BUILDING PERMITTING E-PERMIT PRESENTATION

Environmental Protection and Growth Management Department
Broward County Building Code Service Division (BCSD)
Broward County Building Code Services Division’s Building Permitting office has permitting jurisdiction for properties in Unincorporated Broward County.

Currently, ePermits is not available for Owner-BUILDER permits, Elevator Permits, permits that require Fire Plan Review, water meter permits, and permit applications for Fort Lauderdale Airport.

Development and Environmental Review approval or exemption is required, for applicable permits, prior to submitting the permit application and plans to our office (BCS Master Permit). Please contact DERPlans@Broward.org for questions.

If our ePermit service software is unable to digitally verify drawings that require sign and seal signatures, an electronic signature affidavit is required. The permit application will be REJECTED if the digital signature cannot be verified or an electronic affidavit is not uploaded for each uploaded drawing (signed and sealed).

For job values equal to or greater than $2,500.00, two certified copies of a recorded Notice of Commencement must be obtained. One copy must be submitted to our agency prior to scheduling the first inspection. The second copy must remain on the property during inspections.
Create User ID and Password

Confirm permitting jurisdiction with Broward County Property Appraiser’s office.

Fill Out the ePermit application

Upload plans

Respond to emails

Pay online

Print permit card (Note: 8.5” x 14” size paper needed to print permit card)
Turn off pop-up blockers

- Internet Explorer 11 → Pop-up Blocker → Turn off Pop-Up Blocker

- E-Permits is currently not compatible with smartphone browsers (i.e., Safari & Samsung)
Uploaded plans must be Signed and Sealed on each page of the plans. Our office must be able to verify the digital signature; otherwise the plans will be rejected. Digital signatures that cannot be verified require an electronic signature affidavit. The permit application will not be accepted if the digital signature cannot be verified or affidavit is not provided (See slide 17).

To the left are Signed & Sealed Options that must be on all pages of the Architectural/Professional Engineer plans.
IMPORTANT: Broward County Building Code Services Division’s Building Permitting office has permitting jurisdiction for properties in Unincorporated Broward County. Please confirm permitting jurisdiction with the Broward County Property Appraiser’s Office before starting this ePermit application.

Planning and Development Management review is required. Approval and/or Exemption certificates must be uploaded with signed and sealed plans.

Please contact DERPlans@broward.org for questions or concerns related to their review.
Uploaded plans that the digital signature cannot be verified will not be accepted without corresponding SHA-1. IMPORTANT: THE SHA-1 CAN ONLY BE GENERATED BY THE ARCHITECT/ENGINEER FOR THE PAGES THAT ARE SIGNED AND SEALED. (see Slide 17.)

IF THE DIGITAL SIGNATURE CANNOT BE VERIFIED AND THE CORRESPONDING SHA-1 AFFIDAVIT IS NOT PROVIDED, THE PERMIT APPLICATION AND PLANS WILL NOT BE ACCEPTED.
PLANS MUST BE SIGNED & SEALED: THREE OPTIONS

1. e-Sign software (Global Sign or VeriSign)

2. Upload plans with signature and seal that are clearly visible on all pages of the Architect/Professional Engineer plans.

3. If the digital signature cannot be verified by our office, the Architect/Professional Engineer must generate a SHA-1 Affidavit. **IMPORTANT: THE SHA-1 AFFIDAVIT CAN ONLY BE GENERATED BY THE ARCHITECT/ENGINEER FOR THE PAGES THAT ARE SIGNED AND SEALED. (See Slide 17.)**

**IMPORTANT:** If the SHA-1 Affidavit is not provided or cannot be verified, the permit application will not be accepted.
FOLLOW THESE STEPS...

1. Go to [http://www.broward.org/epermits/Pages/Default.aspx](http://www.broward.org/epermits/Pages/Default.aspx)
2. Create User ID and Password
3. Log into website
4. Fill out ePermit application
5. Upload Plans, supplementary documents (i.e., Development and Environment Review approval/exemption certificates, certified copy of recorded Notice of Commencement, NOAs, etc.) which include applicable completed, signed, and notarized Uniform Building Permit application(s)
6. Submit permit application & receive confirmation email. Check your email and contact our office at [building@broward.org](mailto:building@broward.org), if needed.
7. Paying Fees
8. Respond if necessary or log into your online ePermit account and pay fees (if applicable)
9. Print permit card (if applicable)
FOLLOW THESE STEPS...

