



Public Works and Environmental Services Department

BUILDING CODE DIVISION | BUILDING PERMITTING

2307 West Broward Boulevard, Suite #300, Fort Lauderdale, Florida 33312 · (954) 765- 4400 · Broward.org/building

Temporary Office Trailer Permit Requirements

The process for modular buildings used as construction trailers include the same steps as construction trailers. Prior to submittal for a permit to Building Code Division, the required sets must be routed through Environmental Engineering and Permitting Division (EEPD) located at 1 North University Drive, Plantation, FL 33324.

A required Finished Floor Elevation (F.F.E.) must be obtained from the Surface Water Management Section. Upon approval from EEPD, two (2) identical stapled sets of plans, each containing the following information must be submitted for permit review:

- ☐ Site plans showing location where it will be installed
- ☐ Floor Plans including DBPR/State of Florida approved Modular Building Plans approved in the HVHZ.
- ☐ Occupancy class and Occupancy load in order to properly determine all required fixtures
- ☐ Original, signed and sealed site-specific Engineered foundation and tie down plans
- ☐ Original, signed and sealed site-specific ADA ramp shop drawings and connections.
- ☐ Electrical service plan
- ☐ If holding tank is to be installed, provide Approval from Health Department and a copy of the contract from the waste removal company
- ☐ Plumbing plans for water service and/or sewer tie in if applicable.
- ☐ If this is at FLL Airport, the permit application is to be signed by a BCAD project manager on the "Owner" side.

The permit application must be submitted by a Broward County Registered, qualified individual as per FBC 105.3.0.1. 1.. Electrical and Plumbing sub-permits will be required. Prior to Final Inspection, a fully, completed Elevation Certificate will need to be submitted and approved, showing F.F.E. of the structure.



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