

Greater Fort Lauderdale Alliance
PERMIT SUBMITTAL REQUIREMENTS for BROWARD COUNTY'S 31 MUNICIPALITIES

Municipality	EPD	Elevator	NOC	Permit Application	Surveys	Energy Calcs	Special Insp Forms	Structural Calcs	Orig DRC Plans	Owner/Agent Letter	Number of s/s Sets	Trade Applications	NOA	Roof Calcs (HVC)	Roof Truss Shop Dwgs	Fire Sprinkler Alarm Dwgs	Comments	Flood Certifications	Landscaping Requirements	Engineering Requirements
Coconut Creek (7/27/15) www.coconutcreek.net	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review. Application not required. Allow 1 week review time.	Recorded NOC required prior to Bldg Dept submittal. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, NOC Not required.	Coconut Creek Bldg. Dept is CLOSED on Friday. Values, SF & Quantities required. Must be signed by Owner & Contractor. Contractor must be registered.	Current s/s copies required. None required if interiors only.	Must be s/s by engineer.	Must be s/s by engineer and must be signed by Owner.	Must be s/s by engineer.	Must submit stamped / original signed Approved plans.	Letter must have Owner and Agent notarized signatures.	Two sets.	Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Contractor must be registered.	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc.	Must be complete package with roof NOA's and roof plan.	Must be s/s by engineer and include all calcs.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS : - Need Plan Re-submittal Form - Need Architect's Narrative - Need clouds and deltas - INSPECTIONS: The City provides emergency inspection services upon request			
Cooper City (5/20/2015) www.coopercityfl.org	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review. Application not required. Allow 1 week review time.	Recorded NOC required prior to Bldg Dept submittal. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, NOC Not required.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & Contractor. Copy of Contractor's Lic & Insur is required.	Current s/s copies required. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must be s/s by engineer and must be signed by Owner. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must submit stamped / original signed Approved plans. None required if Interiors only.	Letter must have Owner and Agent notarized signatures.	Two sets.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required.	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc.	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS : - Need Re-submittal Form - Need Architect's Narrative - Need clouds and deltas - Use Re-submittal Form for 'Corrections' - Signatures Not required			
Coral Springs (7/8/2015 & updated 3/8/16) www.coralssprings.org	Broward County approval is not required at submittal. Approval is required prior to permit issuance.	Broward County approval is not required at submittal. Approval is required prior to permit issuance.	Recorded NOC required prior to first inspection. Record NOC at County Recording office. 1 original needs to be submitted to the Bldg. Department. If value of Work is under \$2,500, NOC Not required.	Values, SF & Quantities required. Must be signed by Contractor. Owner signature is required if the construction value is over \$2,500. Copy of Contractor's Lic & Insur is required. Signatures need to be notarized.	Current s/s copies required. None required if interior alterations except patio enclosures.	2 copies are required at submittal. A design professional is required for commercial projects only.	If required by code. Must be signed & sealed by professional engineer and property owner.	Must be signed & sealed by a professional engineer.	Must submit stamped/original signed approved DRC plans. 4 sets need to be provided.	Letter must have Owner or Autorizative Company Agent notarized signatures.	Two sets required.	Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required. Sub Trade permits do not require Owner signature.	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc. City supplemental form needed as well as the contract.	Must be complete package with roof NOA's and roof plan. None required if Interiors only. Requires additional City submittal form and copy of the contract.	Not required at submittal. Required at first inspection. Must be signed & sealed by a professional engineer and include all calcs.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS : - Need Revision Submittal form - Need Architect's Narrative - Need 2 sets of plans showing clouds and deltas for the changes			
Dania Beach (6/26/15) www.ci.dania-beach.fl.us	You may submit concurrently to EPD approval, however, EPD approval must be received prior to issuance of the permit	Broward County Elevator, you may submit concurrently to approval, however, approval must be received prior to issuance of the permit	Recorded NOC required prior to permit issuance. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, NOC Not required.	Must include Values, SF & Quantities required. Must be signed by Owner & Contractor. Copy of Contractor's Lic & Insur is required.	Current s/s copies required. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	If required by code must be s/s by engineer and must be signed by Owner. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must submit stamped / original signed Approved plans. None required if Interiors only.	Letter must have Owner and Agent notarized signatures.	Two paper sets required for application submittal. Electronic PDF copies required at CO.	Must include Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required.	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc.	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS : - Need Revision Submittal form - Need Architect's Narrative may be required - Need clouds and deltas - Signatures Not required			

