



Building Department

1607 NW 136 Ave., Bldg. B · Sunrise, FL 33323 · P: 954.572.2354 · F: 954.572.2357

## PERMITTING CHECKLIST

Please verify that your permit application package contains all applicable items required for permit issuance. Your permit application will not be processed if the required information is not complete or marked “not applicable.”

\_\_\_ Complete **PERMIT APPLICATION**, reflecting the total job cost and square footage. If the job cost is over \$2,500, the owner’s notarized signature is required. Contractor submittals must be signed and sealed by a Notary Public. **ALL SUB PERMITS MUST BE SUBMITTED WITH THE MASTER PERMIT.**

\_\_\_ **OWNER BUILDER AFFIDAVIT** for homeowner. To qualify for such an exemption, an owner must complete the affidavit, sign the building permit, and submit proof of homestead exemption.

\_\_\_ Two (2) copies of recorded **NOTICE OF COMMENCEMENT** must be provided at time of submittal.

\_\_\_ Two (2) sets of plans drawn to scale (signed and sealed by designer as required by Code), including fire sprinkler plans (for buildings more than 3 stories).

\_\_\_ Two (2) accurate plot plans and surveys.

\_\_\_ All **SPECIAL INSPECTOR FORMS**.

\_\_\_ **Code Violation:** \_\_\_ No \_\_\_ Yes **Case #** \_\_\_\_\_

\_\_\_ **UNCLE #** required on all applications that are in conjunction with penetrating the soil.

\_\_\_ Approval by EDP (Environmental Department of Protection) required for all new buildings; demolitions, additions to non-residential buildings and interior alterations, commercial generators, commercial re-roofs, slabs greater than 250 sq. ft. and detached additions to SFR/Multi-Family residences.

\_\_\_ Approval by **EDP** on **STATEMENT OF RESPONSIBILITY ASBESTOS FORM - For demolition.**

\_\_\_ Copy of Flood Elevation Certificate and property assessment value for Residential additions and substantial alterations.

\_\_\_ Plan size must be no larger than 24” x 36”.

\_\_\_ Planning & Development approval, 10770 W. Oakland Park Blvd, Sunrise, FL 33351, (954-746-3270).

\_\_\_ Two (2) copies of the **energy calculation forms**, two (2) heating/cooling **load calculations** and **manufacturer’s specification sheets**.

\_\_\_ Two (2) copies of **Product Approvals** (Notices of Acceptance) reviewed and approved by designer of record (must submit all sheets and additional information required for approval, including wind load calculations) for doors, garage doors, roof covering, shutters, skylights, operable windows and fixed glazing as exterior components.

\_\_\_ Acknowledgement of using franchised trash hauler, **All-Service Refuse** (954-583-1830)

\_\_\_ Approval by the **Department of Business and Professional Regulation** for restaurants.

I have reviewed and completely filled out the checklist and all applicable items are in my application package.

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**Permit Applicant**

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**Permit Processor**

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**Process Number**

### **OUTSIDE AGENCY APPROVALS**

**ENVIRONMENTAL DEPARTMENT  
OF PROTECTION (EDP)**  
115 S Andrews Avenue  
Fort Lauderdale, Florida  
954-519-1200

**BROWARD COUNTY HEALTH DEPARTMENT**  
2421 SW 6 Avenue  
Fort Lauderdale, Florida  
General Information 954-467-4800  
New Septic Tank 954-467-4901  
Pools 954-467-4823  
Restaurants 850-487-1395

**WATER MANAGEMENT DIVISION**  
954-519-1270

**DEPT. OF BUSINESS & PROFESSIONAL REGULATION**  
5080 Coconut Creek Parkway  
Margate, Florida  
Division of Hotels & Restaurants 954-958-5520  
Licensing 954-917-1330

**U.N.C.L.E.**  
1-800-432-4770

**NOTE:** All applications must be signed by the qualifier and notarized. If the valuation is over \$2500, application shall be signed by both the owner of record and the qualifier.

11/14/06