



**Environmental Protection and Growth Management Department
BUILDING CODE SERVICES DIVISION**

1 North University Drive, Box #302 • Plantation, Florida 33324
954-765-4400 • Broward.org/building

APPLICATION INFORMATION FOR MECHANICAL PERMITS

1. You are required to have two (2) complete sets of building plans that have been signed and sealed by a **State of Florida Registered Architect/Engineer**.
2. Both sets of plans are to be submitted to the **Development and Environmental Regulation Division (DERD)**, for their review and approval prior to submittal. After your plans have been reviewed by **(DERD)**, you will receive a **Development Order**. The Development Order will list the other agencies that your plans will need approval from prior to submitting them to Permitting, Licensing and Consumer Protection Division.
3. After your plans have been approved by all the appropriate agencies you will bring them to **Building Code Services Division** and submit them for plan review. You will be required to have the following:
 - Two complete (2) sets of plans with all appropriate agency approvals.
 - Three (3) sets of **Energy Calculations** and two (2) sets of Cooling Load Calculations.
 - A **complete permit application** which must show the total job value for mechanical construction for the entire job including labor and materials.
 - If you are a contractor applying for a permit you will be required to submit proof of **Worker's Compensation Insurance**. Such proof of compensation must be evidenced by a certificate of coverage issued by the carrier, a valid exemption certificate approved by the department, or a copy of the employer's authority to self-insure and shall be presented each time the employer applies for a building permit.
 - If you are a homeowner applying for a permit, you will be required to complete an **Owner/Builder Affidavit**, in the presence of permitting staff.
4. After your plans have been reviewed, which can take up to 15 business days, you will be contacted to either, pick up your plans and address the corrections/changes that are required, or you will be informed that your permit is ready to be issued.
5. If your job is valued at \$2500 or more for new construction or \$7500 for A/C repair or replacement, upon issuance of your permit you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Broward County Records Division** located at 115 South Andrews Avenue, Room #114, Ft. Lauderdale. A copy of the Notice of Commencement containing the filing stamp from County Records is to be submitted to Permitting, Licensing and Consumer Protection Division, prior to the first inspection. For further information, please call 954-831-4000.