



Resilient Environment Department

URBAN PLANNING DIVISION

1 North University Drive, Suite A-102 • Plantation, Florida 33324 • 954-357-6666

TECHNICAL BULLETIN

DATE: APRIL 2025

SUBJECT: UPD ENVIRONMENTAL REVIEW OF PLANS FOR TEMPORARY STRUCTURES, TEMPORARY CONSTRUCTION BUILDINGS, TEMPORARY SALES/OFFICE BUILDINGS, TEMPORARY GUARD SHACKS AND TEMPORARY RESIDENTIAL TRAILERS.

PURPOSE: This Technical Bulletin is intended to clarify the procedure for obtaining Urban Planning Division's (UPD) Development & Environmental Review approval for temporary structures.

AFFECTED PARTIES: Municipal agencies issuing permits for temporary structures and contractors or developers who are installing or planning to install temporary structures.

OVERVIEW: Temporary buildings are commonly used for many purposes within Broward County. Temporary buildings may be trailers, modular buildings or other structures assembled on a site. A property owner/developer or their agent must apply for and receive a building permit from the municipality with jurisdiction over the site prior to a temporary structure being placed on the site.

DISCUSSION: Property owners or developers considering placing a temporary structure on a site should first contact the building department having jurisdiction for the project. Not all building departments allow temporary structures and those that do may have specific requirements or restrictions that must be followed.

Section 27-66 of the Broward County Code requires an Environmental Review Approval "prior to any person applying or submitting to a county or municipal agency for a license or approval to develop, construct or alter any real property, structure or facility."

If it is determined that a temporary structure can be approved by a building department, the following steps are to be used to obtain the UPD Environmental Review Approval for the temporary building.

This Development & Environmental Review Approval is required as a prerequisite to a building department issuing a building permit for the temporary building.

**SUBMITTING PLANS FOR UPD
DEVELOPMENT & ENVIRONMENTAL
REVIEW APPROVAL**

The developer or contractor must first obtain approval of the plans to be used for submitting their project to a building department to Urban Planning Division and obtain Development and Environmental Review Approval Certificates prior to submission to a building department.

In order to apply for a building permit for a temporary building the applicant must complete a web based application at:

www.broward.org/epermits

From the website, upload plans for review online. The plans and engineering information for the temporary structure must be submitted for review and approval.

In addition to the plans that will be submitted to the building department this process requires the following information items be included that are listed on the reverse side of this bulletin for Development & Environmental review to be performed:

SUBMITTING PLANS FOR UPD ENVIRONMENTAL REVIEW APPROVAL

CONTINUED

- A) A copy of the contract (see weblink below) for service from a Broward County licensed waste hauler if the temporary structure is to be served by portable toilets to handle sanitary waste or sewage disposal system (septic tank) or a holding tank.
- B) Temporary building plans, including tie down plans, electric and plumbing risers.
- C) A signed and sealed survey by a licensed surveyor indicating the location of the temporary structure.

For Environmental Review, we must receive a signed contract from an approved waste transporter company, for the waste removal from the holding tank or port-o-lets.

For your convenience, please visit this page for current approved waste transporters with Broward County:

<https://www.broward.org/Environment/WasteRegulation/Pages/WasteTransporters.aspx>

The Development & Environmental Review of the plans will include a review of the temporary structure and its location. It may also take into consideration any proposed or existing project or facility which is planned for or on the site.

Surface Water Management, Wellfield Protection, Storage Tank, Wetland, Dredge and Fill, Air Quality, Tree Removal or Relocation, Water Quality requirements and other environmental compliance issues will be examined as part of this review.

When all environmental issues have been addressed and the required licenses/approvals have been issued, UPD will calculate flows associated with the temporary structure and a review fee will be calculated.

The UPD Development & Environmental Review Approval Certificates will be issued for the temporary structure after payment of the UPD review fees is received.

Once the UPD Development & Environmental Review Approvals have been granted, the project must be submitted to the appropriate building department for a building permit before 90 days.

BUILDING DEPARTMENT RESPONSIBILITIES

- A) Verify that the plans are received by the building department within 90 days of the granted Environmental Approval.
- B) Report the permit number and date it was issued into the online Broward County data base within 10 working days of the issuance of the building permit.
- C) Report the date the structure is allowed to be occupied or commence operations into the online Broward County data base within 10 working days of the date the temporary structure is approved for use.

EXEMPTION: Recreational travel trailers parked at an approved RV park are not considered to be a temporary structure for the purposes of this technical bulletin and are exempt from these requirements.

FURTHER INFORMATION: For further information concerning UPD review and approval of plans to be submitted for building permits or for questions concerning this technical bulletin, please call the URBAN PLANNING DIVISION at 954-357-6666 ext 2.