



PERMIT SUBMITTAL REQUIREMENTS

- Completed permit applications for all applicable disciplines. Disciplines include Structural (Building), Electrical, Plumbing, Mechanical and Fire.
- Two sets of plan depicting ALL work to be done. (ie. Structural, Electrical, Plumbing, Mechanical, Fire, Landscaping and Irrigation) Sets must be complete, organized and identical. If applicable, plans must be signed, sealed and routed through all appropriate agencies. May include but is not limited to:
 - Environmental Protection Department (EPD)
 - Broward County Health Department
 - Broward County Elevator Section
 - South Florida Water Management District
 - DBPR Division of Hotels and Restaurants
- Two sets of all accompanying required paperwork. May include but not limited to:
 - Elevations
 - Energy Calculations
 - Product Approvals/Notice of Acceptance
 - Soil Test
 - Special Inspector
 - Truss Sheets
- Copy of owner/contractor signed contract
- Easement Agreement, if applicable
- Owner-Builder Affidavit, if applicable
- Home Owner's Association approval, if applicable
- Notice of Commencement for jobs >\$2500 (Prior to permit pickup)

General Information:

- Application fee required at submittal.
- All Contractors shall be registered and updated.
- Estimate 2 business days per discipline for review.
- After ALL required disciplines have review the plans, the Contact Person will be notified that either the plans need corrections or the permit has been issued. Corrections CAN NOT submitted during the review process.
- Use our online Permit Information E-Services to view and/or pay for the permit.
- Contact the Building Department for assistance, Monday – Thursday 7AM-6PM.