

**BUILDING CODE DIVISION | BUILDING PERMITTING**

2307 West Broward Boulevard • Fort Lauderdale, Florida 33312 • 954-765-4400 • Broward.org/Building

## Electrical, Mechanical, and Plumbing Checklists

### Electrical Permits

#### FIRE ALARM

### Required documents

- Broward County Uniform Permit application
- (2) sets of plans
- (2) sets of cut sheets
  
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

#### FIRE REPAIR

- Broward County Uniform Permit application
- (2) sets of plans
- (2) sets of cut sheets
  
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

#### SERVICE REPAIR

- Broward County Uniform Permit application
- (2) sets of plans
  
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

#### DIESEL GENERATOR

- Development and Environmental Review approval certificates. Contact [DERPlans@broward.org](mailto:DERPlans@broward.org)
- Broward County Uniform Permit application and sub-permit applications
- (2) sets of plans



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- (2) sets of cut sheets
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### **GAS GENERATOR**

- Development and Environmental Review approval certificates. Contact [DERPlans@broward.org](mailto:DERPlans@broward.org)
- Broward County Uniform Permit application and sub-permit applications
- (2) sets of plans
- (2) sets of cut sheets
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

### **SERVICE CHANGE OVERHEAD**

- Broward County Uniform Permit application
- (2) sets of plans
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

### **ELEC LOW VOLTAGE**

- Broward County Uniform Permit application and sub-permit applications
- (2) sets of plans
- (2) sets of cut sheets
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**ELECTRIC MISCELLANEOUS**

- Broward County Uniform Permit application and sub-permit applications
- (2) sets of plans
- (2) sets of cut sheets
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

**LOW VOLTAGE ALARM LABEL**

- Purchase a uniform basic permit label

**LOW VOLTAGE FIBER OPTICS**

- Broward County Uniform Permit application
- (2) sets of plans
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

**Mechanical**  
A/C REPLACEMENT,  
CHANGEOUT

**Required Documents**

- Broward County Uniform Permit application
- Broward County Uniform Data form for Residential and Light Commercial Air Conditioning Replacements - Board of Rules & Appeals Policy 19-02
- AHRI Certificate - FEC R403.7.1.1
- Signed and Sealed Anchoring Detail or NOA - FMC 301.15



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**NEW A/C SYSTEM WITH DUCTS  
or MECHANICAL FIRE REPAIR**

- Broward County Uniform Permit application
- Mechanical plan showing duct routing – FEC R403.1
- Energy compliance report form R405 or R402 – FEC R401.2
- ACCA Manual J or Load Calculations – FEC403.7.1
- AHRI Certificate - FEC R403.7.1.1
- Signed and Sealed Anchoring Detail or NOA - FMC 301.15
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

**MOBILE HOME A/C HOOK-UP**

- Broward County Uniform Permit application
- Include pre-engineered mechanical plans
- Signed and Sealed Anchoring Detail or NOA - FMC 301.15
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

**FIRE SUPPRESSION-KITCHEN  
HOOD COMMERCIAL**

- Broward County Uniform Permit application
- Engineered mechanical plan – FMC507
- Engineered details and spec's of equipment prescribed – FMC507
- Provide outside air calculations, show on plans duct size and intake location, and discharge detail - FMC 403.2
- Signed and Sealed Anchoring Detail or NOA - FMC 301.15
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)



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**MECHANICAL**

MISCELLANEOUS- EXHAUST  
FANS, RESIDENTIAL KITCHEN  
HOODS, DRYER VENTS, ETC.

- Broward County Uniform Permit application
- Provide detail of roof exhaust penetration & venting (roof/wall cap) - FMC 403 (If applicable)
- Signed and Sealed Anchoring Detail or NOA - FMC 301.15 (If applicable)
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

**Plumbing**

BACKFLOW PREVENTER

**Required Documents**

- Broward County Uniform Permit application depicting complete scope of work
- Site plan/survey for location of device
- identification of backflow preventer
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

**FIRE SPRINKLERS**

- Broward County Uniform Permit application depicting complete scope of work
- (2) sets of plans
- drawings depicting scope of work
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### **WATER AND SEWER HOOK-UP**

(routing to all applicable agencies may be required; along with sub-permit applications)

- Development and Environmental Review approval certificates. Contact [DERPlans@broward.org](mailto:DERPlans@broward.org)
- Broward County Uniform Permit application depicting complete scope of work
- (2) sets of plans
- Site plan/survey
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

LP/NATURAL GAS (routing to all applicable agencies may be required; along with sub-permit applications)

- Development and Environmental Review approval certificates. Contact [DERPlans@broward.org](mailto:DERPlans@broward.org)
- Broward County Uniform Permit application depicting complete scope of work
- (2) sets of plans
- (2) cut sheets
- Site plan/survey
- Riser diagram
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)



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### LAWN SPRINKLERS

- Broward County Uniform Permit application depicting complete scope of work
- (2) sets of plans
- Site plan/survey
- flat drawing of property depicting all work
- if on a well, need a copy from Department of Health
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

### MISCELLANEOUS

- Broward County Uniform Permit application depicting complete scope of work
- (2) sets of plans
- (2) sets of cut sheets on all new equipment if changing size or type
- Site plan/survey
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

SITE WORK (routing to all applicable agencies may be required; along with sub-permit applications)

- Development and Environmental Review approval certificates (dewatering permit/approval from Surface Water Management). Contact [DERPlans@broward.org](mailto:DERPlans@broward.org)
- Broward County Uniform Permit application depicting complete scope of work and sub-permit applications
- (2) sets of plans. drawings must show work
- (2) sets of cut sheets/details
- Site plan/survey including locations of all utilities



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### **SEWER HOOK-UP**

- Development and Environmental Review approval certificates. Contact [DERPlans@broward.org](mailto:DERPlans@broward.org)
- Broward County Uniform Permit application depicting complete scope of work
- (2) sets of plans. Drawing must depict new work
- If commercial, need to provide plot survey showing the location of tank
- Site plan/survey
- Riser diagram
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

WATER HEATER (if changing from tank type to tankless, then may need plans/permits for other trades)

- Broward County Uniform Permit application depicting complete scope of work
- (2) sets of plans. Flat drawing showing location of proposed work.
- (2) sets of cut sheets on all new equipment if changing size or type
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

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**WELLS**

- Broward County Uniform Permit application depicting complete scope of work
- (2) sets of plans, drawings
- Site plan (for location and type of well)
- flat drawing of property depicting all work
- copy of well permit from Department of Health
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

**REPAIR & REPLACE**

- Broward County Uniform Permit application depicting complete scope of work
- (2) sets of plans
- depending on scope of work, the following may apply site plan showing all utilities, and any underground tanks, to building, correlating flat and isometric drawings depicting new and existing work.
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)

**REMODEL AND REPAIR**

- Broward County Uniform Permit application depicting complete scope of work
- (2) sets of plans
- depending on scope of work, the following may apply: site plan showing all utilities, and any underground tanks, correlating flat and isometric drawings depicting new and existing.
- For job values equal to or greater than \$2,500.00, two certified copies of the recorded Notice of Commencement. Contact [records@broward.org](mailto:records@broward.org)