Voluntary Building Permitting Guidelines for Use in Broward County Florida

Prepared by

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Preface

The information contained in this manual, has been developed by a committee, which was authorized by the Board of Rules and Appeals, namely the Chairman, Mr. Ron Burr. The committee was made up of 21 members, consisting of four Board members, three contractor representatives and fourteen Building Officials from throughout Broward County.

The committee was charged with the task of developing, by consensus, voluntary general guidelines, suggested practices and other useful information to be used, at the discretion of the Building Official, on a voluntary basis, by each Building Department within Broward County, in an effort to improve the efficiency and continuity of the permitting process in building departments in Broward County.

This information is also intended for public consumption, to better inform them regarding the permitting process, the normal order of progression, and what information must be submitted to the Building Department, when applying for a building permit.

It shall be the recommendation of the Board of Rules and Appeals that the Building Officials of Broward County voluntarily adopt and promote the guidelines contained in the attached document, to the greatest extent possible considering their financial resources, manpower, and electronic and political capabilities.

The Board of Rules and Appeals approved this policy (#16-2) on March 10, 2016.
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Procedure Flowchart
Broward County Permitting Flow Chart

Land Development Requirements (City and County)

DRC Planning

Outside Agencies
Broward County Health Department
Department of Planning & Redevelopment Division
Broward County Governmental Center, Records Department
Building Code Services Division, Elevator Section, etc.

Development Services

Engineering Planning & Zoning Landscaping Fire

Building Department

Structural Mechanical Electrical Plumbing

Permit issuance Inspection Certificate of Occupancy
"Voluntary" Guidelines Flow Chart

Land Development Requirements (City and County)

DRC Planning

Outside Agencies
- Broward County Health Department
- Department of Planning & Redevelopment Division
- Broward County Governmental Center, Records Department
- Building Code Services Division, Elevator Section, et cetera

ALSO SEE ATTACHED LIST

Development Services
Agency Having Jurisdiction
Building Department

Engineering
- Planning & Zoning (landscaping)
- Public Works
- Fire

Structural
- Mechanical
- Electrical
- Plumbing

Permit Issuance
Inspections
Certificate of Occupancy

Stronger Codes Mean Safer Buildings
Broward County Permitting Flow Chart

Land Development Requirements
(City and County)

DRC
(Planning)

