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 Division Frequently Asked Questions

1. **How long will it take for my permit to be reviewed?**

Answer: The review process can take anywhere from 7-42 calendars days depending on the permit type.

2. **How will I know when my permit is ready?**

Answer: Our permitting system has been designed to offer full transparency of our permitting process. Automated email notifications are sent to permit contacts throughout the permitting process identifying different milestones and alerting contacts when action is needed. In addition to the email notifications, progress can be monitored in real time on our Customer Self-Service Portal.

3. **How much will my permit cost?**

Answer: Permit costs vary based on the permit type. Please see our Building Fee Schedule to determine your permit fees. Please note that all Building permits are subject to County and State fees and some permits may have additional Planning, Engineering, or Fire Fees (not shown in the Building Fee Schedule).

4. **Can I apply for a permit as an owner/builder?**

Answer: Yes, but there are some requirements. A permit can be issued to an owner if the property is a single family home, townhome, or duplex and for the use of the owner. The property also cannot be sold within one year of the improvement. In addition to the normal permit requirements, an Owner Builder Affidavit must be completed, signed, and notarized in the presence of our staff (electronically submitted permits must also complete this form in person at the Building Division).

5. **Do you offer an expedited review service?**

Answer: At this time, we do not offer an expedited review service.

6. **Why do I need a permit application for a revision?**

Answer: It is our policy to require a permit application from each contractor/subcontractor that the revision affects. This ensures that the contractor of record for each permit is aware of the submittal of a revision.

7. **How can I extend (not expired yet) or renew (already expired) a permit?**

Answer: Please see our Permit Extension and Renewal Procedures located in our online document library.

8. **Why do you require an addendum in addition to the permit application?**

Answer: We require an addendum for each permit application in order to collect additional information not listed on the permit application. Staff also uses the addendum to calculate and verify fees for permits submitted in paper format.

9. How can a contractor or private provider register with the City?

Answer: Please see our Contractor's Records Maintenance Requirements and Form for instructions to register.

10. Can I get a timeframe for my inspection?

Answer: Yes! On the day of your inspection, please check our *Today's Inspections* list between 8:00-8:30am for a time window and your inspector's name and phone number. If you need to speak with your inspector, please give them a call.

11. I just bought a house/property, how can I get a copy of the survey or plans?

Answer: To obtain a copy of public records, please fill out our Public Records Request Form and submit it to buildingrecords@sunrisefl.gov or in-person at the Building Division. Fees may apply depending on the amount of time needed to research your request. If fees apply, we will contact you prior to beginning your request. There are fees (listed on the request form) for any paper copies of records.

12. What is the turnaround time for a public records request?

Answer: Usually our turnaround time is 1 to 3 business days. Some requests may take longer depending on the request and the availability of records.

13. I am having trouble logging in or resetting my password to the portal, can you help me?

Answer: Please see our Portal User Account Troubleshoot Guide to see how to resolve your issue.

14. I am having trouble uploading documents, can you help me?

Answer: Please see our Document Upload Troubleshoot Guide to see how to resolve your issue.

15. A lien search has indicated a property has open permits, who can assist me to get them closed?

Answer: You should contact the chief of the discipline for that permit.

- Structural Permits: Jose Maderal at 954-572-2379 or jmaderal@sunrisefl.gov
- Mechanical Permits: Mircea (Mike) Balean at 954-572-2373 or mbalean@sunrisefl.gov
- Electrical Permits: Angel Perez at 954-572-2377 or aperez@sunrisefl.gov
- Plumbing Permits: Chris Robulock at 954-572-2370 or crobulock@sunrisefl.gov