



Resilient Environment Department

## BUILDING CODE DIVISION | BUILDING PERMITTING

2307 W. Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400

*This information is provided by the Broward Municipal Services District (Unincorporated Broward County) in conjunction with the Greater Fort Lauderdale Alliance's "Building One Broward" initiative.*

*Once completed please send to [pdoty@gflalliance.org](mailto:pdoty@gflalliance.org) & POST on your City's Permitting web site.*

	Response	Response/Comments/Notes	Description of Services
<b>GENERAL INFORMATION</b>			
Hours of Operation			What hours is the department open/closed for permit and inspection services?
Address		Riverbend Corporate Park   2307 West Broward Blvd., Suite 300   Fort Lauderdale, FL 33312	Address of building department
Phone Number - Building Department		(954) 765-4400	Phone number for building department
Phone Number - Permitting		(954) 765-4400 Option 1	Phone number for permitting
Phone Number - Inspections		(954) 831-4000 OR schedyule online <a href="https://dpepp.broward.org/BCS/Default.aspx?PossePresentation=SearchForPermitToRequestInspec">https://dpepp.broward.org/BCS/Default.aspx?PossePresentation=SearchForPermitToRequestInspec</a>	Phone number for inspections
Master Phone List	Yes	<a href="https://www.broward.org/Building/AboutUs/Pages/ContactUs.aspx">https://www.broward.org/Building/AboutUs/Pages/ContactUs.aspx</a>	Is there a public phone list of Plan Reviewers, Inspectors and other building staff? <u>If so</u> , what is the link?
Changes Due to Covid	Yes or No	Walk-in services have resumed. However, our agency does promote and offer virtual services for meetings.	Are there changes that have been implemented due to Covid (i.e., no inside service, etc.). <u>If so</u> , please specify
Website		<a href="https://www.broward.org/Building/Pages/default.aspx">https://www.broward.org/Building/Pages/default.aspx</a>	Building department website
<b>FEES &amp; PAYMENTS</b>			
Anticipated Fees	Yes	Permit fees are 1.85% of the job value. Plan Review fees which are a hourly rate. Please see attached Fee Statement that is on our published Administrative Code. <a href="https://library.municode.com/fl/broward_county/codes/administrative_code?nodeId=CH40FEOTCHENPRGRMADE_PTVIBUCQSEDI_40.28SPFE">https://library.municode.com/fl/broward_county/codes/administrative_code?nodeId=CH40FEOTCHENPRGRMADE_PTVIBUCQSEDI_40.28SPFE</a>	Is there a way to calculate anticipated fees, even if it is only an approximation? <u>If so</u> , how?
Timing of Payment	S or P	Payment is due when there are outstanding fees prior to a plan review (initial or subsequent), inspection, or issuance of permit	When is payment required - time of permit (S)ubmission or upon granting of (P)ermit?
Payment Types		Online (credit card, echeck, debit card). In-person (credit/debit, cash, money order, cashier's check, bank check)	What forms of payment are accepted? Online, credit/debit card, cash, check. <u>If credit/debit card</u> , please specify any restrictions. <u>If check</u> , how should it be made out?



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PERMIT APPLICATION			
Online Permit Submission	Yes	For eligible permit types (see our ePermit User Guide which is available on the following link: <a href="https://www.broward.org/Building/Forms/Pages/Building-Code-and-Permits.aspx">https://www.broward.org/Building/Forms/Pages/Building-Code-and-Permits.aspx</a>	Is online permit submission available? <u>If so</u> : Is it REQUIRED? What is the link to the page? Include any notes about requirements.
Paper Permit Submission	Yes	physical permit application are accepted.	Is an "original" document required (as opposed to accepting a digital version that is printed)?
Number of Copies	#	two sets are required for physical plans	How many copies are required of plans, NOAs and any accompanying documents?
Additional Page(s) of Permit Application	Yes or No	It depends of the scope of work. But generally, supporting documents may be required (i.e., NOAs and Product Approvals, contractor registration, certificates of insurance, special engineer report, Development and Environmental Review certificates, Asbestos Review, Transportation Concurrency certificates, etc.)	Are there additional pages required with permit application (i.e., list of fixtures)? <u>If so</u> , please describe.
Notice of Approval Marking	Yes or No	NOAs need to be current (not expired)	Are there any special requirements on how the NOA should be marked up (color ink, highlighter, etc.)?
Plan Review without Contractor	Yes or No	Only for pre-plan reviews for applicable projects (i.e, commercial buildings)	Can plans be submitted by the owner, architect or engineer for review prior to selection of a GC?
Sub Permits with Master Building Permit Application	Yes or No	Please keep in mind that it depends of the type of permit. Depending on what is identified during the plan review, the additional sub-permit applications may or may not be required	Are sub permits required to be submitted with master building permit reiew application? <u>If so</u> , is TBD acceptable?
Sub Permits-Owner Signature	No	The licensed Contractor can sign as the Authorized Agent.	Is owner required to sign sub permit applications? <u>If not</u> , can owner signature be left blank or does General Contractor sign?
Sub Permits-Submission	No	If the physical permit application was submitted, the physical subpermit applications must be submitted. If it was an ePermit application, the subpermit applications must be uploaded via the User's ePermit account.	Can sub-permits be submitted electronically, by email or fax after master building permit is approved? <u>If so</u> , how is this done?



