



Resilient Environment Department
URBAN PLANNING DIVISION

1 N. University Drive, Box 102A · Plantation, FL 33324 · 954-357-6634 · F: 954-357-6521 · Broward.org/Planning

TECHNICAL BULLETIN NO. 2013-2

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) 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 PDM Environmental Review Approval for the temporary building.

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

SUBMITTING PLANS FOR PRD 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 an Environmental Review Approval Certificate 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

Computers are also available at the UPD office. From the website upload plans for review online. Signed & sealed or certified plans and engineering information for the temporary structure must be submitted for review and approval. Plans require a digitally-signed and sealed signature or electronic-signed and sealed signature by the registered professional.

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 an environmental review to be performed:

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**SUBMITTING PLANS FOR PRD
ENVIRONMENTAL REVIEW APPROVAL**

CONTINUED

- A) A copy of the contract 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.

The 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, well-field protection, storage tank, wetland, dredge and fill, air, 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 Environmental Review Approval Certificate will be issued for the temporary structure after payment of the UPD review fees is received.

Once the PDM Environmental Review Approval has been granted, the project must be submitted to the appropriate building department for a building permit.

BUILDING DEPARTMENT RESPONSIBILITIES

- A) Verify that the plans are received by the building department within 30 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 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.**