



# Early Start Request Application

## BUILDING DEPARTMENT

Revision Date: 10/1/2021

Form I.D. Number: 019.0

### PURPOSE

The City of Coral Springs Building Department has implemented an Early Start Request Program to provide an opportunity for construction work to begin while the application for building permit(s) is being reviewed.

**Please Note:** An Early Start request will only be approved if there is delay in the approval of plans and/or specifications or other similar special circumstances.

### AUTHORITY

Section 105.12 of the Broward County Administrative Provisions to the Florida Building Code 6th Edition (2017) allows limited work to start before a building permit is issued. This code section allows certain work to commence up to the point an inspection would be required. In other words, a contractor is not allowed to continue work beyond the point of a required inspection without an official permit. Any work completed prior to the permit issuance is entirely at the risk of the permit applicant.

### SUBMITTAL PRE-REQUISITES

- All required building permit applications and corresponding plans must have been already submitted to the Building Department.
- Building permit applications and plans must have been approved by both Planning and Engineering Divisions (if applicable).
- Required demolition permits and inspections must be obtained and approved.

### SUBMITTAL REQUIREMENTS

- Early Start Request Application submitted in person at the Building Department One Stop Shop or by email at [buildingpermits@coralsprings.org](mailto:buildingpermits@coralsprings.org) and accompanied by a completed Credit Card Authorization Form.
- \$51.16 fee** charged upon approval of application.
- Completed application signed by both property owner (or owner's agent) **and** the Qualifier.
- Copies of all applicable required County and State Agencies approvals:
  - BCEPGMD Environmental Review Approval Certificate (ER Review)
  - BCEPGMD Transportation Concurrency Satisfaction Certificate (DR Review)
  - Asbestos SRRA Certificate
  - BCEPGMD Surface Water License Approval
  - Broward County Health Department Approval



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Please complete this application to apply for an Early Start Request. Make sure all contractor information is complete, including what specific work will be performed, for all contractors working under the Early Start Request.

### PROJECT INFORMATION

Permit Number: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Job Address: \_\_\_\_\_ Suite #: \_\_\_\_\_

Scope of Work:                      New Construction                      Alteration

### CONTRACTOR INFORMATION

Is this a change of Use / Occupancy?

Yes

No

Description of Early **STRUCTURAL** Work: \_\_\_\_\_

Name \_\_\_\_\_ License # (State / BC COC) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Description of Early **ELECTRICAL** Work: \_\_\_\_\_

Name \_\_\_\_\_ License # (State / BC COC) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Description of Early **PLUMBING** Work: \_\_\_\_\_

Name \_\_\_\_\_ License # (State / BC COC) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Description of Early **MECHANICAL** Work: \_\_\_\_\_

Name \_\_\_\_\_ License # (State / BC COC) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

\*All contractors performing work under the Early Start Request must be registered with the City of Coral Springs Building Division and submit a current liability insurance and worker's compensation prior to Early Start application.

**FOR  
USE  
ONLY:**

Application Requirements Verified By \_\_\_\_\_ Date: \_\_\_\_\_

License and Insurance Current? Yes  No  Checked By \_\_\_\_\_ Date: \_\_\_\_\_





# Credit Card Authorization Form

**BUILDING DEPARTMENT**

Revision Date: 2/12/2020

Form I.D. Number: 026.0

~ PLEASE MAKE COPIES FOR FUTURE USE ~

## Visa or MasterCard Only

[e-permits@coralsprings.org](mailto:e-permits@coralsprings.org)

Cardholder Name *(As it appears on the card)* \_\_\_\_\_

Company Name \_\_\_\_\_

**Type of Credit Card**      **Visa**      **MasterCard**      **3 Digit Security Code** \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Print Cardholder's Name \_\_\_\_\_

I hereby authorize the City of Coral Springs Building Department to charge the credit card listed above in an amount to be determined according to the current City of Coral Springs Building Permit Fee Schedule, as per your application requirements. This charge is payment for fees and/or services and is accepted in good faith by the Building Department. Should I have any questions concerning the credit card charge(s) made to my account, I will make every attempt to resolve the issue directly with the Building Department. By signing this authorization, I acknowledge that I am an authorized signatory for the above referenced credit card.

\_\_\_\_\_  
Cardholder's Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Permit Number *(Required, if assigned)* \_\_\_\_\_

Job Description \_\_\_\_\_

Job Address \_\_\_\_\_

**Re-inspection Fee \$** \_\_\_\_\_

Re-inspection Date *(optional)* \_\_\_\_\_

Type of inspection *(required)* \_\_\_\_\_

**Expired Permit Renewal \$** \_\_\_\_\_

**Expedited Plan Review \$** \_\_\_\_\_

**Open/Expired Permit Request \$** \_\_\_\_\_

**Early Start Request \$** \_\_\_\_\_

**Overtime Inspection Request \$** \_\_\_\_\_

Requested Date: \_\_\_\_\_

**Other (Specify)** \_\_\_\_\_ \$ \_\_\_\_\_