



PERMIT APPLICATION CHECKLIST

Please verify that your permit application contains all applicable items that are required for permit issuance. The location of the forms within the Building and Permitting Division’s Permit Forms Rack is found in parenthesis. A map of the Permit Forms Rack has been attached for convenience.

- _____ **Permit Applications and Forms** reflecting the estimated job value, square footage of improvements, and items to be installed as recommended on the attached Permit Applications and Forms Guide. If the estimated job value is over \$2,500.00, the property owner’s notarized signature is required. All submittals signatures must be signed and sealed by a notary public.
- _____ **Owner/Builder Permit Affidavit** for exemption to allow property owner to act as own contractor. To qualify for such an exemption, the property owner must complete affidavit, sign the permit and owner/builder permit affidavit, and have signatures signed and sealed by a notary public.
- _____ Recorded **Notice of Commencement** is required for all work with an estimated job value of \$2,500.00 or greater. One [1] copy of the recorded Notice of Commencement must be provided before first inspection. Notice of Commencement shall be recorded at Broward County Records Department, 115 S Andrews Avenue, Fort Lauderdale, Florida.
- _____ Two [2] site plans and two [2] surveys, signed and sealed by registered designer. **New buildings, additions, patios, pools, or other improvements must show proposed elevations on site and on adjacent properties in sufficient detail to verify that there will not be any adverse drainage impacts from proposed improvements. Site plan must include percentage of lot pervious and impervious areas.**
- _____ Two [2] sets of plans drawn to scale, signed and sealed by registered designer as required by the Florida Building Code, including fire sprinkler plans for buildings more than three [3] stories. All approved Development Review Committee plans shall be included in sets of plans if applicable.
- _____ Two [2] sets of **Truss Drawings** signed and sealed by registered designer when required by the Florida Building Code.
- _____ **Form for “Special Inspector”** when required by the Florida Building Code.
- _____ Stamped approval by the **Environmental Protection Department (EPD)** and submission of **Environmental Review Procedure Form** required for all new buildings, demolitions, additions to non-residential buildings and interior alterations where a change in use is applicable, commercial re-roofs, slabs greater than 250 square feet, and detached additions to single family residences and/or multi-family residences. Permit must be applied for within thirty [30] days of EPD approval.
- _____ Two [2] copies of the energy calculation forms, heating/cooling load calculations, and manufacturer’s specifications sheets.
- _____ Two [2] copies of **Product Approvals (Notices of Acceptance)** reviewed and approved by designer of record. Must submit all sheets and additional information required by the approval, including wind load calculations for doors, garage doors, roof coverings, shutters, sky lights, operable windows and fixed glazing as exterior components.
- _____ Approval by **Environmental Protection Department (EPD)** on **Statement of Responsibility Regarding Asbestos Form** for all renovations and demolitions including applicable re-roofs.
- _____ Approval by **Environmental Protection Department (EPD)** and **Army Corps. of Engineers** for dredge and fill activities or structures within jurisdictional waterways.
- _____ Approval by the **Department of Business and Professional Regulation (DBPR)** for restaurants.
- _____ Approval by **Broward County Health Department** for bedroom additions on septic tank, all projects serviced by septic tanks, hospitals, ACLF’s.

Environmental Protection Department (EPD) 115 S Andrews Avenue, Room A-240 Fort Lauderdale, FL 33301 Main Number: 954-519-1200 Water Management Division: 954-519-1270	Broward County Health Department 780 SW 24 Street Fort Lauderdale, FL 33315 Main Number: 954-467-4700 Septic Tanks: 954-467-4804	Department of Business and Professional Regulation (DBPR) Division of Hotels and Restaurants 5080 Coconut Creek Parkway, Suite A Margate, FL 33063 Main Number: 850-487-1395
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PERMIT APPLICATIONS AND FORMS GUIDE

The following displays the recommended applications and forms for the identified work and, in parenthesis, the location of the forms within the Building and Permitting Division's Permit Forms Rack. A map of the Permit Forms Rack has been attached for convenience.

This guide is to be used as a tool to assist the permittee with applications and forms needed for submission to the Building and Permitting Division. This guide does not display all types of work possible and merely suggests the typical applications and forms necessary.

- Air Conditioning Unit Changeout- Mechanical Permit, A/C Changeout Form
- Asphalt Paving- Building Permit, Impervious/Pervious Calculation Form
- Asphalt Resurfacing/Resealing- Building Permit
- Awning- Building Permit
- Burglar Alarm- Electrical Permit
- Backflow Installation- Plumbing Permit
- Backflow Recertification- Backflow Test Report
- Bathroom Remodel- Building Permit, Electrical Permit, Plumbing Permit
- Brick Paving- Building Permit, Impervious/Pervious Calculation Form
- Building Addition- Building Permit, Electrical Permit, Plumbing Permit, Mechanical Permit
- Canopy- Building Permit
- Change of Occupancy- Building Permit, Electrical Permit, Plumbing Permit, Mechanical Permit
- Concrete Slab- Building Permit, Impervious/Pervious Calculation Form
- Construction Site Work- Construction Site Work Permit, Plumbing Permit
- Construction/Office Trailer- Building Permit, Electrical Permit, Plumbing Permit, Mechanical Permit
- Deck- Building Permit, Decks
- Demolition- Building Permit
- Driveway- Building Permit, Impervious/Pervious Calculation Form, Swale Acknowledgement, R-1 & R-2 Driveway Requirements
- Dock- Building Permit
- Door- Building Permit, Window & Door Requirements
- Electrical Fixtures & Switches- Electrical Permit
- Fence- Building Permit, Fence Requirements, Easement Agreement
- Fire Alarm- Electrical Permit
- Fire Sprinklers- Plumbing Permit
- Fire Suppression System- Mechanical Permit
- Fuel Tank/Dispenser- Mechanical Permit
- Generator- Electrical Permit

See back for more types of work and the associated applications and forms.

- Interior Remodel- Building Permit, Electrical Permit, Plumbing Permit, Mechanical Permit
- Kitchen Remodel- Building Permit, Electrical Permit, Plumbing Permit
- Low Voltage- Electrical Permit
- LP Gas Line- Plumbing Permit
- New Construction- Building Permit, Electrical Permit, Plumbing Permit, Mechanical Permit
- Paint Spray Booth- Electrical Permit, Mechanical Permit
- Parking Lot Restriping- Building Permit
- Partition Wall- Building Permit
- Plumbing Fixtures and Lines- Plumbing Permit
- Pool- Building Permit, Electrical Permit, Plumbing Permit, Residential Pool, Spa, & Hot Tub Safety Act
- Roof- Building Permit, Roofing Notification/Roofing Permit Application
- Screen Enclosure- Building Permit
- Septic Tank- Plumbing Permit
- Service Change- Electrical Permit
- Shed- Building Permit, R-1 & R-2 Shed Requirements
- Shutters- Building Permit
- Sign- Building Permit, Electrical Permit, Sign Worksheets
- Smoke Detector- Electrical Permit
- Spa/Hot Tub/Whirlpool- Building Permit, Electrical Permit, Plumbing Permit, Residential Pool, Spa, & Hot Tub Safety Act
- Sprinkler/Irrigation System- Plumbing Permit
- Stucco/Siding- Building Permit
- Temporary Power- Electrical Permit, 30 Day Temporary Testing
- Wall- Building Permit, Easement Agreement
- Water Heater Replacement- Plumbing Permit
- Well- Plumbing Permit
- Window- Building Permit, Window & Door Requirements