



Environmental Protection and Growth Management Department

## **BUILDING CODE SERVICES DIVISION / BUILDING PERMITTING**

1 North University Drive, Plantation, Florida 33324 • 954-765-4400 Option 1 • building@broward.org

### **BUILDING PERMITTING CHECKLIST AND EXPECTATIONS:**

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Prior to submitting permit applications and construction plans, plans must be routed to other agencies (i.e., Development and Environment Review (DER), Engineering, and Zoning) for required review. Walk-in hours for DER applications are Monday-Friday, 8:00AM-11:00AM. Impact fees must be paid with a development order. DER Contact information: Email: PDMPinfo@broward.org Telephone: 954-357-6634

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Notice of Commencement must be recorded and submitted to Building Permitting prior to first inspection. The Government Center West (GCW Satellite office hours are: Monday-Friday, 8:00AM-1:00PM and 2:00PM-4:00PM).

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Required Documents: completed, signed, and notarized uniform building permit applications for each applicable scope of work. **SAVE TIME!!!** Provide the actual price of labor and materials (job value). Cost value should be specific. If the job value is questionable, the Plan Reviewer will use RS means book which will extend the review time.

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Required Documents: State Contractors must be registered with us, prior to pulling a permit. Complete the "Florida Contractor License Verification" form and submit with supporting documents which are listed on the form

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Required Documents: Must be active state- or county-licensed Contractor. Proof of current general liability and workers compensation or exemption. Insurance needs to be current through the permit cycle (issuance to closed).

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Two (2) sets of plans: (1) Contractor (1) Our office

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Contractors must adhere to Florida Building Code Chapter 1, Broward County amendments, requirements for high velocity hurricane zone (HVHZ). Our office heavily enforces these documents for regulations, policies, and procedures.

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Plans must include: geo-technical reports, special inspector form for masonry and reinforcement, all product approvals for windows and doors, and hardware attachment for trusses and tie-beams, NOAs, shop drawings, sub-permit applications must be submitted at time of application. Failure to submit with plans will delay the review and result in additional fee(s).

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Plan review process takes approximately 15 business days, provided all documentation are submitted with the application. An additional review fee will be assessed for delayed submittals. Corrections to plan reviews for any discipline will incur additional review fee(s).

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IMPORTANT!!! If plans are taken out-of-office for revisions for more than 60 days, plans are null and void per Florida Building Code. §105.3.1.1 Not more than 60 calendar days after the date of such notification, where such additional information has not been submitted or the permit has not been purchased, the application and/or the permit shall become null and void. If the 60th day falls on a Saturday, Sunday or a National Holiday the next business day shall be used for the 60th day.

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If plans are rejected twice, it is recommended that you schedule a meeting with the Plan Examiner(s) to expedite approvals. Please note that there is a fee of \$76.00/hour per discipline for conference/meeting with Plans Examiner(s).

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Change of Plans require new permit application(s)

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Prior to the commencement of any project, please ensure that the approved plans, a sanitary facility, and temporary electricity is present at the job site.

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Prior to scheduling an inspection, the Contractor should review his/her work to avoid correction fees and/or delays. To expedite corrections, we recommend that either the Contractor or someone familiar with the job be present at the time of the inspection.

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All inspections must be scheduled by calling the Call Center at (954) 831-4000 before 3:00PM for next day inspection. To schedule a next day inspection, you must contact the call center before 3:00PM.

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Cancellations of inspections must be received between 8:30AM-9:00AM. Contact the Call Center between 8:30AM-9:00AM, to cancel a same day inspection or contact the Inspector between 7:30AM-8:30AM. In the event, you may require an after-hour's inspection, you may request it with the applicable Chief Inspector(s) at least a minimum three (3) hours in advance. The inspection fee of \$66.00 must be prepaid using a credit card or check.

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During the inspection, job site should be clear of construction debris. Rain water needs to be contained within the construction site

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### **Inspection: The following documentation must be present at time of inspection:**

- SLAB - Density test(s), soil treatment, and special inspector report(s) for reinforcement must be present at time of inspection. All underground work must be inspected.
- TIE-Beam: Special Inspector report(s) for masonry and an approved spot survey must be present at time of inspection.
- Trusses: All engineering work must be approved prior to the inspections. Please do not schedule the inspection for trusses after the A/C duct-work has been installed. Inspection may have to be performed by special inspector.
- Clean Site: Site must be clean all times. Please note that Hurricane Season is June 1st to November 30th.
- Do not load roof more than 20 days prior to installation. Refer to Section 110. 13.2. of Chapter 1 FBC Broward Amendments for more details regarding this matter.

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Certificates of Occupancy (CO's) Required documents: insulation certificate, termite certificate, FEMA certificate, Engineering certificate. All holds must be removed.

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Certificates of Occupancy (CO's)- CO's will not be issued if there is incomplete work. CO documents must be submitted and reviewed prior to CO being issued. Once submitted, it may take up to five (5) business days for review and issuance.

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Program Project Coordinator: Francine Reid (954) 765-4400 ext. 9815 [freid@broward.org](mailto:freid@broward.org)  
Permitting Customer Specialist: Carolyn Presley (954) 765-4400 ext. 9867 [cpresley@broward.org](mailto:cpresley@broward.org)  
General Contact Information: Telephone: (954) 765-4400 Option 1 [building@broward.org](mailto:building@broward.org)

Structural Chief: Ralph Gonzalez (954) 765-4840 [ragonzalez@broward.org](mailto:ragonzalez@broward.org)

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Electrical Chief: Tom Devier (954) 359-2216 [tdevier@broward.org](mailto:tdevier@broward.org)

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Plumbing Chief: Pablo Camacho (954) 765-4400 [pcamacho@broward.org](mailto:pcamacho@broward.org)

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Mechanical Chief: Dennis Stofan (954) 488-0065 [dstofan@broward.org](mailto:dstofan@broward.org)