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Sub Permits Required for Master Building Permit Approval	Yes or No	The master permit can be approved and issued without the subpermit applications. The applicable subpermits are still required	Are sub permits required for the master permit to be approved and issued? <u>If so</u> , is TBD acceptable?
Single Trade Permits	Yes or No	Only in-person and ePermits (for applicable permits) submittals . Walk-thru permitting is available on Wednesdays from 8:30AM-10:30am depending on the scope of work: <a href="https://www.broward.org/Building/BuildingPermits/Pages/WALK-THRU%20PERMITS.aspx">https://www.broward.org/Building/BuildingPermits/Pages/WALK-THRU%20PERMITS.aspx</a>	Is there an option to fax/email permit if only one trade is involved? <u>If so</u> , how is this done and under what circumstances?
Expedited Permit Options	Yes or No	Walk-thru permitting is available on Wednesdays from 8:30AM-10:30AM depending on the scope of work: <a href="https://www.broward.org/Building/BuildingPermits/Pages/WALK-THRU%20PERMITS.aspx">https://www.broward.org/Building/BuildingPermits/Pages/WALK-THRU%20PERMITS.aspx</a>	Are there options are available for expedited processing or permit walk throughs? <u>If so</u> , what is the process, cost, and any restrictions for each?
Early Start	Yes or No	Depends on scope of work and requires approval from Building Official. Early Start request form is available on our website: <a href="https://www.broward.org/Building/Forms/Pages/Building-Code-and-Permits.aspx">https://www.broward.org/Building/Forms/Pages/Building-Code-and-Permits.aspx</a>	Is there an Early Start permit option? <u>If so</u> , what is the process?
<b>DOCUMENTS TO ACCOMPANY PERMITS</b>			
Contract	Yes or No	It depends on the scope of work and the stated job value is taken into consideration.	Is a copy of the Contractor's agreement with the owner required?
Schedule of Values	Yes or No	If there is a dispute with the stated job value, RS Means will be used	Is a Schedule of Values required?
Notice of Commencement (NOC)	I	For job values equal to or greater than \$2,500.00, a Notice of Commencement must be recorded. Two certified copies of the 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.	When is NOC required--at permit (S)ubmission, at permit (A)pproval, or prior to first (I)nspection?
Asbestos Survey		Depends on the scope of work (i.e., Reroof, demolition, etc.). The asbestos review certificate must be submitted with the permit package prior to plan review.	Under what circumstances is an asbestos survey required? How recent does it need to be? Under what circumstances is a formal exemption required?
Owner Acknowledgement	Yes or No	The Property Owner can acknowledge (authorize) on the permit application and if applicable, Owner-Builder Statement Affidavit (for Owner-Builder permits) which is available of our webpage: <a href="https://www.broward.org/Building/Forms/Pages/Building-Code-and-Permits.aspx">https://www.broward.org/Building/Forms/Pages/Building-Code-and-Permits.aspx</a>	Is any type of Owner Acknowledgement required to accompany the permit? <u>If so</u> , what is the link to the form?