Greater Fort Lauderdale Alliance
PERMIT SUBMITTAL REQUIREMENTS for BROWARD COUNTY'S 31 MUNICIPALITIES

Municipality	EPD	Elevator	NOC	Permit Application	Surveys	Energy Calcs	Special Insp Forms	Structural Calcs	Orig DRC Plans	Owner/Agent Letter	Number of s/s Sets	Trade Applications	NOA	Roof Calcs (HVC)	Roof Truss Shop Dwgs	Fire Sprinkler Alarm Dwgs	Comments	Flood Certifications	Landscaping Requirements	Engineering Requirements
Davie (5/07/15) www.davie-fl.gov	You may submit prior to EPD approval, however, EPD approval must be received prior to issuance of the permit	Broward County Elevator, you may submit prior to approval, however, approval must be received prior to issuance of the permit	Recorded NOC required prior to issuance of permit. Not required if value of Work is under \$2,500.	Must be in ink, with all fields filled out. Owner and Contractors signatures notarized. Unless you are already in our system, a copy of Lic & Insurance is required. Broward Property Appraiser print-out sheet required.	Current s/s 2 copies required. None required if interiors only.	Must be s/s by engineer if required.	If required by code, must be s/s by engineer and must be signed by Owner.	Must be s/s by engineer if required.	You may submit prior to DRC approval, however, P&Z will not approve the plans until you have DRC approval. None required if Interiors only.	Letter must have Owner and Agent notarized signatures.	Two sets if submitting paper plans. You may submit electronically.	Must be in ink, with all fields filled out. Must be signed by Owner & trade Contractor. Unless you are already in our system, a copy of Lic & Insurance is required.	Must be signed and have statement that they have been reviewed and approved by the DOR	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. And must have statement of reviewed and approved by the DOR.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS : - Need Revision Submittal form - Need Architect's Narrative - Need clouds and deltas - Signature is required.			
Deerfield Beach (8/27/2015) www.deerfield-beach.com	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review, Application not required. Allow 1 week review time.	Recorded NOC required prior to Bldg Dept submittal. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, NOC Not required.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & Contractor. Copy of Contractor's Lic & Insur is required.	Current s/s copies required. None required if interiors only.	Must be s/s by engineer. None required if interiors only. Required for change in occupancy, Change in space cooling or added energy usage	May be required for interiors also depending upon type and extent of work	May be required for interiors also depending upon type and extent of work	Must submit stamped / original signed Approved plans. None required if Interiors only.	Letter must have Owner and Agent notarized signatures.	Two sets.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required.	Product Approval Review Form required.	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS: - Need Revision Submittal form - Need Architect's Narrative - Need clouds and deltas - Signatures Are required.	Required for new construction, substantial improvements and additions.		
Fort Lauderdale (6/12/2015) 3 Additional categories www.fortlauderdale.gov	If required must be submitted. See attached. *** Changes have been made to this process which must be verified by EPD.	Broward County Elevator submittal / Approval required prior to Bldg. Dept. submittal. Submit plans only for review.	Recorded N.O.C. submitted to the Building Department prior to first inspection if job cost exceeds \$2,500. *** Florida Statutes does not require a recorded N.O.C at the time of application. It must be on site for the 1st inspection.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & Contractor. Contractor must be registered with Building Department.	None required if interiors only.	None required if interiors only. Required for change of occupancy, Change in space conditioning, and renovations ≥ 30 % of the assessed value of the structure. 2 copies.	Must be s/s by engineer and must be signed by owner and permit holder. None required if interiors only. We have an updated form available online. In some cases a special inspector is required as per FBC 110.10	S/S for all new residential structures and may be required as per FBC 107.3 Buoyancy calculations required for installation of tanks in Special Flood Hazard Areas.	Must submit stamped / original signed Approved plans. None required if Interiors only. Change of Use	Letter must have Owner and Agent notarized signatures.	Two sets. Three sets if utilizing private company hired by the City to provide expedited review for a premium.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor.	Must be approved by the designer of record if part of a full set of plans. Required for Windows, Doors, Louvers, Shutters, and pre-manufactured items such as sheds, etc.	All roofing products must have an NOA along with a complete roofing package as per FBC Chapter 15.	All individual engineering sheets must be s/s by engineer and approved by the designer of record.	Must be prepared Shop Drawings by installing trade.	REVISIONS : - Need Permit Application - Need Architect's Narrative - Need clouds and deltas - Need 'Extra' stamped set. - Owner is required to sign Application - All voided sheets must be removed from each set - Revised date and revision # must be on each revised sheet.	Required for new construction, substantial improvements and additions. Floodproofing certificate required when floodproofing non-residential new construction, substantial improvements and additions. V-Zone Certificate required for V-Zone new construction, substantial improvements and additions. Not required if interior non-substantial improvement(s).	Tree survey and appraisal for existing trees onsite.	Any work done in right of way requires a separate permit application.

