



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 A NEW SINGLE FAMILY RESIDENCE OR ADDITION

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**. Each set of plans shall include a **Registered Land Surveyor's Certificate**.
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 them, 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 **Building Code Services Division (BCSD)**.
3. After your plans have been approved by all the appropriate agencies you will bring them to **Building Code Services Division (BCSD)** and submit them for plan review. You will be required to have the following:
 - Two complete sets of plans with all appropriate agency approvals. Unincorporated **Zoning** review will be conducted with submittal at **Building Code Services Division (BCSD)**.
 - Three sets of **Energy Calculations**.
 - A **complete permit application** which must show the job value for construction for the entire job. In addition Sub-Contractors will be required to complete and submit permit applications for each trade required for job.
 - A **Landscape Permit Application** for new construction or a **Retro Landscape form** for an addition if you are in unincorporated Broward County.
 - 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 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 **Building Code Services Division (BCSD)**, prior to the first inspection. For further information, please call 954-831-4000.