Community Development Department
Building Division
10770 West Oakland Park Boulevard · Sunrise, FL 33351
P: (954) 572-2354
Website: www.SunriseFL.gov · E-mail: AskBuilding@SunriseFL.gov

Building Safety Inspection Program
Frequently Asked Questions

What is the Building Safety Inspection Program?

The Broward County Building Safety Inspection Program was created in 2005 and has become effective throughout Broward County in January 2006. Modeled after Miami-Dade County's program, which was established in the mid 1970's, Broward's program calls for structural and electrical safety inspections for buildings 25 years and old or older and every ten years thereafter. One- and two-family dwellings, U.S. Government, State of Florida buildings, schools under the jurisdiction of the Broward County School Board, all buildings under 3,500 square feet, and buildings built on Indian Reservations are exempt from this program. By having such a program in effect both Broward and Miami-Dade counties are minimizing the possibilities of future building failure and will be better prepared for hurricane winds.

Why is my building due for a Building Safety Inspection?

A list of buildings due for a Building Safety Inspection are sent to each city throughout Broward County each year by the Broward County Board of Rules and Appeals. The list is based off of the actual construction year of the building according to the Broward County Property Appraiser records. If you feel there has been an error and your building should not be due for a Building Safety Inspection, please call (954) 572-2363.

PLEASE NOTE: Building Safety Inspections must be performed in the year they are due. The City will only accept Building Safety Inspection Reports for buildings that have been notified that a report is due.

Who performs the Building Safety Inspection?

A Florida State licensed architect or engineer must be hired by private building owners or property management to do the building safety inspection. The inspection reports must be filled out on the current Building Safety Inspection Report forms. The current forms can be downloaded at:

https://www.broward.org/CodeAppeals/Pages/SafetyInspectionProgram.aspx.

If my Building Safety Inspection Report(s) indicates "Repairs are Required", what are my next steps?

If either or both the structural or electrical report(s) are marked indicating "Repairs Required", the plan reviewer(s) will determine if permits are required based on the required repairs outlined in the report. Once all required permits have been obtained and all repairs have been made, your architect or engineer will need to submit a new Building Safety Inspection Report(s) to the City indicating "No Repairs Required". Once the City reviews and accepts the new report(s), your building will be in compliance with the Building Safety Inspection Program.

CITY OF SUNRISE

Community Development Department
Building Division
10770 West Oakland Park Boulevard · Sunrise, FL 33351
P: (954) 572-2354
Website: www.SunriseFL.gov · E-mail: AskBuilding@SunriseFL.gov

Building Safety Inspection Program Submittal Checklist

The Building Safety Inspection Reports must be submitted to the Building Division. The reports can be submitted in person or electronically via our Customer Self-Service Portal. Instructions are below for each method of submission.

In Person Submittal Requirements

☐ **Building Safety Inspection Program Application (must provide one application per building)**. Please make sure the application is completely filled out, including the tracking number from the Building Safety Inspection notification previously received. A fee of $444.88 per building is due at the time of submittal.

☐ **Structural Safety Inspection Form (must be current version)**. An original copy must be submitted with a seal and wet signature from the architect or engineer. Please make sure the report is completely filled out including *checking* either "No Repairs Required" or "Repairs are Required" on the cover page.

☐ **Electrical Safety Inspection Form (must be current version)**. An original copy must be submitted with a seal and wet signature from the architect or engineer. Please make sure the report is completely filled out including *checking* either "No Repairs Required" or "Repairs are Required" on the cover page.

Electronic Submittal Requirements

To submit electronically please visit our Customer Self-Service (CSS) portal at http://sunrisefl.gov/openforbusiness and create an account. Please carefully read through the requirements below for formatting requirements. Each item in the checklist below must be a separate file and in PDF (unprotected) format.

☐ **Building Safety Inspection Program Application**. Please make sure the application is completely filled out, including the tracking number from the Building Safety Inspection notification previously received. Each building requires its own application and separate submission. A fee of $444.88 per building is due prior to the processing of the submission.

☐ **Structural Safety Inspection Form (must be current version)**. The report must be digitally signed and sealed by an architect or engineer. If the report cannot be digitally verified by our Plans Examiners, the report will not be accepted. Please make sure the report is completely filled out including *checking* either "No Repairs Required" or "Repairs are Required" on the cover page.

☐ **Electrical Safety Inspection Form (must be current version)**. The report must be digitally signed and sealed by an architect or engineer. If the report cannot be digitally verified by our Plans Examiners, the report will not be accepted. Please make sure the report is completely filled out including *checking* either "No Repairs Required" or "Repairs are Required" on the cover page.

CITY OF SUNRISE

Community Development Department
Building Division
10770 West Oakland Park Boulevard · Sunrise, FL 33351
P: 954.572.2354
Website: www.sunrisefl.gov · E-mail: AskBuilding@SunriseFL.gov

FOR OFFICIAL USE ONLY
App No.
Complete

Building Safety Inspection Report Submittal Application

Please make sure your package includes the following with this application:

□ **Building Safety Inspection Report Form – Structural**
□ **Building Safety Inspection Report Form – Electrical**
□ **Payment of $444.88 per building payable by Cash, Check, Visa, MasterCard or Discover Card**

PROPERTY INFORMATION

Name of Plaza/Condo Association _____

Property Address _____ Zip _____

Folio # _____ Building Sq. Ft. _____

Application Type:

□ **Initial Submittal**:
Tracking # from Notification _____

□ **Repairs Required Submittal**:
Tracking # from Notification _____
Permit Numbers for Repairs _____ / _____ / _____

OWNER INFORMATION

Name/Association _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Contact Name _____ Contact Phone _____

Owner's Agent _____ Contact Phone _____

LICENSED PROFESSIONAL CONTACT INFORMATION

Associated Professional # 1: □ **Engineer** □ **Architect** **License #** _____

Company Name _____

Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

Contact Name _____ Contact Phone _____

Associated Professional # 2: □ **Engineer** □ **Architect** **License #** _____

Company Name _____

Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

Contact Name _____ Contact Phone _____

Visit https://www.broward.org/CodeAppeals/Pages/SafetyInspectionProgram.aspx
For the Broward County Building Safety Inspection Program Policy #05-05, Building Safety Inspection Program Code Sections, Forms, and Property Lists.