Outside Agencies

Building Department

Contractor Registration

Zoning

Building  Fire  Engineering  Public Works

Permit

Inspections

Certificate of Occupancy

Stronger Codes Mean Safer Buildings
<table>
<thead>
<tr>
<th>Type of Permit</th>
<th>Required Submittals (See attached list)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Commercial - New</td>
<td>1,2,(3),4,5,6,7,8,10,11,12,13,14,15,16,25,27</td>
</tr>
<tr>
<td>2 Commercial - renovation, alteration</td>
<td>1,2,(3),4,5,7,8,11,12,13,(17),20,27</td>
</tr>
<tr>
<td>3 Commercial - addition</td>
<td>1,2,(3),4,5,6,7,8,11,12,13,14,15,16,25,27</td>
</tr>
<tr>
<td>4 Commercial - pool</td>
<td>1,2,(3),4,5,6,7,8,12,13,21,27</td>
</tr>
<tr>
<td>5 Commercial - demolition</td>
<td>1,2,6,13,17,27</td>
</tr>
<tr>
<td>6 Residential - SFR, duplex, townhouse</td>
<td>1,2,(3),4,5,6,7,9,10,11,13,14,15,16,27</td>
</tr>
<tr>
<td>7 Residential - addition</td>
<td>1,2,(3),4,5,6,7,8,9,11,14,15,16,17,27</td>
</tr>
<tr>
<td>8 Residential - renovation, alteration</td>
<td>1,2,(3),4,7,(14),15,16,17,27</td>
</tr>
<tr>
<td>9 Residential - multi family</td>
<td>1,2,4,5,6,7,8,10,11,12,13,14,15,16,27</td>
</tr>
<tr>
<td>10 Residential - pool</td>
<td>1,2,4,5,6,7,8,12,14,27,27,29</td>
</tr>
<tr>
<td>11 Residential - demolition</td>
<td>1,1,4,6,17,27</td>
</tr>
<tr>
<td>12 Driveway</td>
<td>1,2,3,4,5,6,7,(13),27</td>
</tr>
<tr>
<td>13 Paving, Parking</td>
<td>1,2,(3),4,5,7,15</td>
</tr>
<tr>
<td>14 Fence</td>
<td>1,2,(3),5,6,7,27</td>
</tr>
<tr>
<td>15 Dock, Seawall, Boat Ramp, Bulkhead</td>
<td>1,2,4,5,6,7,8,12,13,(18),(22),27</td>
</tr>
<tr>
<td>16 Roofing</td>
<td>1,2,4,27,31</td>
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<td>17 Screen Enclosure</td>
<td>1,2,(3),4,5,6,7,13,16,27</td>
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<tr>
<td>18 Shutters</td>
<td>1,2,(3),4,7,15,27,30</td>
</tr>
<tr>
<td>19 Sign</td>
<td>1,2,6,7,16,27,30</td>
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<td>20 Tent</td>
<td>1,2,6,7,9</td>
</tr>
<tr>
<td>21 Awning</td>
<td>1,2,4,6,7,16,27</td>
</tr>
<tr>
<td>22 Window/ Door</td>
<td>1,2,(3),4,7,15,30</td>
</tr>
<tr>
<td>23 Mechanical - Commercial</td>
<td>1,2,4,7,14,15,27,32,35</td>
</tr>
<tr>
<td>24 Mechanical - Residential</td>
<td>1,2,(3),4,7,14,15,27,25</td>
</tr>
<tr>
<td>25 Mechanical - Hood, Fire Suppression</td>
<td>1,2,4,7,27,32</td>
</tr>
<tr>
<td>26 Air Conditioning Replacement/Repair</td>
<td>1,2,(3)4 if $7500 or more,14,16,35</td>
</tr>
<tr>
<td>27 Walk in Refrigeration</td>
<td>1,2,4,7,16,32,33,35</td>
</tr>
<tr>
<td>28 Electrical - Commercial</td>
<td>1,2,(3),4,7,27,32</td>
</tr>
<tr>
<td>29 Electrical - Residential</td>
<td>1,2,(3),4,7,27,32</td>
</tr>
<tr>
<td>30 30 Day Temporary Electric</td>
<td>1,2,(3),4,6,7,27</td>
</tr>
<tr>
<td>31 Electric service change/repair</td>
<td>1,2,(3),4,7,27</td>
</tr>
<tr>
<td>32 Low voltage</td>
<td>1,2,(3),4,7,27</td>
</tr>
<tr>
<td>33 Generator</td>
<td>1,2,(3),4,5,6,7,13,16,27,32</td>
</tr>
<tr>
<td>34 Antenna</td>
<td>1,2,(3),4,6,16,27,30,32</td>
</tr>
<tr>
<td>35 Solar Panel</td>
<td>1,2,(3),4,5,6,7,16,27,30,32</td>
</tr>
<tr>
<td>36 Fire Alarm</td>
<td>1,2,(3),4,7,27,32</td>
</tr>
<tr>
<td>37 Plumbing - Commercial</td>
<td>1,2,4,7,27</td>
</tr>
<tr>
<td>38 Plumbing - Residential</td>
<td>1,2,(3),4,7,27</td>
</tr>
<tr>
<td>39 L.P. Installation</td>
<td>1,2,4,7,</td>
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<td>40 Plumbing fixture replacement</td>
<td>1,2,4</td>
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<td>41 Irrigation</td>
<td>1,2,7</td>
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<tr>
<td>42 Water Heater Replacement</td>
<td>1,2</td>
</tr>
<tr>
<td>43 Temporary Portable Toilet</td>
<td>1,2</td>
</tr>
<tr>
<td>44 Septic Tank</td>
<td>1,2,6,7,13,21,27</td>
</tr>
</tbody>
</table>