Step 1

- Go to http://www.broward.org/epermits/Pages/Default.aspx

Step 2

- Create a User Account (Register) or Sign into your ePermit account. This service is available to only licensed Contractors. If the Contractor is not registered with us, contact building@broward.org for a registration form.
FOLLOW THESE STEPS TO CREATE A NEW ACCOUNT

Step 1. Select Register

Step 2. Create a New Account
- Create a New Account

![Screenshot of ePermits Online System]

Complete the information below to create your account:

When you click Create My Account, you will receive your account registration. To ensure this email is not treated as a spam, add no-reply@broward.org to your email account.

Please note that passwords must be a minimum of one number, one uppercase letter, and one lowercase letter.
If you successfully created an ePermit user account, you will receive a confirmation email.

Thank you for creating an AccessBROWARD account!

You recently created an AccessBROWARD account using this email address. Confirming your account with this email address ensures that you can securely retrieve your account information if you forget your password. Simply click on the following link to confirm your account.


Please keep your email address information up-to-date. If this information changes, you can always update it by signing into your AccessBROWARD account. Sign In.

Not your account request?

If you did not request this Access BROWARD account, please click this to delete this account.

Regards, Access BROWARD Account Services

Do not reply to this message. This email message has been sent from an unmonitored email address and we are unable to respond to any replies sent to this email address. If you have questions or experience problems, please review the frequently asked questions.
CREATING A NEW PERMIT APPLICATION

Steps 3

- Select “Submit Application”

Step 4

- In the “Plan Review or Permit Type” drop-down, select “BCS Master Permit” and read the Terms of Use and select “I Agree”
Our permitting jurisdiction is limited to Unincorporated Broward County. IMPORTANT: If a Parcel ID is not for our jurisdiction, you will not be allowed to submit the permit application.

NOTE: Currently, ePermit applications will not be accepted for FLL Airport permits and Elevator Permitting.

If Fire Plan Review is required, the ePermit application will not be accepted.

**STEP 4. FILL OUT THE PERMIT APPLICATION**

- Our permitting jurisdiction is limited to Unincorporated Broward County. IMPORTANT: If a Parcel ID is not for our jurisdiction, you will not be allowed to submit the permit application.
- NOTE: Currently, ePermit applications will not be accepted for FLL Airport permits and Elevator Permitting.
- If Fire Plan Review is required, the ePermit application will not be accepted.
STEP 5. UPLOAD PLANS

- Upload signed and sealed construction plans. IF DIGITAL SIGNATURE CANNOT BE VERIFIED, CORRESPONDING SHA-1 AFFIDAVIT IS REQUIRED (see slide 17). IMPORTANT: THE SHA-1 CAN ONLY BE GENERATED BY THE ARCHITECT/ENGINEER FOR THE PAGES THAT ARE SIGNED AND SEALED.

- Upload supplementary documents which should include completed, signed, and notarized Uniform Building Permit application(s) for applicable trade(s)

- Use Block Upload format
DO NOT UPLOAD DOCUMENTS INDIVIDUALLY FOR EACH TRADE. UPLOAD AS ONE FILE. FOR EXAMPLE:

STRUCTURAL PLANS SHOULD BE UPLOADED AS ONE FILE; NOT AS INDIVIDUAL PAGES. PLEASE LABEL AS STRUCTURAL.

ELECTRICAL PLANS SHOULD BE UPLOADED AS ONE FILE; NOT AS INDIVIDUAL PAGES. PLEASE LABEL AS ELECTRICAL.

PLUMBING PLANS SHOULD BE UPLOADED AS ONE FILE; NOT AS INDIVIDUAL PAGES. PLEASE LABEL AS PLUMBING.