Greater Fort Lauderdale Alliance
PERMIT SUBMITTAL REQUIREMENTS for BROWARD COUNTY'S 31 MUNICIPALITIES

Municipality	EPD	Elevator	NOC	Permit Application	Surveys	Energy Calcs	Special Insp Forms	Structural Calcs	Orig DRC Plans	Owner/Agent Letter	Number of s/s Sets	Trade Applications	NOA	Roof Calcs (HVC)	Roof Truss Shop Dwgs	Fire Sprinkler Alarm Dwgs	Comments	Flood Certifications	Landscaping Requirements	Engineering Requirements
<p>Lazy Lake (6/29/15)</p> <p>Web Site TBD</p>	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review, Application not required. Allow 1 week review time.	Recorded NOC required prior to Bldg Dept submittal. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, \$7,500 for AC NOC Not required.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & Contractor. Copy of Contractor's Lic & Insur is required.	Current s/s copies required. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must be s/s by engineer and must be signed by Owner. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must submit stamped / original signed Approved plans. None required if Interiors only.	Letter must have Owner and Agent notarized signatures.	Two sets.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required.	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc. Not required on retrofit work	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.		Required for new construction, substantial improvements and additions. Floodproofing certificate required when floodproofing non-residential new construction, substantial improvements and additions. V-Zone Certificate required for V-Zone new construction, substantial improvements and additions. Not required if interior non-substantial improvement(s).	Tree survey and all landscaping to be submitted.	Any work done in right of way requires a separate permit application.
<p>Lauderdale-By-The-Sea (6/11/15)</p> <p>www.lauderdalebythesea-fl.gov</p>	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review, Application not required. Allow 1 week review time.	Recorded NOC required prior to Bldg Dept submittal. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, NOC Not required.	Use town form available on line. Require construction time limit form signed by owner and contractor.	Current s/s copies required. None required if interiors only. Elevation certificate, base flood elevation flood zone	Must be s/s by engineer. None required if interiors only.	Must be s/s by engineer and must be signed by Owner. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must submit stamped / original signed Approved plans. None required if Interiors only.	Letter must have Owner and Agent notarized signatures.	Two sets.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required.	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc.	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS : Need Architect's Narrative. Need clouds and deltas.			
<p>Lauderhill (5/21/15)</p> <p>lauderhill-fl.gov</p>	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review, Application not required. Allow 1 week review time.	Recorded NOC required prior to Bldg Dept submittal. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, NOC Not required.	Permit Application forms not available on-line. Lauderdale Bldg Dept is CLOSED on Friday.	Current s/s copies required. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must be s/s by engineer and must be signed by building official. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must submit stamped / original signed Approved plans. None required if Interiors only.	Letter must have Owner and Agent notarized signatures.	Two sets.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required.	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc.	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS : - Need Architect's Narrative - Need clouds and deltas			

Greater Fort Lauderdale Alliance
PERMIT SUBMITTAL REQUIREMENTS for BROWARD COUNTY'S 31 MUNICIPALITIES