(1) IF APPLICABLE
*IF ON PILES
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Permit Application Form(s)</td>
</tr>
<tr>
<td>2</td>
<td>Contractor Records up to date</td>
</tr>
<tr>
<td>3</td>
<td>Owner /Builder Affidavit (if owner to act as contractor)</td>
</tr>
<tr>
<td>4</td>
<td>Recorded Notice of Commencement (if job value over $2,500.00) FBC Chapter One, Broward County Administrative Provisions 105.8 - must be recorded and posted prior to the first inspection</td>
</tr>
<tr>
<td>5</td>
<td>2 Surveys (Note: If an Agency Having Jurisdiction has the capability of processing applications completely electronic, only one copy may be required for items 5-9, 11, 14, 15, 16, and 31.</td>
</tr>
<tr>
<td>6</td>
<td>2 Site Plans</td>
</tr>
<tr>
<td>7</td>
<td>2 Sets of Plans (signed and sealed if: residential $10,000 or over, Comm. $5,000 or over or at discretion of Building Official)</td>
</tr>
<tr>
<td>8</td>
<td>2 Copies of Geotechnical Reports</td>
</tr>
<tr>
<td>9</td>
<td>2 copies of Structural Calculations</td>
</tr>
<tr>
<td>10</td>
<td>Soil Erosion and Sedimentation</td>
</tr>
<tr>
<td>11</td>
<td>2 Sets of Truss Drawings - submitted prior to receiving a foundation inspection</td>
</tr>
<tr>
<td>12</td>
<td>Special Inspector Form</td>
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<tr>
<td>13</td>
<td>Approval from B.C. Environmental Protection &amp; Growth Management Dept.</td>
</tr>
<tr>
<td>14</td>
<td>2 copies of energy calculation forms, heating/cooling load calc’s, manufacturer spec’s</td>
</tr>
<tr>
<td>15</td>
<td>2 copies of Product Approvals/NOA’s</td>
</tr>
<tr>
<td>16</td>
<td>2 copies of Shop Drawings, signed and sealed and approved by designer of record</td>
</tr>
<tr>
<td>17</td>
<td>Statement of Responsibility Regarding Asbestos Form</td>
</tr>
<tr>
<td>18</td>
<td>Approval of the Army Corps of Engineers</td>
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<td>19</td>
<td>Approval by the Department of Business and Professional Regulation</td>
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<td>20</td>
<td>Approval by the Department of Agriculture</td>
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<td>21</td>
<td>Approval by HRSD/Broward County Health Dept.</td>
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<td>22</td>
<td>Approval by South Florida Water Management District</td>
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<td>23</td>
<td>Florida Fish and Wildlife Conservation Commission</td>
</tr>
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<td>24</td>
<td>Federal Aviation Authority</td>
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<td>25</td>
<td>County Elevator Section review</td>
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<tr>
<td>26</td>
<td>Proof of Property Ownership</td>
</tr>
<tr>
<td>27</td>
<td>Copy of signed contract between contractor and owner</td>
</tr>
<tr>
<td>28</td>
<td>Review by Broward County Children’s Care and Licensing</td>
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<tr>
<td>29</td>
<td>Pool, Spa and Hot Tub Safety Act</td>
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<tr>
<td>30</td>
<td>Wind Load Chart or Signed and Sealed Calculations</td>
</tr>
<tr>
<td>31</td>
<td>2 copies of High Velocity Hurricane Zone Uniform Roofing Application Form</td>
</tr>
<tr>
<td>32</td>
<td>Manufacturer Specifications</td>
</tr>
<tr>
<td>33</td>
<td>Flame Spread Certificate</td>
</tr>
<tr>
<td>34</td>
<td>Easement Agreements if applicable, i.e.: AT&amp;T, FPL, Utilities, etc.</td>
</tr>
<tr>
<td>35</td>
<td>Signed and Sealed equipment tiedown specifications</td>
</tr>
</tbody>
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Voluntary “Dry Run” Definition and Policy

Definition:

A “dry run” is a submittal of a permit application for the purpose of obtaining the review of signed and sealed, permit ready plans by all appropriate disciplines, without the requirements of a completed application(s) or a qualifier(s).

Policy:

1. Accept plans that are ready for submissions for permit, for review by each applicable discipline.
2. An application is required only to establish the financially responsible party and their contact information and the request does not require a qualifier or sub-contractors.
3. A qualifier will be required to submit/sign application forms prior to any permit being issued.
4. Administrative and review fees can be charged.
5. Code in Effect will be established, based on this submission date.
Voluntary Preliminary/Courtesy Plan Review Policy

Definition:
A preliminary/courtesy plan review is a review of plans, at any percentage of completion, by all appropriate disciplines, without the requirements of a completed application or a qualifier.

