



Resilient Environment Department

## **BUILDING CODE DIVISION | RECORDS REQUEST**

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

### **APPLICATION INFORMATION FOR MECHANICAL PERMITS**

1. You are required to have two (2) complete sets of building plans that have been signed and sealed by a **State of Florida Registered Architect/Engineer**.
2. The plans must be submitted to the **Development and Environmental Review**, for their review and approval prior to submittal through [ePermits](#). After your plans have been reviewed by Development and Environmental Review, you will receive a Development Order. The Development Order will list the other agencies that your plans will need approval from prior to submitting them to Building Code Division Building Permitting office. Please note: Broward County Building Code Division's Building Permitting office has jurisdiction for locations in Unincorporated Broward County. Please contact [DERPlans@broward.org](mailto:DERPlans@broward.org) or call (954) 357-6666 for further information.
3. After your plans have been approved by all the appropriate agencies, you will bring them to **Building Code Division's Building Permitting office** and submit them for plan review. You will be required to have the following:
  - Two (2) complete sets of plans with all appropriate agency approvals.
  - Three (3) sets of **Energy Calculations** and two (2) sets of Cooling Load Calculations.
  - A **complete permit application** that must show the total job value for mechanical construction for the entire job including labor and materials.
  - If you are a contractor applying for a permit, you will be required to submit proof of **Worker's Compensation Insurance**. Such proof of compensation must be evidenced by a certificate of coverage, issued by the carrier, a valid exemption certificate approved by the department, or a copy of the employer's authority to self-insure and shall be presented each time the employer applies for a building permit.
  - If you are a homeowner applying for a permit, you will be required to complete an **Owner/Builder Affidavit** in the presence of permitting staff.
4. After your plans have been reviewed, which can take up to 15 business days, you will be contacted to either, pick up your plans and address the corrections/changes that are required, or you will be informed that your permit is ready to be issued.
5. If your job is valued at \$2,500.00 or more for new construction or \$15,000.00 for A/C repair or replacement, upon issuance of your permit you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Broward County Records, Taxes and Treasury Division** located at 115 South Andrews Avenue, Room #114, Fort Lauderdale, Florida 33301. A copy of the Notice of Commencement containing the filing stamp from County Records is to be submitted to Building Code Division, prior to the first inspection. For further information, please call 954-831-4000 or send an email to [records@broward.org](mailto:records@broward.org).

Broward County Board of County Commissioners

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