



Resilient Environment Department

BUILDING CODE DIVISION | BUILDING PERMITTING

2307 West Broward Boulevard, Suite #300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • [Broward.org/Building](https://www.broward.org/Building)

BMSD Permitting Requirements

1. Plans are to be submitted to **Development and Environmental Review** Please contact DERPlans@broward.org or submit online application at <https://webapps.broward.org/EPermits/>.

The building permit will not be issued until proof of payment for the impact fees and a copy of the final Development and Environmental Review approval is submitted to Building Code Division's Building Permitting office

For more information contact at (954) 357-6666 or email to DERPlans@broward.org.

2. Required Documents (no digital submittals. Two copies of each):
 - Completed, signed, and notarized Broward County Uniform Building Permit applications for each applicable scope of work/sub-permit:
 - Master permit application (Single Family Residence)
 - Structural-[i.e., Fence, walls, docks, (if applicable)]
 - Electrical (if applicable)
 - Low Voltage telephone
 - Low Voltage TV
 - 30 Day Temp
 - Mechanical
 - Plumbing (if applicable)
 - Lawn sprinklers
 - Plumbing Sewer Hook-Up
 - Roofing
3. Licensed State Contractors must be registered with our agency to submit permit applications for each applicable trade. Proof of current General Liability and Workers Compensation/Exemption.
4. Two (2) sets of organized, signed, and sealed plans and supporting documents (i.e., NOAs and Product approvals, contractor registrations, etc.)
5. 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 delays will delay the review and result in additional fee(s)

6. If the job value is \$5,000.00 or more, you are required to file a Notice of Commencement. The Notice of Commencement must be filed with **Records, Taxes and Treasury (RTT) Division located at 115 S. Andrews Avenue, Room #114, Fort Lauderdale, FL. A certified copy of the Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Building Permitting office prior to scheduling the first inspection.** For more information, please call (954) 831-4000 or send an email to records@broward.org.
7. Contractors must adhere to Florida Building Code Chapter 1, Broward County amendments, requirements for high velocity hurricane zone (HVHZ). Our agency heavily enforces these documents for regulations, policies, and procedures.
8. Plan Review process takes approximately up to 15 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 addition review fees(s)
9. **IMPORTANT!!! If plans are taken out of our office for corrections for more than 60 days, plans are null and void per Florida Building Code §105.3.1.1. Not more than 60 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 National Holiday, the next business day shall be used for the 60th day.**
10. If plans are rejected twice, it is recommended that you schedule a Plan Review Conference with the applicable trades' Plan Reviewers. Please note that there is a fee of \$98.00 per hour/per trade for this meeting. Please contact building@broward.org or freid@broward.org.
11. **All document submittals require a completed permit application.**
12. 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.
13. Prior to scheduling an inspection, the Contractor should review his/her work to avoid correction fees and delays. To expedite corrections, it is recommended that either the Contractor or someone familiar with the job be present at the time of inspection.
14. All inspections must be scheduled by calling the Call Center at (954) 831-4000 before 3:00PM for next business day inspection (Monday-Friday) or [online](#) (Phone Access Code required. Located on Fee Statement). To schedule a next business day inspection, contact the Call Center before 3:00PM.
15. The permit card and approved plans must be on site. There is a \$50.00 replacement fee for permit card(s) and a hourly fee to scan replacement of plans/per trade (review required by each trade).
16. Cancellation of inspections must be received between 8:30AM-9:00AM, Monday-Friday. 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-hours inspection, you may request it with the applicable trade Chief Inspectors at least three (3) hours in advance, at minimum.

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

18. **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 approved Spot Survey must be present at time of inspection.
- TRUSSES: All engineering work must be approved prior to inspections. Please do not schedule the inspection for the trusses after the A/C ductwork has been installed. *Inspection may have to be performed by Special Inspector.*
- CLEAN SITE: Site must always be clean. Please note that the hurricane season is June 1st-November 30th.
- Do not load roof more than 20 days prior to installation. Refer to §110.13.2 of Chapter. 1 Florida Building Code. Refer to Broward County Amendments for more details regarding this matter.

19. **Required Documents for Certificate of Occupancy (CO):**

- Insulation certificate (must be on corporate letterhead or stationery with corporate seal or notarized)
- Soil Treatment certificate (initial and final)
- Special/Threshold Inspector certificate
- FEMA certificate (Final Survey and Elevation Certificate)
- Highway Construction & Engineering certificate.
- Energy Performance Level (EDL) Display Card
- Residential Air Leakage (Blower Door) test
- Copy of permit card
- All Building Department holds must be removed.
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**CERTIFICATE OF OCCUPANCY PACKAGE MUST BE SUBMITTED PRIOR TO SCHEDULING
FINAL BUILDING INSPECTION**

20. Certificate of Occupancy (CO) will not be issued if there is incomplete work. CO package (documents) must be submitted and reviewed by the Building Official prior to the issuance of the Certificate of Occupancy. Once submitted, it may take up to five (5) business days for review and issuance.

Please contact (954) 765-4400 Option 1 or send us an email to building@broward.org

BMSD Contacts:

Ronald Puentes	Building Official	(954) 765-4400 ext. 9811	RPUENTES@broward.org
Adam Attah	Assistant Building Official	(954) 765-4400, ext.	AATTAH@broward.org
Francine Reid	Program Project Coordinator, Senior	(954) 765-4400 ext. 9815	freid@broward.org
Ralph Gonzalez	Chief Building Code Enforcement Officer/Structural	(954) 765-4840	RAGONZALEZ@broward.org
Cyril Saiphoo	Zoning Official	(954) 357-6618,	CSAIPHOO@broward.org
Tim Reger	Plumbing Chief	(954) 765-4400, ext. 9816	TREGER@broward.org
Jose Fernandez-Ayala	Mechanical Chief	(954) 765-4400 ext. 9836	JLFERNANDEZ@broward.org
Ed Chmely	Electrical Chief	(954) 765-4400 ext. 9826,	ECHMELY@broward.org
Robert James	Electrical Plan Reviewer and Inspector	(954) 540-1146	RJAMES@broward.org

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