



# ENGINEERING CONSTRUCTION PERMIT PROCEDURES

The following items are necessary in order to review and process Engineering / Construction permits:

Go to <https://margate-fl.us.avovecloud.com/Portal/> to create an account or log in to an existing account, to submit an electronic Engineering Permit application. Please review our [Engineering Applicant Quick User Guide](#) for further instructions on completing the application process.

- **Upon email notification** after your permit submission, submit the below documents complying with our [Engineering Standard Naming Convention](#):
  - ❖ Architectural/civil drawings must be uploaded to the 'Drawings (Plans, Surveys)' folder in ProjectDox. Plans must be:
    - PDF only
    - Landscape orientation
    - Multiple pages must be uploaded as separate files
    - Upper right-hand corner of *every* page must have a 2" w x 3" h blank space with ½" offset from right and ½" offset from top reserved for our approval stamp
  - ❖ Survey or sketch of property indicating (highlighted) work to be completed must be uploaded to the 'Drawings (Plans, Surveys)' folder and must be:
    - PDF only
    - Landscape or portrait orientation
    - Multiple pages can be loaded as one file
    - Every page must have a 2" w x 3" h blank space with ½" offset from right and ½" offset from top reserved for our approval stamp
  - ❖ Contract or cost breakdown (including labor and material) of project, if applicable, must be uploaded to the 'Contracts' folder.
  - ❖ [Engineering Permit Application](#) must be completed, signed and notarized accordingly and uploaded to the 'Permit Application' folder. (*Note: Not required for Tree permits.*)
  - ❖ If there is a homeowner's association (HOA) involved, an authorization letter must be obtained from the association, signed by the association president. Letter must be uploaded to the 'Supporting Documents' folder.
  - ❖ If owner is completing the work, an [Owner/Builder Affidavit](#) must be submitted and uploaded to 'Supporting Documents' folder.
  - ❖ If contractor is completing the work and is not already registered with the City of Margate, the following must be uploaded to 'Supporting Documents' folder: (*Contractor or homeowner may call (954)972-0828 or email [deesadmin@margatefl.com](mailto:deesadmin@margatefl.com) to confirm if the contractor is registered and requirements are met.*)
    - Copy of Workers Compensation Insurance Certificate or Certificate of Exemption
    - Copy of Liability Insurance Certificate
    - Copy of Contractors License
    - Copy of Occupational License (both City and County)

After the above items are received electronically, our staff will begin the review process of your application in order to approve or deny the permit. Should staff require corrections or additional information during this process, you will be notified electronically through ProjectDox. Upon approval of your application, you will be notified electronically through ProjectDox of any fees associated with your permit, if applicable. You will be required to pay in person at our office located at 908 NW 66<sup>th</sup> Ave, Margate, FL 33063. When payment is received, if applicable, your permit will be issued electronically.

## Inspections

The owner(s) or contractor(s) are responsible for contacting the Department of Environment & Engineering Services (D.E.E.S.) for all inspections. See attached sheet for the typical inspections needed. Contact D.E.E.S. during business hours (Monday – Friday, 8:00 am to 6:00 pm) at (954) 972-0828 or email [DEESAdmin@margatefl.com](mailto:DEESAdmin@margatefl.com) to schedule all inspections, and allow 48 hours for inspection. Please keep in mind the number of inspections needed depends on the scope of work of your project. When applicable, you will also need to contact the Building Department for building inspections related to your project.

## Performance Bonds:

*Note:* All required inspections must be performed and approved prior to consideration of bond release.

If you have further questions or require further assistance, please contact our office at (954) 972-0828 or email [engineering@margatefl.com](mailto:engineering@margatefl.com).



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## Inspections

<b>Sidewalks:</b>		
	Number of Inspections:	Typical Number and Name of Inspection:
Concrete Sidewalk	2	(1) Pre-pour (1) Final
<b>Other Projects:</b>		
Asphalt Construction or Reconstruction - Streets / Parking Lots (Public And Private)	3	(1) Sub-base (1) Rock (1) Final
Asphalt Milling & Resurfacing (Public and Private)	2	(1) Base (1) Final
Asphalt Overlay - Streets / Parking Lot (Public and Private)	2	(1) Tack Coat (1) Final
Creating Landscaping Islands	1	(1) Final
Curb Cuts	2	(1) Pre-pour (1) Final
Drainage Projects	2	(1) Preliminary (1) Final
Extruded Curbing	1	(1) Final
Lift Stations	2	(1) Pressure (1) Final
Main Water	2	(1) Pressure Test (1) Samples
Sewer Lines	2	(1) Preliminary Lamping (1) Final
Swale	2	(1) Soil Grading (before new sod) (1) Final
Water and Sewer Taps	1	(1) Pressure Test