Policy:
1. Accept plans for review from any interested party that will be responsible for the payment of any required fees.
2. Documents to be marked "Not for Permitting or Construction Purposes."
3. It is understood that:
   a. No permit will be issued.
   b. Plans will be returned to applicant and no permanent record will be retained by the Dept.
   c. This process will not inure any vested interests.
   d. This process will not establish a code in effect for the said project.
4. Multiple reviews are possible upon payment of required fees.
Voluntary Policy on Late/Deferred Submittals

Definition:

"Late Submittals" shall be defined as items which may be deferred, at the discretion of the Building Official, to a time later than the initial application submittal. This could be later in either the permitting or construction process, at the discretion of the Building Official.

Examples of Late Submittals and Conditions:

1. Shoring and Reshoring Plans and Schedules - Prior to the erection of any element requiring shoring.

2. Subcontractor application forms – must be in and approved prior to issuance of sub-permits.

3. Notice of Commencement – submitted and posted prior to first inspection instead of requiring one to be submitted at time of permit application.

4. Product Approvals – (i.e. doors, windows, roof coverings,
   a. Only for those things that will not need to be incorporated into the construction in the earliest stages of the project.
   b. Any late submittal product approval must be submitted and approved prior to any related work being commenced.

5. Truss drawings, design details and truss connection details to be submitted prior to any foundation inspection. (FBC BC Administrative Provisions section 107.3.5.7)

6. Shop Drawings – submitted and approved prior to any related work being commenced. (i.e. prefabricated units, prefabricated stairs, railings/safeguards, steel joist, metal decking, awnings, signs, etc.)

7. Manufacturer Specifications/Data Sheets - submitted and approved prior to any related work being commenced.

8. Pool plans/permit

9. Fire Sprinkler Plans - Submitted and approved prior to the commencement of any related work. Note: conceptual plans must be submitted at time of permit application.
<table>
<thead>
<tr>
<th>Submittal Item</th>
<th>Deadline for Submittal/Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoring and Restoring Plans and Schedules</td>
<td>Prior to the erection of any element requiring shoring</td>
</tr>
<tr>
<td>Notice of Commencement</td>
<td>Submitted and posted prior to first inspection</td>
</tr>
<tr>
<td>Subcontractor Application Forms</td>
<td>Prior to issuance of permit(s)</td>
</tr>
<tr>
<td>Product Approvals</td>
<td>Late submittal allowed only for items that will be incorporated later in the project. Late Submitted Product Approvals must be submitted and approved prior to the commencement of any related work.</td>
</tr>
<tr>
<td>Trust Drawings</td>
<td>Drawings, design details and connection details must be submitted prior to any foundation inspection.</td>
</tr>
<tr>
<td>Shop Drawings</td>
<td>Submitted and approved prior to the commencement of any related work.</td>
</tr>
<tr>
<td>Manufacturer Specifications/Data Sheets</td>
<td>Submitted and approved prior to the commencement of any related work.</td>
</tr>
<tr>
<td>Fire Sprinkler Plans</td>
<td>Submitted and approved prior to the commencement of any related work. Note: Conceptual plans must be submitted at time of permit application.</td>
</tr>
</tbody>
</table>
“Inside-Outside Agencies” Recommended Voluntary Building Permit Review Guidelines

(I.e. Planning and Zoning, Fire, Public Works, Engineering, Landscaping)

Building Officials are encouraged to meet with “agencies” to discuss issues and suggest improvements, such as:

- Concurrent Review with Building (no requirements for preset order of review)
- Notification of each “agency” upon the receipt of any permit application that will require their review
- Set Time Limits for Review (similar to those set in Building Code)
- Handling of Plans (tracking, sign out and in, etc.)
Miscellaneous Issues-Suggestions for Voluntary Action

1. Providing training for Permit Techs

2. Maintain a database on expired permits, accessible by permit #, address or folio #.

3. Set limit on the # of expired permits any particular contractor or individual may have before being blocked from pulling any additional permits.