Municipality	EPD	Elevator	NOC	Permit Application	Surveys	Energy Calcs	Special Insp Forms	Structural Calcs	Orig DRC Plans	Owner/Agent Letter	Number of s/s Sets	Trade Applications	NOA	Roof Calcs (HVC)	Roof Truss Shop Dwgs	Fire Sprinkler Alarm Dwgs	Comments	Flood Certifications	Landscaping Requirements	Engineering Requirements	
Lauderdale Lakes (8/13/15) www.lauderdalelakes.org	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review, Application not required. Allow 1 week review time.	Recorded NOC required prior to Bldg Dept submittal. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, NOC Not required. Lauderdale Lakes will accept Applic without recorded copy of NOC.		Current s/s copies required. None required if interiors only.	Requires three sets of Energy Calcs. Must be s/s by engineer. None required if for interior only.	Must be signed and sealed by engineer, once approved by Building Official. Not required if interior only.	Must be s/s by engineer and architect. Not required by interior only.	Must submit stamped / original signed Approved plans. None required if Interiors only.	Letter must have Owner and Agent notarized signatures.	Two sets.	Must include values, SF and quantities required. Must be signed by trade contractor. Copy license and insurance required	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc.	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS : - Need Architect's Narrative - Need clouds and deltas - Use Transmittal Form for Corrections which must be signed by architect or engineer.				
Lighthouse Point (6/29/15) www.lighthousepoint.com	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review, Application not required. Allow 1 week review time.	Recorded NOC required prior to permit issuance. Record NOC at County Recording office. Secure 1 Certified copies. If value of Work is under \$2,500, NOC Not required. Lighthouse Point will accept Applic without recorded copy of NOC.	Must be in ink. Values, SF & Quantities required. Must be signed by Owner & Contractor. Copy of Contractor's Lic & Insur is required. Copy of contract req.	Current copies required. None required if interiors only. Owner must sign Zoning affidavit if survey is more than 1 year old and still accurate.	Must be s/s by engineer. None required if interiors only.	Must be s/s by engineer or architect. May be required for interiors also depending upon type and extent of work	Must be s/s by engineer. None required if interiors only.	Must submit stamped / original signed Approved plans. None required if Interiors only.	Letter must have Owner notarized signature.	Two sets. Retaining walls and drainage require 3 sets.	Must be in ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required. Copy of contract required.	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc. Must prepare PA review form.	Must have complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must submit prepared Shop Drawings by installing trade.	REVISIONS : - Need Revision Submittal form - Need Architect's Narrative - Need clouds and deltas - Signature is required - A non-refundable deposit is required with every application package.				
Margate (6/11/15) www.margatefl.com	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review, Application not required. Allow 1 week review time.	Recorded NOC required prior to Bldg Dept submittal. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, NOC Not required.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & Contractor. Copy of Contractor's Lic & Insur is required. Proof of Ownership & Cost documents reqd in Margate. Margate Bldg Dept CLOSED Friday.	Current s/s copies required. None required if interiors only.	Must be s/s by engineer. None required if interiors only. Margate requires three sets of Energy Calcs.	Must be s/s by engineer and must be signed by Owner. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	May apply for a building permit prior to DRC/Final Site Plan approval, however, zoning staff will not approve the building permit application until the DRC/Final Site Plan process is complete. DRC may be required for interior build-out, depending on use	Letter must have Owner and Agent notarized signatures.	Two sets.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required.	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc.	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS: - Need Revision Submittal form - Need Architect's Narrative - Need clouds and deltas - Signature is required.				
Miramar (6/9/15) www.ci.miramar.fl.us	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review, Application not required. Allow 1 week review time.	Recorded NOC required prior to Bldg Dept submittal. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, NOC Not required.	Proof of Ownership document required. Copy of signed Contract. ERC Letter and Miramar Impact Fee Paid Receipt. Bldg Dept CLOSED on Friday. Schedule of values for permit pricing required for subcontractors	Current s/s copies required. None required if interiors only.	Must be s/s by engineer.	Must be s/s by engineer and must be signed by Owner. None required if interiors only. Welding supervision when additional supports of bar joists are required	Must be s/s by engineer.	DRC not required for submittal.	Letter must have Owner and Agent notarized signatures.	Four sets.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required.	Must be reviewed and approved by architect. Windows, Doors, Louvers, Shutters, etc.	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS: - Need Revision Coversheet form in color - Need Architect's Narrative - Need clouds and deltas - Signatures Not required - If signed and sealed original, new to be signed and sealed also				

