



Environmental Protection and Growth Management Department

**BUILDING CODE SERVICES DIVISION | BUILDING PERMITTING**

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

## Customer Permit Procedures Sheds

1. You will be required to have two (2) complete sets of building plans. Each set of plans shall include **a registered land surveyor's certificate**.
2. All sets of plans must be approved by the appropriate **Zoning Department** depending on the jurisdiction of the job prior to submitting plans to Building Code Services.
3. After Zoning approval, you shall submit two (2) complete sets of plans to Building Code Services for plan review. Your submittal shall include:
  - (a) If you are installing a pre-manufactured shed, a **certification letter from the Department of Community Affairs or a Notice of Acceptance (Product Approval) is required**.
  - (b) Your plans shall indicate if any electrical work is to be performed. If so, a separate electrical permit application is required.
  - (c) A **completed permit application** with the construction job value.  
If you are a contractor applying for a permit, you will be required to submit proof of Worker's Compensation insurance.
  - (d) If you are a homeowner applying for a permit, you will be required to complete an **Owner/Builder Affidavit**.
  - (e) Must submit the appropriate Zoning approval paperwork.
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 value is equal to or greater than \$2,500.00, you will be required to file a **Notice of Commencement**. Two certified copies of the recorded Notice of Commencement must be obtained. A certified copy containing the filing stamp from Records, Taxes and Treasury must be submitted to the Building Code Services Division's Building prior to scheduling the first inspection. The second copy must remain on the property during inspections.

The Notice of Commencement must be filed with **Records, Taxes, and Treasury Division (RTT) located at 115 S. Andrews Avenue, Room #114, Fort Lauderdale, FL**. Two certified copies of the Notice of Commencement containing the filing stamp from RTT must be obtained. For more information, please call (954) 831-4000 or email to [records@broward.org](mailto:records@broward.org).

Broward County Board of County Commissioners

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