reports

Two (2) sets Structural Calculations

Soil Erosion and Sedimentations (if applicable)

Two (2) sets Truss Drawings

Please note that this checklist is not intended to be all-inclusive.

Due to changes in codes, regulations, and ordinances, other requirements may apply.



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Revision Date: 11/1/2018

Print Date: 11/1/2018

Manufacturer's Installation Instructions for Tile Backer Board (Structural)

Manufacturer's Specifications (Electrical)

Equipment Tie-Down Specifications (Mechanical)

[Special Building Inspector Form](#) with Two (2) copies of the Inspection Plan (if applicable)

[Drainage District Approval](#) Letter

Other Requirements & Information

[Contractor Registration Requirements](#) (if Contractor not registered with City)

[Owner/Builder Affidavit Packet](#) (if Owner/Builder)

[Notice of Commencement](#) (if job value over \$2,500, required before 1st inspection)

[Broward County \(DERD\) Approval](#)

[Roof Permit Application](#)

[Driveway/Paver Permit Application](#)

[Pool/Spa Permit Application](#) (if applicable)

[Screen Enclosure Permit Application](#) (if applicable)

[Fence/Gate Permit Application](#) (if applicable)

[Hurricane Shutter Permit Application](#) (if applicable)

[Irrigation \(Sprinkler\) System Permit Application](#) (if applicable)

[Low Voltage Permit Applications](#)

[Gas System Permit Application](#) (if applicable)

Two (2) sets Shop Drawings

Energy Calculations

Two (2) sets Product Approval, reviewed and approved by designer of record.

[Product Approval Submittal Packet](#) (if applicable)

Water Meter Receipt

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