Greater Fort Lauderdale Alliance
PERMIT SUBMITTAL REQUIREMENTS for BROWARD COUNTY'S 31 MUNICIPALITIES

Municipality	EPD	Elevator	NOC	Permit Application	Surveys	Energy Calcs	Special Insp Forms	Structural Calcs	Orig DRC Plans	Owner/Agent Letter	Number of s/s Sets	Trade Applications	NOA	Roof Calcs (HVC)	Roof Truss Shop Dwgs	Fire Sprinkler Alarm Dwgs	Comments	Flood Certifications	Landscaping Requirements	Engineering Requirements
North Lauderdale (6/29/2015) www.nlauderdale.org	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review. Application not required. Allow 1 week review time.	Recorded NOC required prior to Bldg Dept submittal. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, \$7,500 for AC NOC Not required.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & Contractor. Copy of Contractor's Lic & Insur is required.	Current s/s copies required. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must be s/s by engineer and must be signed by Owner. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must submit stamped / original signed Approved plans. None required if Interiors only.	Letter must have Owner and Agent notarized signatures.	Two sets.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required.	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc. Not required on retrofit work	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS : - Need Architect's Narrative - Need clouds and deltas			
Oakland Park (6/19/15) www.oaklandparkfl.org	EPD approval required prior to Bldg. Dept. approval and issuance of Bldg. permit	Broward County Elevator Div. approval required. Elevator Permit issued and inspection done by Broward County Elevator Div.	Must be recorded and posted before 1st inspection	Quantity , value & square ft. required.	Survey required on most building permits. Interior work only exception.	2 sets, signed & sealed when required.	Required as per code for specific structural items.	Must be signed & sealed by Engineer.	Submit DRC approval information with review.	Form must be signed and notarized.	Two sets required signed and sealed.	Submitted and approved before master permit is issued.	Submitted when required for exterior components of building.	Submitted with roof permit application package.	Signed and sealed by engineer and include all calcs.	Submit hydraulic calcs and cut sheets of all devices and panels.	REVISIONS: - Plan Review - Permit Application or form not required - Need corrected office and job copy plans (pages) - Bind and submit all voided pages (saved for reference) - Comment response information (letter/list).			
Parkland (7/15/15) www.cityofparkland.org	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator Approval required prior to Bldg Dept submittal.	Recorded N.O.C. submitted to the Building Department prior to first inspection if job cost exceeds \$2,500. If value of Work is under \$2,500, NOC Not required.	Must be completely filled out. Must be signed and notarized by both the Qualifier and Owner. All Contractor's must be registered with the City and provide current Lic & Insur. Also application needs to include all sub-contractor to be used on the project.	Current s/s copies required. None required if interiors only.	Residential signed by owner/agent and by individual that prepared them. Commercial Must be s/s by engineer for struc, mech, plumb & elec. May be required for interiors also depending upon type and extent of work.	Must be s/s by engineer and must be signed by Owner. May be required for interiors also depending upon type and extent of work	Must be s/s by engineer. May be required for interiors also depending upon type and extent of work	DRC not required for submittal.	Letter must have Owner and Agent notarized signatures.	Two sets minimum.	Must be completely filled out. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required.	Must prepare Schedule / Comparison Chart for Windows, Doors, Louvers, Shutters, etc. Must be reviewed and approved by architect for new construction.	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Both the single engineering sheets or summary chart and map/layout must be s/s by truss engineer and include all calcs.	Plans must be s/s by Engineer. Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS: - Need Change-of-Plan coversheet - Need Permit Application signed by each trade and owner - Need Architect's/Engineer's sheets s/s with clouds and deltas.			
Pembroke Park (5/20/15) www.townofpembrokepark.com	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review. Application not required. Allow 1 week review time.	Recorded NOC required prior to Bldg Dept submittal. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, NOC Not required.	Must prepare and print on-line Permit Application. Permit Applications shall have original signatures, not photocopies. All permit masters shall have sub-trade permits included in package.	Current s/s copies required. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must be s/s by engineer and must be signed by Owner. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must submit stamped / original signed Approved plans. None required if Interiors only.	Letter must have Owner and Agent notarized signatures.	Two sets.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required.	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc.	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS : - Need on-line Permit Application - Need Architect's Narrative - Need clouds and deltas - Building Department hours of operation M-F 7:30 am - 4:00 pm (closed 12 pm-1:00 pm). Building Department number is 954-966-4600 x 211.			

