



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.

Permit Applicant

Permit Processor

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