4. Allow late submittal of sub-contractor applications. (SEE Time Table for Late Submittals, Dry Run Policy and/or Preliminary/Courtesy Review Policy)

5. Request the Broward County Planning and Development Management Division to revisit their Environmental Review Approval Guide to remove any conflicting information and insure that the printed information is accurate and up to date.

6. Recommendation of adoption of a consistent Fee Schedule Formula throughout the County.
OUTSIDE AGENCY CONTACT AND REQUIREMENT INFORMATION

(This list is not intended to be all inclusive. Please consult with a design professional)

Agency for Health Care Administration, Office of Plans and Construction
2727 Mahan Dr. Mail Stop 24
Tallahassee, FL 32308
TL 850-412-4477
http://ahca.myflorida.com/MCHO/Plans/

Plans and specifications for hospitals, nursing homes, ambulatory surgical centers, and Intermediate Care Facilities for the Developmentally Disabled (ICF/DD) must be approved before construction can begin. Architects, engineers and other specially trained plans and construction personnel survey facilities under construction and, when necessary, write reports for required corrections to the construction before approval of the project is given.

Broward County Environmental Protection & Growth Management Department
1 N. University Drive,
Plantation, FL 33324

Planning and Development Management Division
Development and Environmental Review Services 954-357-6666
Pollution Prevention, Remediation and Air Quality 954-519-1260
Surface Water Management 954-519-1209
www.broward.org/development

Reviews required prior to submittal to Building Dept. for permits. Development Review monitors developments for compliance with conditions of County Commission approval and assesses and collects road, school, and park impact fees including transportation concurrency fees. Environmental Review encompasses environmental impact issues such as availability of wastewater collection system, water treatment facility capacity, well field protection, storage tanks, wetlands, dredging, filling, and other water related activities. Also asbestos and other air borne contaminants, storm water retention and drainage, septic tanks, demolition and hazardous materials. (List not intended to be all inclusive)

Elevator Services 954-765-4508
Review plans, prior to submission to local jurisdiction for permit, for “Elevating Devices.”

Highway Construction and Engineering Division 954-577-4555
http://www.broward.org/Publicworks/CEngineering/Pages/Default.aspx
Review of major roadways, traffic ways, County roads, easements and right of ways, sub-division plats, etc.

Broward County
Health Department
780 SVV 24 Street
Fort Lauderdale, FL 33315
Main Number: 954-467-4700
Septic Tanks: 954-467-4920
http://broward.floridahealth.gov/
Septic tank permits. Review bedrooms additions on septic systems, all projects serviced by septic tanks, hospitals, ACLF’s, bars, lounges, child care facilities, etc.

Broward County Human Services
Child Care Licensing and Enforcement
Broward County Governmental Center Annex
115 S. Andrews Avenue, Room 119
Fort Lauderdale, FL 33301
Child Care Licensing
At this time this department does not do plan reviews. A C of O can be issued but the facility will require a final inspection from this department before it can open for operation.

Broward County Clerk of Courts/Recording Section
115 S. Andrews Ave. Room 114
Ft. Lauderdale, FL 66625
TL 954-831-4000
http://www.broward.org/RecordsTaxesTreasury/Records/Pages/NoticeofCommencement.aspx
Notice of Commencement

Department of Business and Professional Regulation (DBPR)
District II – Margate, Division of Hotels and Restaurants
5080 Coconut Creek Parkway, Suite A
Margate, FL 33063
Main Number: 850-487-1395, ext. 403
http://www.myfloridalicense.com/dbpr/hhr/licensing/planreviewindex.html
For seating restaurants; take-out/delivery or food courts (nonseating); caterers; mobile food dispensing vehicles; hot dog carts; and theme park food carts.
To begin Florida's public food service licensing process, the law requires the division to review establishment plans for sanitation and safety concerns. Plan review is required when the establishment is:
- Newly built,
- Converted from another use,
- Remodeled or
- Re-opened after being closed at least 1 year.