Greater Fort Lauderdale Alliance
PERMIT SUBMITTAL REQUIREMENTS for BROWARD COUNTY'S 31 MUNICIPALITIES

Municipality	EPD	Elevator	NOC	Permit Application	Surveys	Energy Calcs	Special Insp Forms	Structural Calcs	Orig DRC Plans	Owner/Agent Letter	Number of s/s Sets	Trade Applications	NOA	Roof Calcs (HVC)	Roof Truss Shop Dwgs	Fire Sprinkler Alarm Dwgs	Comments	Flood Certifications	Landscaping Requirements	Engineering Requirements
Pembroke Pines (6/29/15) www.ppines.com	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review, Application not required. Allow 1 week review time.	Recorded NOC required prior to Bldg Dept submittal. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, NOC Not required.	Building Dept. CLOSED on Friday.	Current s/s copies required. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must be s/s by engineer and must be signed by Owner. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must submit stamped / original signed Approved plans. None required if Interiors only.	Letter must have Owner and Agent notarized signatures.	Two sets.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required.	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc.	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS - Need Revision Submittal form - Need Architect's Narrative - Need clouds and deltas			
Plantation (4/29/15) www.plantation.org	Broward County approval required prior to submittal to the Bldg dept.	Broward County approval required prior to submittal to the Bldg dept.	Required by first inspection after issuance of permit for jobs exceeding \$2,500 (\$7,500 for A/C replacements)	Must be completely filled out. Must be signed and notarized by Qualifier and signed by Owner/Tenant or submit a copy of contract. Contractor must be registered and all licenses and insurance up to date.	Copy of most recent survey required, (exclusions may apply)	Must be s/s by Engineer, when applicable (3 sets required)	Must be approved by Building Official prior to issuance of permit. Forms must be s/s by engineer.	Must be s/s by Engineer, when applicable.	Not required at time of permit submittal.	Must be signed and notarized by Owner.	3 sets	Must be completely filled out. Must be signed and notarized by Qualifier and signed by Owner/Tenant/G C. Contractor must be registered and all licenses and insurance up to date.	Must provide Product Approval Review form or must be stamped by Architect, when applicable.	Must provide complete HVHZ uniform package, NOA's and roof plan (2 sets minimum)	Must be s/s by engineer and include all calcs (2 sets minimum)	Shop dwgs must be prepared by installing trade. Must have hydraulic calcs and cut sheets of all devices and panels.	Revisions/Supplemental: - Permit application required signed and notarized by Qualifier, signature not required by owner/tenant (required on supplemental) - Need Architects narrative, clouds and deltas, need to bring original approved set of plans.			
Pompano Beach (5/20/15) www.mypompanobeach.org	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review, Application not required. Allow 1 week review time.	Recorded NOC required prior to first inspection Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, NOC Not required. Pompano will accept Applic without recorded copy of NOC.	Must be in Black or blue ink. Values, SF & Quantities required. Must be signed by Owner & Contractor. Copy of Contractor's Lic & Insur is required. Pompano requires Fire Review Application.	Current s/s copies required. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must be s/s by engineer and must be signed by Owner. None required if interiors only. Or as required during the review process.	Must be s/s by engineer. And when the work is structural in nature None required if interiors only.	Must submit stamped / original signed Approved plans. None required if Interiors only.	Letter must have Owner and Agent notarized signatures.	One set. Pompano requires one set, or direct download, since is 100% electronic.	Must be in Black or blue ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required.	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc.	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS : - Need Architect's Narrative - Need clouds and deltas			
Sea Ranch Lakes (7/23/15) Web Site TBD	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review, Application not required. Allow 1 week review time.	Recorded NOC required prior to Bldg Dept submittal. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, NOC Not required.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & Contractor. Copy of Contractor's Lic & Insur is required.	Current s/s copies required. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must be s/s by engineer and must be signed by Owner. None required if interiors only.	Must be s/s by engineer. None required if interiors only. Required if review reveals necessary	Must submit stamped / original signed Approved plans. None required if Interiors only.	Letter must have Owner and Agent notarized signatures.	Two sets.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required.	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc.	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.	- Need new application if value changes for scope of work - Arch. to cloud and detail			

