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

Early Start Request Checklist

Purpose

The City of Sunrise Community Development Department Building Division has implemented an Early Start Request Program to provide an opportunity for construction to begin work while the application for building permit(s) is being reviewed. Please note if work has commenced prior to the approval of an early start request, the request will not be approved and a stop work order will be issued.

Authority

Section 105.12 of the Broward County Administrative Provisions to the Florida Building Code 7th Edition (2020) allows limited work to start before a building permit is issued. This code section allows certain work to commence up to the point an inspection would be required. In other words, a contractor is not allowed to continue work beyond the point of a required inspection without an official permit. Any work completed prior to the permit issuance is entirely at the risk of the permit applicant.

Submittal Pre-Requisites

☐ All required building permit applications and corresponding plans must have been already submitted to the Community Development Department, Building Division.

☐ Building Permit applications and plans must have been approved by both Planning and Engineering Divisions.

☐ Required demolition permits and inspections must be obtained and approved.

Submittal Requirements

☐ Early Start Request must be submitted in person to the Community Development Department, Building Division.

☐ Complete Early Start Request Application signed by the Owner and Building Qualifier.

☐ Early Start Request Application Fee of $365.03

☐ Copies of all applicable required County and State Agencies approvals:

- BCEPGMD Environmental Review Approval Certificate (ER Review)
- BCEPGMD Transportation Concurrency Satisfaction Certificate (DR Review)
- Asbestos SRRA Certificate
- BCEPGMD Surface Water License Approval
- Broward County Health Department Approval

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Time/Date Stamp:

Early Start Request Application

Please complete this application to apply for an Early Start Request. Make sure all contractor information is complete, including what specific work will be performed, for all contractors working under the Early Start Request. *A fee of $365.03 is due when the application is submitted. This fee is non-refundable and is not applied towards regular permit fees.*

PROJECT INFORMATION **Building Permit Application #** _____

Name of Project _____

Job Address _____ Suite #: _____

Property ID / Folio # _____

Legal Description Lot _____ Block _____ Section _____

CONTRACTOR INFORMATION

Building Contractor Information

Name _____ License # (State / BC COC) _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ E-Mail _____

Contact Name _____ Contact Phone _____

Description of Work _____

Electrical Contractor Information

Name _____ License # (State / BC COC) _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ E-Mail _____

Contact Name _____ Contact Phone _____

Description of Work _____

Mechanical Contractor Information

Name _____ License # (State / BC COC) _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ E-Mail _____

Contact Name _____ Contact Phone _____

Description of Work _____

Plumbing Contractor Information

Name _____ License # (State / BC COC) _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ E-Mail _____

Contact Name _____ Contact Phone _____

Description of Work _____

*All contractors performing work under the Early Start Request must be registered with the City of Sunrise Building Division and submit a current liability insurance and worker's compensation prior to Early Start application.

FOR OFFICE USE ONLY

Application Requirements Verified By: _____ Date _____

License and Insurance Current? ☐ Yes ☐ No Checked By: _____ Date _____

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Time/Date Stamp:

From: _____
_____
_____
_____

To: Christopher Augustin, Building Official
City of Sunrise – Building Division
10770 West Oakland Park Boulevard
Sunrise, FL 33351

Re: **Building Permit Application #** _____ **Job Address** _____

Please allow this letter to serve as a formal request to allow work to commence for the above referenced location prior to the issuance of the permit. This request is being made pursuant to, and in accordance with the provisions of the Broward County Administrative Amendments to the Florida Building Code, effective December 31, 2023, Section 105.12, which states:

Work starting before permit issuance."- *Upon prior written approval of the Building Official… the scope of work delineated in the building permit application and plan may be started prior to the final approval and issuance of the permit, provided any work completed is entirely at risk of the permit applicant and the work does not proceed past the first required inspection.*

_____ asserts that all work will be performed as represented on the plans Submitted with the application and in accordance with the Florida Building Code. It is Understood that the Florida Building Code may require changes to the proposed scope of work and applicant hereby agrees to indemnify and hold harmless, the City of Sunrise, it's employees and agents (including the Building Official) from any legal action or damages resulting from the approval to commence work, and that any work is entirely at risk of the Permit applicant. At no point will the work progress past the point of the first required inspection for each discipline.

We understand the risks and responsibilities associated with this request and appreciate your consideration in this matter.

Sincerely yours,

_____ _____
Signature of Qualifier Date

_____
Printed Name of Qualifier and License #

STATE OF FLORIDA – COUNTY OF BROWARD
Sworn to (or affirmed) and subscribed before me
This _____day of _____, 20_____

_____
NOTARY'S Signature _____

Name and Title (Printed)_____
Personally Known ___or I.D._____

_____ _____
Signature of Owner/Tenant Date

_____
Printed Name of Owner/Tenant

STATE OF FLORIDA – COUNTY OF BROWARD
Sworn to (or affirmed) and subscribed before me
This _____day of _____, 20_____

_____
NOTARY'S Signature _____

Name and Title (Printed)_____
Personally Known ___or I.D._____

Building Official's signature below indicates the request has been approved.

_____
Christopher Augustin, Building Official