

## PERMITTING CHECKLIST

Please verify that your permit application package contains **all** applicable **items** required for permit issuance. Your permit application **will not** be processed if the required information is not complete or marked "not applicable". **USE BLACK OR BLUE INK ONLY TO COMPLETE APPLICATIONS /FORMS.**

- Complete **PERMIT APPLICATION**, reflecting the total job cost (**Provide signed contract including itemized cost breakdown for all trades – Labor & Material**) and square footage. The **owner's notarized** signature is required. Contractor submittals must be signed and sealed by a Notary Public. **All signatures shall be original** (no Xerox copies or facsimile.) **ALL SUB PERMITS MUST BE SUBMITTED WITH THE MASTER PERMIT**
- **OWNER BUILDER AFFIDAVIT** for homeowner. To qualify for such an exemption, an owner must **personally** appear, complete the **affidavit**, and sign the building permit.
- **Two (2)** copies of recorded **NOTICE OF COMMENCEMENT** recorded at Broward County Records Department, 115 S Andrews Ave, Fort Lauderdale, FL and must be provided at time of permit issuance or **prior** to first inspection.
- **Two (2)** complete, identical and separate **SETS OF PLANS** drawn to scale (**signed and sealed by designer as required by Code**), including fire sprinkler, fire alarm & life safety plans. Please **limit** the size of your plans to **24" x 36"**
- **Two (2)** copies of **TRUSS DRAWINGS** reviewed and approved by an **architect** and submitted prior to the foundation inspection. The job address **must** be on all truss plans.
- **Two (2)** accurate **PLOT PLANS AND SURVEYS**, one signed and sealed and one copy. New buildings, additions or other improvements, patios and pools must show proposed elevations on site and on adjacent properties in sufficient detail to verify that there will be no adverse drainage impacts from proposed improvements. **SITE PLAN** must include percentages of lot pervious and impervious areas.
- **Prior** to permit issuance, schedule **PRE-CONSTRUCTION** meeting with Chief Structural Inspector. **REQUIRED** for all **NEW** construction.
- All **SPECIAL INSPECTOR FORMS (2 each)** signed and sealed by special inspector.
- **EASEMENT AGREEMENTS**, approved by the Five (5) **UTILITY COMPANIES** that service **MARGATE** (when structure is to be constructed in a utility easement)
- **UNCLE #** required on all applications where soil is being disturbed.
- **Approval** by **DERD** (Development and Environmental Regulation Division) required for all new buildings, demolitions, additions to non-residential buildings and interior alterations, commercial generators, commercial re-roofs, slabs greater than 250 sq. ft. and detached additions to SFR/Multi-Family residences. **Building Permit must be applied for within 30 days of DER approval.**

- **Approval by DERD on STATEMENT OF RESPONSIBILITY ASBESTOS FORM for Demolition including Commercial & Residential Re-Roof**
- **Copy of FLOOD ELEVATION CERTIFICATE and property assessment** value for Residential additions and substantial alterations.
- **Three (3) copies of the ENERGY CALCULATION FORMS, two (2) heating/cooling LOAD CALCULATIONS and manufacturer’s specification sheets.**
- Submit **DRC** (Development Review Committee) **approval.** – if applicable
- **Two (2) copies of PRODUCT APPROVALS** (Notices of Acceptance) **reviewed and approved** by **designer of record** (must submit all sheets and additional information required for approval, Including wind load calculations) for doors, garage doors, roof covering, shutters, skylights, operable windows and fixed glazing as exterior components. The job address must be on all product approvals.
- **Approval** by the **DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION** for **restaurants.**
- **Approval** by the **BROWARD COUNTY HEALTH DEPARTMENT** for **Hospitals and ACLF’s.**

I have reviewed and completely filled out the checklist and all applicable items are in my application package.

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**Permit Applicant**

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**Permit Processor**

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**Processor Phone Number**

**DEVELOPMENT AND ENVIRONMENTAL  
REGULATION DIVISION (DER)**  
1 N University Drive, Building A, Suite 102  
Plantation FL 33324  
954-357-6666  
**WATER MANAGEMENT DIVISION**  
954-519-1483  
**U.N.C.L.E.**  
1-800-432-4770 or 811

**BROWARD COUNTY HEALTH DEPARTMENT**  
2421 SW 6 Avenue, Fort Lauderdale FL  
General Information 954-467-4800  
New Septic Tank 954-467-4901  
Restaurants and Pools 954-467-4923  
**DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION**  
954-917-1330