Greater Fort Lauderdale Alliance
PERMIT SUBMITTAL REQUIREMENTS for BROWARD COUNTY'S 31 MUNICIPALITIES

Municipality	EPD	Elevator	NOC	Permit Application	Surveys	Energy Calcs	Special Insp Forms	Structural Calcs	Orig DRC Plans	Owner/Agent Letter	Number of s/s Sets	Trade Applications	NOA	Roof Calcs (HVC)	Roof Truss Shop Dwgs	Fire Sprinkler Alarm Dwgs	Comments	Flood Certifications	Landscaping Requirements	Engineering Requirements
Southwest Ranches (5/17/15) www.southwestranches.org	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review. Application not required. Allow 1 week review time.	Recorded NOC required prior to Bldg Dept first inspection. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, NOC Not required. A/C repair or replace \$7500 or more	Permit applications must be completed in their entirety. Must be signed by Owner/Agent & Contractor. Proof of license & insurance is required for every submittal. Except Revisions. Check required for payment at the time of drop off.	Current s/s copies required. None required if interiors only.	Must be s/s by engineer.	Must be s/s by engineer and must be signed by Owner. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must submit stamped / original signed Approved plans. None required if Interiors only.	GC Qualifier can sign for Owner.	Two sets.	Permit applications must be completed and all License's & insurance for every submittal must be attached.	Must be signed and sealed/ stamped by designer of record /architect. Windows, Doors, Louvers, Shutters, etc.	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS: - Permit Application is required - Owner not required to sign Application - Need Architect's Narrative - Need clouds and deltas - Do Not return Void sheets unless a stamp is on the back - Check required for payment at the time of drop off	Per the requirements in the FBC 2014		
Sunrise (6/12/15) www.sunrisefl.gov	Broward County EPD approval required prior to permit issuance, when applicable.	Broward County Elevator Approval required prior to Bldg. Dept. approval when applicable.	Recorded N.O.C. submitted to the Building Department and posted on jobsite prior to first inspection if job cost exceeds \$2,500, or A/C repair or replace \$7500 or more.	Permit applications must be completed in their entirety. Must be signed by Owner/Agent & Contractor. Proof of license & insurance is required.	Current signed and sealed copies when required.	2 sets when required.	Must be signed and sealed by special inspector and must be signed by Owner.	Must be signed and sealed by engineer.	Must submit original approved plans.	None required.	Two sets required.	Permit applications must be completed in their entirety. Must be signed by Owner/Agent & Contractor. Proof of license & insurance is required.	Must be signed by designer of record for compliance with design for all pre-manufactured products such as, but not limited to, Windows, Doors, Louvers, Shutters, etc.	Must provide complete HVHZ uniform roofing permit application form and attachments as required by form. (2 sets minimum)	The truss system shop drawing requires the seal of an Engineer, and shall be reviewed and accepted by the Architect or Engineer of record for conformance to design concepts and load interaction with the building.	Must have signed and sealed sprinkler drawings and hydraulic calcs. Cut sheets required for all components used.	REVISIONS : - Permit application must be filled out for revisions - Need narrative and all changes must be clouded and deltas added.			
Tamarac (5/08/15) www.tamarac.org	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review. Application not required. Allow 1 week review time. Plans can be submitted on line using ePermits system	Recorded NOC required prior to Bldg Dept submittal. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, NOC Not required. NOC required to be submitted before permit is issued	Color Application must be secured from Bldg Dept. Must submit a signed 'Cost of Construction' Affidavit. Applications can be downloaded from our Bldg. Dept. Website and submitted on line using the ePermits system	Current s/s copies required. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must be s/s by engineer and must be signed by Owner. Special Inspector forms must show type of inspections to be performed by the Special Inspector. None required if interiors only.	Must be s/s by engineer. None required if interiors only.	Must submit stamped / original signed Approved plans. Once approved by DRC, DRC plans are not required to be submitted for building permits. Approvals are documented in the ePermits system. None required if Interiors only.	Letter must have Owner and Agent notarized signatures.	Two sets. Tamarac uses ePermits system. No paper plans are required. Plans can be submitted via the ePermits system. If paper plans are submitted, (up to 3 large pages) we will convert them into the Electronic system for an additional charge. Permits having more than 3 large pages shall be submitted on line or brought in on a flash drive or CD.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required. All applications and paperwork submitted by Trade Contractors can be submitted online using the ePermits system	Must be reviewed and approved by architect if they are part of a designed set of plans . Windows, Doors, Louvers, Shutters, etc. If the NOA's are for a replacement permits for Windows, Doors, Re-roof, etc. they are not required to have the approval of the architect. They can be submitted on line.	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and reviewed and approved by the designer of record and include all calcs. None required if Interiors only.	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS: - Need Architect's Narrative - Need clouds and deltas - "Predevelopment meetings available upon request" - Building Department is a paperless department as of Marc 2014 - All permits are done electronically via the ePermits system - All paperwork required for a permit shall be submitted online - All reviews are also done online with the customer having the ability to view the comments live via the computer.			