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Association Approval	Yes or No	If the property management is authorized to sign and the Authorized Agent on the permit application.	Is a document from the association saying work is approved required? <u>If so</u> , what is the link to the form?
Power of Attorney	O	Power of attorneys have to be originals/certified copies.	What types of Power of Attorney documentation are accepted? <u>Indicate all that apply</u> : (O)original, (C)opy/Electronic, (R)ecorded
Drawings for "Like-to-Like" Upgrades		All architectural and engineer drawings require sign and seal	Do "like-to-like" upgrades require signed and sealed drawings?
Signed & Sealed Drawing Value Threshold	Yes or No	For residential, building code says \$15k but if there's anything structural then it cannot be signed by contractor. Must be signed and sealed by engineer	Is there a dollar cutoff under which the contractor can sign the drawings? <u>If so</u> , what is it?
Drawing Requirements		All architectural and engineer drawings must be sign and seal	Please indicate any notes regarding requirements for drawings.
<b>CONTRACTOR REGISTRATION</b>			
Registration Form	Yes	"Florida Contractor License Verification" <a href="https://www.broward.org/Building/Forms/Pages/Building-Code-and-Permits.aspx">https://www.broward.org/Building/Forms/Pages/Building-Code-and-Permits.aspx</a>	Is a specific form required for contractor registration? <u>If so</u> , what is the link?
Registration Fee	No		Is there a fee associated with contractor registration? <u>If so</u> , how much and how often does it need to be paid?
Registration Updates	B/E/F/P	We do not require a business tax receipt for registration. Certificates of Insurance can be emailed, faxed, or mailed (USPS)	How can insurance certificate, license and business tax updates be submitted? <u>Indicate all that apply</u> : (B)uilding Dept, (E)mail, (F)ax, (P)ortal
<b>PLAN REVIEW &amp; REVISION PROCESS</b>			
Permit Status Notification	Yes	If the email address is provided for the Property Owner and Contractor(s), an email notification will be sent when plan reviews are completed and when a permit is approved. If an email address is not provided, our agency will notify by telephone.	Is the permit submitter automatically notified of changes in the status of the permit? <u>If so</u> , how are status notifications handled - email, postcard, other?
Online Review of Status	Yes	Except for Zoning, <a href="https://dpepp.broward.org/BCS/Default.aspx?PossePresentation=SearchForMasterPermit">https://dpepp.broward.org/BCS/Default.aspx?PossePresentation=SearchForMasterPermit</a>	Can review status and comments be seen online? <u>If so</u> , what is the site?



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Response Submission During Review	No	The Plan Review must be completed by all applicable trades prior to submitting corrections	Can responses be submitted prior to the entire review being completed?
Response Submission Options		If ePermits, corrections must be submitted through ePermit portal. If physical plans, physical corrections must be submitted	What options are available to provide responses? In person resubmission, email, fax, etc.
Impact of Revisions on Inspections	No.	Inspections may continue for related sub-permits	Are inspections stopped during the revision process?
<b>INSPECTION SCHEDULING</b>			
Scheduling Deadline		Inspections scheduled after 3PM, are scheduled for the following business day.	When is the deadline to schedule an inspection?
Online Scheduling	Yes	<a href="https://dpepp.broward.org/BCS/Default.aspx?PossePresentation=SearchForPermit">https://dpepp.broward.org/BCS/Default.aspx?PossePresentation=SearchForPermit</a>	Can inspections be scheduled online? If so, what is the link?
Automated Scheduling	No		Can inspections be scheduled via an automated phone system? If so, what is the number?
Phone Scheduling	Yes	(954) 831-4000	What is the phone number to call in inspection requests?
Access Numbers	Yes or No	Yes, for online scheduling. This is a Phone Access Code which is located on the Fee Statements that are provided for payments	Is a PIN, invoice or other number (besides a permit number) required to schedule an inspection? <u>If so</u> , where is it found?
Inspection Code Numbers	Yes or No	The inspection codes are listed on the back of the permit card. However, it is not required; only the inspection type.	Does each inspection type need to be requested by a specific code? <u>If so</u> , please include a link to the list of codes.
Call in for Approximate Time		8:00AM	What time can you call in the morning to find out approximate time of inspection?
Update Notification	Yes or No	The inspections are assigned on the day of the inspection. Customers can call our Call Center to obtain the name of the assigned Inspector. The Inspectors County phone can be provided to obtain an approximate time for his/her visit.	Is there a system in place to send notifications as to approximately when an inspection will be on that day?
<b>CLOSEOUT</b>			
Certificate of Completion	Yes or No	It depends of the permit type and scope of work. The Certificate of Completion request form is located on our webpage: <a href="https://www.broward.org/Building/Forms/Pages/Building-Code-and-Permits.aspx">https://www.broward.org/Building/Forms/Pages/Building-Code-and-Permits.aspx</a>	Is a Certificate of Completion provided on residential projects? <u>If so</u> , what is the process for requesting?



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OTHER/NOTES			
Trash Required	Yes or No	Our agency has no restrictions with trash haulers.	Are there any restrictions on trash haulers that must be used? <u>If so</u> , please specify.
Notes		Depending of the permit type, Development and Environmental Review may be required, prior to submitting the permit package to our building department. These reviews are	Please indicate any notes.