



Environmental Protection and Growth Management Department

BUILDING CODE SERVICES DIVISION

2307 W. Broward Boulevard | Suite 300 | Fort Lauderdale, FL 33312 | 954-765-4400 • broward.org/building

Customer Procedures Swimming Pools

1. You will be required to have two (2) complete sets of building plans that have been signed and sealed by a **State of Florida Registered Architect/Engineer**. Each set of plans shall include a **registered land surveyor's certificate**.
2. Plans for commercial pools are to be submitted to **Planning and Development** located at Government Center West, 1 North University Drive, Plantation, FL 33324 for their review and approval. **Please contact DERPlans@broward.org or (954) 357-6666.**
3. After your plans have been reviewed from Planning and Development, 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 Services.
4. After your plans have been approved by all the appropriate agencies you will bring them to Building Code Services to submit them for plan review. You will be required to have the following:
 - (a) Two sets of plans with all the appropriate agencies approvals.
 - (b) A **completed permit application** for each discipline (Structural, Plumbing, Mechanical, Electrical). The Structural application shall contain the value for the construction of the entire job if enclosure is required.
 - (c) 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**.
5. 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.
6. For job values that are equal to or greater than \$2,500.00, you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Records, Treasury and Taxes Division located at 115 S. Andrews Avenue, Room #114, Fort Lauderdale, FL**. Two certified copies of the recorded Notice of Commencement must be obtained. One certified copy be submitted to Building Code Services Division. For more information, please call (954) 831-4000 or send an email to records@broward.org.



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