Greater Fort Lauderdale Alliance
PERMIT SUBMITTAL REQUIREMENTS for BROWARD COUNTY'S 31 MUNICIPALITIES

<i>Municipality</i>	<i>EPD</i>	<i>Elevator</i>	<i>NOC</i>	<i>Permit Application</i>	<i>Surveys</i>	<i>Energy Calcs</i>	<i>Special Insp Forms</i>	<i>Structural Calcs</i>	<i>Orig DRC Plans</i>	<i>Owner/Agent Letter</i>	<i>Number of s/s Sets</i>	<i>Trade Applications</i>	<i>NOA</i>	<i>Roof Calcs (HVC)</i>	<i>Roof Truss Shop Dwgs</i>	<i>Fire Sprinkler Alarm Dwgs</i>	<i>Comments</i>	<i>Flood Certifications</i>	<i>Landscaping Requirements</i>	<i>Engineering Requirements</i>
Unincorporated Broward County (6/15/2015)	EPD submittal / Approval required prior to Bldg Dept submittal. Apply 'on-line' for Security Code & Application Number. Walk-thru review. Impact Fees will be determined, if any. Submit Asbestos form if Interior only or if renovation / addition.	Broward County Elevator submittal / Approval required prior to Bldg Dept submittal. Submit plans only for review. Application not required. Allow 1 week review time.	Recorded NOC required prior to Bldg Dept submittal. Record NOC at County Recording office. Secure 2 Certified copies. If value of Work is under \$2,500, \$7,500 for AC NOC Not required.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & Contractor. Copy of Contractor's Lic & Insur is required.	Current s/s two copies required. None required if interiors only.	Must be s/s by engineer, two sets required. None required if interiors only.	Must be s/s by engineer and must be signed by Owner. None required if interiors only. Exemptions may apply	Must be s/s by engineer, two sets required. None required if interiors only.	Must submit stamped / original signed Approved plans. None required if Interiors only.	Letter must have Owner and Agent notarized signatures.	Two sets.	Must be in Black ink. Values, SF & Quantities required. Must be signed by Owner & trade Contractor. Copy of Lic & Insurance is required.	Must be stamped by architect. Windows, Doors, Louvers, Shutters, etc. Not required on retrofit work	Must be complete package with roof NOA's and roof plan. None required if Interiors only.	Must be s/s by engineer and include all calcs. Two set required	Must have hydraulic calcs and cut sheets of all devices and panels.	REVISIONS : - Need Architect's Narrative - Need clouds and deltas			

www.co.broward.fl.us