



Homeowner's Frequently Asked Questions About Building Permits



1. For what types of things do I need to obtain a building permit when doing work inside my house?



A permit is required to construct, enlarge, alter, repair, move, remove or demolish any building, structure or part thereof.



- All new construction work requires a building permit
- All existing construction work if altered, requires a building permit
- General maintenance or repair work which does not change the occupancy and the value, of which does not exceed \$1,500.00 in labor and materials, may qualify as an exception to the requirement of obtaining a building permit. The following repairs/replacement projects always require a building permit:



- ◆ Water heater change out
- ◆ A/C change out
- ◆ Heat pump/heater recovery change out
- ◆ Tub/shower pan change out
- ◆ Electrical service change out/repair
- ◆ All repairs due to a fire



- You may contact a building department Chief Inspector prior to the start of a project to discuss building code requirements or possible exceptions to a building permit.



◆ Chief Structural Inspector	Bob Hannon	344-1194
◆ Chief Electrical Inspector	Craig Stevens	344-1056
◆ Chief Plumbing Inspector	Tim Fallon	344-1052
◆ Chief Mechanical Inspector	Fred Stoeger	344-1189



2. Why is obtaining a building permit of benefit to me as a homeowner?



When a permit is submitted to the Building Division, it is reviewed to see that it meets established minimum criteria. The review and approval process allows problems to be identified and corrected before any non-complying work occurs. During the process of submitting a permit, a contractor's licensing and insurance are verified.



- Having a permit allows a person knowledgeable in construction the opportunity to inspect and confirm that minimum code prescribed construction requirements are met.
- The transfer of property could be delayed when non-permitted work is discovered. Work completed without permits and/or inspections is deemed to be unsafe.
- Work that is done without a permit is subject to double permit fees and may have to be partially or completely demolished.





3. As a homeowner, can I apply for my own building permit?



Yes, if you are competent to perform the work and if you meet the owner/builder exemption. You will be required to read, understand and certify compliance through the completion of the Owner/Builder Affidavit and Disclosure Statement. Our experience is that most Owner/Builders do not comply with these requirements on large or complex jobs but may on small miscellaneous permits. (Patio slabs/decks, fences, walkways, etc.)



WARNING: *If you are allowed the exemption, you take all the responsibilities and liabilities as a contractor*



4. What do I need in order to apply for a building permit?



A Homeowner Permit Information Packet is available for miscellaneous permits in the Coral Springs Building Division One Stop Shop lobby located at 9500 W. Sample Road, Coral Springs, FL 33065.



5. How much does it cost?



The cost varies based on the permit type. Our Fee Schedule is available on the website and in the Coral Springs Building Division One Stop Shop lobby.



6. How long does it take to get a Building Permit?



If everything is correct, a building permit for additions/alterations can be obtained within 15 working days. Small miscellaneous permits are normally approved or rejected within 7 working days.



7. How can I check the progress of a permit application?



Go to the City of Coral Springs' website: www.coralsprings.org
Click on "Building Division"
Click on "Building Services online"
Click on "Select Permit"
Enter the application number
Click "Submit"



8. Can I obtain a Building Permit Application Form on-line?



Yes you can...



Go to the City of Coral Springs' website: www.coralsprings.org
Click on "Building Division"
Click on "Building Forms"
Click on "Building Permit Application"



9. Is there a maximum dollar value up to which I can do work inside my house without a Building Permit?



No – New work requires a permit, see question #1 for possible exceptions and Chief Inspector contact information.





10. Can I start work when I submit a permit application before it is approved?



No – not usually. In an emergency such as air-conditioning replacement with the approval of the Building Official, work up to the first required inspection will be allowed (pending the approval of an Early Start Request application.)



11. How much time do I have to get the work done once a permit is issued?

Permits expire and become null and void if work is not started and an inspection requested within 180 days from the issuance date of the permit. After such work has commenced, the permit will expire when work is suspended or abandoned for a period of 90 days. Lack of an approved inspection within 90 days will validate the job has been suspended or abandoned.



12. Who is responsible for calling for an inspection when work is ready?

The permit holder or his/her agent.



13. I do not want to make final payment until I know all inspections have been approved. How do I find out if all of the required inspections have been approved?

Please call the Customer Care Center at 954-344-1025.



14. How do I find out if I have any expired permits on my property?

You may call 954-344-1025 to inquire about expired permits.



15. What are the most important things I should know about hiring a contractor?

It is important to know if the contractor has a valid License/Certificate of Competency, if he can provide recent references, or if the contractor has expired permits.



Other important information you should also know:

- You can check with the Department of Business and Professional Regulation for public complaints against a contractor’s license.
Go to www.myfloridalicense.com/dbpr
Click on “Verify a License”; search for a license; click on “View License Complaint”
- You may want to put an emphasis on choosing a contractor with a strong reputation for fulfilling their contract and returning after completion of the job for warranty issues.
- Compliance with the Code is ultimately the responsibility of the property owner. Be sure that all inspections have been approved and that you are satisfied with the work before making final payment to a contractor. Make sure your contract does not conflict with this.



16. Where is the Building Division located and what are the hours of operation?

9500 West Sample Road
Coral Springs, FL 33065
Monday – Thursday
7:30 a.m. – 5:00 p.m.
Friday
7:30 a.m. – 2:30 p.m.