Florida Department of Agriculture
Division of Food Safety
3125 Conner Blvd., Ste. H
Tallahassee, FL 32399-1650
(850) 245-5542
(850) 245-5534 Fax
http://www.freshfromflorida.com/Food-Nutrition/Food-Safety/Food-Inspections/Plan_Review
Standards apply to constructing, renovating or converting buildings to use for preparing, processing, storing or selling food for human consumption.

Voluntary plan review service is available for food entities that will be regulated by the Florida Department of Agriculture and Consumer Services' Division of Food Safety. This process is designed to review the conversion, construction or remodeling plans of food entities to evaluate conformance with the established requirements.
- Plan review service is separate from the initial inspection and may help the food entity avoid unnecessary expenditures on plumbing, facilities and equipment.
- Plan review ensures that the business designs will be approved before the food entity goes through the initial inspection.
- Plan review helps prevent delays by guiding the food entity through to the initial inspection process.
The initial inspection must be approved prior to commencement of operations.

Florida Department of Environmental Protection
Southeast District Office
3301 Gun Club Road, MSC 7210-1
West Palm Beach, Florida 33406
The Environmental Resource Permitting (ERP) Program regulates activities involving the alteration of surface water flows. This includes new activities in uplands that generate stormwater runoff from upland construction, as well as dredging and filling in wetlands and other surface waters. Environmental Resource Permit applications are processed by either the Department or one of the state’s water management districts, in accordance with the division of responsibilities specified in operating agreements between the Department and the water management districts. The ERP Program is in effect throughout the State.

Federal Aviation Administration, Southwest Regional Office, Obstruction Evaluation Group
2601 Meacham Boulevard
Fort Worth, Texas 76193
https://oaaaa.faa.gov/oaaaa/external/portal.jsp

14 CFR Part 77.9 states that any person/organization who intends to sponsor any of the following construction or alterations must notify the Administrator of the FAA:
- any construction or alteration exceeding 200 ft. above ground level; or
- any construction or alteration:
  - within 20,000 ft. of a public use or military airport which exceeds a 100:1 surface from any point on the runway of each airport with its longest runway more than 3,200 ft.;
  - within 10,000 ft. of a public use or military airport which exceeds a 50:1 surface from any point on the runway of each airport with its longest runway no more than 3,200 ft.;
  - within 5,000 ft. of a public use heliport which exceeds a 25:1 surface; or
- any highway, railroad or other traverse way whose prescribed adjusted height would exceed the above noted standards; or
- when requested by the FAA; or
- any construction or alteration located on a public use airport or heliport regardless of height or location.

Florida Fish and Wildlife Conservation Commission
8535 Northlake Boulevard
West Palm Beach, FL 33412
561-882-5711
http://myfwc.com/about/inside-fwc/is/

Plan reviews prior to submittal to building department for coastal construction, development of natural/undeveloped lands, and almost anything that is required to also go to the Army Corps of Engineers or South Florida Water Management.

South Florida Water Management
Building B-1
3301 Gun Club Rd.
W. Palm Beach, Fl. 33406
561-682-6736
www.sfwmd.gov
http://www.sfwmd.gov/portal/page/portal/sweb%20-%20release%302/environmental%20resource%20permitting

The South Florida Water Management District regulates residential and commercial developments, roadway construction and agriculture:
This type of permit is needed for:
- Dredging and filling in wetlands or surface waters
- Constructing flood protection facilities
- Providing storm water containment and treatment
- Site grading
- Building dams or reservoirs

Stronger Codes Mean Safer Buildings
- Other activities affecting state waters

**US Army Corps of Engineers**
4400 PGA Blvd., Suite 203
Palm Beach Gardens, Fl. 33410
561- 472-3500
west.ph.ro2@usace.army.mil
Projects proposed in or along any “navigable” water way or involving wetlands probably needs to go to the Army Corps prior to beginning the permit process. They will issue a permit if approved or a denial if disapproved.

**United States Coast Guard**
**Seventh District**
Commander
USCG Seventh District
Brickell Plaza Federal Building
909 SE 1st Avenue
Miami, FL 33131-3050
305-535-4320
305-415-6743
Contact them when contemplating construction of, or working on any bridges crossing any navigable waterways.

(This list is not intended to be all inclusive. Please consult with a design professional.) Information is subject to change without notice; therefore, we advise calling the agency at the time of permitting.)