



Resilient Environment Department

**BUILDING CODE DIVISION | BUILDING PERMITTING**

2307 West Broward Boulevard, Suite #300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • [Broward.org/Building](http://Broward.org/Building)

## APPLICATION INFORMATION FOR A NEW SINGLE-FAMILY RESIDENCE OR ADDITION

1. You will be required to have two (2) complete sets of building plans that have been signed and sealed by a **State of Florida registered Architect/Engineer**. Each set of plans shall include a **registered Land Surveyor's certificate**.
2. Plans are to be submitted to **Development and Environmental Review** Please contact [DERPlans@broward.org](mailto:DERPlans@broward.org) or submit online application at <https://webapps.broward.org/EPermits/>.

After your plans have been reviewed from (DER), you will receive a **Development Order**. The Development Order will list the other agencies that your plans will need approval from prior to submitting them to Building Code Division located at 2307 West Broward Blvd. Suite 300, Fort Lauderdale, FL 33312.

3. After your plans have been approved by all the appropriate agencies you will bring them to Building Code Division's Building Permitting office to submit them for plan review. This office has permitting jurisdiction for Unincorporated Broward County You will be required to have the following:
  - Two complete sets of plans with all the appropriate agencies' approvals or exemption certificates. Unincorporated Zoning review will be conducted with submittal in Building Code Services Division.
  - Three sets of **Energy Calculations**
  - A **completed permit application (Uniform Broward County Permit Application) which must show the job value for construction for the entire job**. In addition, sub-contractors will be required to complete and submit permit applications for each trade required for job.
  - A **Landscape Permit Application** for new construction or a **Retro Landscape form** for an addition.
  - If you are a contractor applying for a permit, you will be required to submit proof of General Liability and Worker's Compensation insurance. Such proof of compensation must be evidenced by a certificate of coverage issued by the carrier, a valid exemption certificate approved by the department, or a copy of the employer's authority to self-insure and shall be presented each time the employer applies for a building permit.
  - If you are a Contractor licensed by the State of Florida, you must be registered with our office.
  - If you are a homeowner applying for a permit, you will be required to complete an **Owner/Builder Affidavit** in the presence of the permitting staff. Proof of residence (Florida Driver's

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License or Identification) will be requested.

4. After your plans have been reviewed, which can take up to 15 business days, you will be contacted to either pick up your plans and address the corrections/changes that are required, or you will be informed that your permit is ready to be issued.
5. If the job value is \$5,000.00 or more, you are required to file a Notice of Commencement. The Notice of Commencement must be filed with **Records, Taxes and Treasury (RTT) Division located at 115 S. Andrews Avenue, Room #114, Fort Lauderdale, FL**. A certified copy of the Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Building Permitting office prior to scheduling the first inspection. For more information, please call (954) 831-4000 or send an email to [records@broward.org](mailto:records@broward.org).