



Environmental Protection and Growth Management Department

**BUILDING CODE SERVICES DIVISION**

1 North University Drive, Mailbox #302, Plantation, Florida 33324 • 954-765-4400 • [Broward.org/building](http://Broward.org/building)

## APPLICATION INFORMATION FOR PLUMBING PERMITS

1. You are required to have two (2) complete sets of building plans for new construction, additions, remodeling, lawn sprinklers, irrigation wells, and relocation of fixtures. Commercial irrigation plans will require three (3) sets of plans. (No plans will be required for replacement of water heaters, water service, septic tank conversion, sewers or fixture replacement when retaining the same location.)
2. Conversion from septic tank to sewer requires submittal to the **Planning and Development Management Division (PDMD)** for their review and approval prior to submittal to Building Code Services Division. At PDMD you will obtain the **Development Review Procedure Form** (plan substitution form) in lieu of plans. Contact (954) 357-6634 or email [PDMDinfo@broward.org](mailto:PDMDinfo@broward.org) for further information. (See back of this page for sewer installation tips.)
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:
  - A **complete permit application** which must show the total job value for plumbing 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 \$2,500.00 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, Taxes and Treasury Division** located at 115 South Andrews Avenue, Room #114, Fort Lauderdale, Florida 33301 -or- visit the satellite location at 1 North University Drive, Plantation, Florida 33324. The satellite office hours are Monday-Friday, 8:00AM-1:00PM and 2:00PM-4:00PM. A copy of the Notice of Commencement containing the filing stamp from County Records is to be submitted to Building Code Services Division, prior to the first inspection. For further information, please call (954)831-4000.



**Sewer Installation Tips:**

- Dig a trench from your house to the sewer connection. At the high point (near your house) you need to have a minimum of one foot of cover over the pipe.
- If the building drain does not have the minimum of one foot of cover over the pipe when it comes out of the building, you should roll it down at this point by using two 45-degree fittings.
- If the existing building drain is cast iron, purchase a transition fitting to go from cast iron to PVC. This is usually a 3" or 4" Fernco increaser.
- Slope the pipe from the house to the sewer connection at a minimum of 1/8<sup>th</sup> of an inch per foot. Do not bend the pipe around any obstruction, use appropriate fittings.
- Purchase only approved PVC drainage pipes and drainage fittings.
- Use purple primer to clean PVC pipe and fittings before applying the PVC cement.