MECHANICAL PLANS SHOULD BE UPLOADED AS ONE FILE; NOT AS INDIVIDUAL PAGES. PLEASE LABEL AS MECHANICAL.
HOW TO GENERATE A SHA-1 AFFIDAVIT AFTER YOU UPLOADED PLANS

1. Sign into your ePermit account: https://webapps.broward.org/EPermits/
2. Select “Proceed to ePermits”

IMPORTANT: THE SHA-1 CAN ONLY BE GENERATED BY THE ARCHITECT/ENGINEER FOR THE PAGES THAT ARE SIGNED AND SEALED.
3. Select Sign and Seal Documents under the “Update” menu to the left.

HOW TO GENERATE A SHA-1 AFFIDAVIT AFTER YOU UPLOADED PLANS
HOW TO GENERATE A SHA-1 AFFIDAVIT AFTER YOU HAVE UPLOADED PLANS

4. Enter the BCS Application Number in the “Application Number” field or ePermit ID” number. Select “Search”
5. Check off the applicable boxed for the plans that need the SHA-1 Affidavit and then select “Print Report”.
HOW TO GENERATE A SHA-1 AFFIDAVIT AFTER YOU HAVE UPLOADED PLANS

7. The SHA-1 Affidavit will generate. Save the PDF or Print. Have all pages Signed and Sealed by the Licensed Professional. Once completed upload the documents back into your ePermit application by selecting “Upload Document” located under the “Update” tab on the ePermit home screen.

IMPORTANT: THE SHA-1 CAN ONLY BE GENERATED BY THE ARCHITECT/ENGINEER FOR THE PAGES THAT ARE SIGNED AND SEALED.
STEP 6: CONFIRMATION EMAIL

- When uploaded plans and permit application are submitted, a confirmation email will be sent.
During the permitting process, assessed fees can be paid on-line via Visa, Mastercard, American Express and Discover.

- Enter your ePermit # (Example: 0000088065) and click Search.
AN EMAIL CONFIRMATION WILL BE SENT WHEN THE PAYMENT WAS SUCCESSFULLY PROCESSED.
STEP 8: RESPOND TO OUR EMAILS

- If additional information is needed, you will receive an email from building@broward.org or epermits@broward.org.
STEP 9: PRINT PRIMARY (MASTER) PERMIT

- Upon approval of the plans and current outstanding fees have been paid, the permit card can be printed when in “Issued” status.

1. Log into the ePermits website
2. Click on My Applications
3. Select the permit application
4. Click View Docs tab. **Note: 8.5” x 14” size paper needed to print permit card**
5. Print or save the permit card
WHAT YOU NEED TO KNOW

- For job values, that are equal to or more than $2,500.00, a Notice of Commencement (NOC) must be recorded prior to the first inspection. The certified copy of the recorded Notice of Commencement must be submitted to our office prior to scheduling the first inspection. It is recommended that the certified copy of the recorded Notice of Commencement is uploaded with supporting documents and construction plans.

- Prior to submitting the ePermit application to our office (BCS Master Permits), Development and Environment review approval or exemption may be required. Please contact DERPlans@Broward.org.

- Please check your emails for important messages regarding the status of your ePermit application.

- When you are ready to schedule inspections, the physical approved plans and permit card must be on the job site.

- For applicable permits, the building permit will not be issued prior to proof of payment for impact fees and copy of the final Development and Environmental Review approval has been submitted to our office.

Per Florida statute 107.3.5.1:

Plans and/or specifications completely defining the work for each discipline (Electrical, Mechanical, Plumbing, Roofing, and Structural) shall be submitted. Plans shall be electronically or mechanically reproduced prints on substantial paper showing completely all foundation, wall sections, floor plans, roof plans and elevations at a scale no less than 3/16-inch equals one foot, and the main details at a scale not less than 3/4-inch equals one foot or equivalent metric scale. Electrical plans shall be drawn at a minimum scale of one-quarter inch (1/4") equals one foot for all buildings of less than 5,000 square feet or equivalent metric scale, except that an isometric or riser diagram need not be to scale. Designated Electrical Equipment Rooms and Meter Rooms shall be drawn at a minimum scale of one-half inch (1/2") equals one foot or equivalent metric scale.