



Resilient Environment Department

BUILDING CODE DIVISION | ELEVATOR PERMITTING

2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 Option #4 • elevators@broward.org

ELEVATOR PERMIT APPLICATION CHECKLIST

FOR EXISTING ELEVATING DEVICES, PLEASE VERIFY THE ELEVATOR LICENSE, PROPERTY OWNER, AND SPECIFICATIONS AT BROWARD.ORG/BUILDING. GO TO [ONLINE PERMITS](#), SEARCH FOR ELEVATOR, AND THEN SELECT ONE OF THE 3 METHODS TO FIND AN ELEVATOR.

Search for Elevator

Select one of the three search methods to find an Elevator

Search by BCID number

BC ID Number:

OR Search by Phone Access Code

Phone Access Code:

OR Search by Building Name

Building Name:

OR Search by Address

Street Number: e.g. 955

Street Name: e.g. N FEDERAL

City:

For Alteration/Repair submittals:

- COMPLETED PERMIT APPLICATION

- RECORDED NOTICE OF COMENCEMENT FOR JOB VALUE GREATER THAN \$5,000 (submitted with permit package or upon receipt of approved permit)

- A COPY OF THE SCOPE OF WORK AND PLANS

- COPY OF CURRENT GENERAL LIABILITY AND WORKERS COMPENSATION/EXEMPTION. CURRENT INSURANCE COVERAGE IS REQUIRED PRIOR TO ISSUANCE OF THE PERMIT(S)
Certificate Holder:
Broward County Building Code Division
2307 West Broward Blvd., Suite 300
Fort Lauderdale, FL 33312

PAYMENTS CAN BE MADE ONLINE AT BROWARD.ORG/BUILDING.

Or mailed to:

Broward County Building Code Division

2307 West Broward Blvd., Suite 300

Fort Lauderdale, FL 33312

Office Hours: Monday-Friday, 8:00AM-3:30PM. Closed on county observed holidays.

Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Robert McKinzie • Nan H. Rich • Hazelle P. Rogers • Tim Ryan • Michael Udine
Broward.org



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**APPLICATION INFORMATION FOR
ELEVATOR/ELEVATING DEVICE PERMITS**

(Emergency permits are issued on a case-by-case basis)

1. For New Elevating Devices (*Temporary permits are issued only for construction use during a new installation and must be renewed monthly.*)

- A Licensed Elevator Contractor must submit an elevator permit application and all fees must be paid.
- Completed and notarized Broward County Building Code Division Elevator Permit Application. **Please note for buildings that will be occupied with more than one Property Owner, the Parcel Identification Number is not required.** However, a copy of the current “Florida Not for Profit Corporation Annual Report” provided by the State of Florida Secretary of State must be submitted for the current Registered Agent for the property with the permit package. See below example provided by Florida Division of Corporations Sunbiz.org:

2021 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT#

Entity Name.
INC.

Current Principal Place of Business:

FILED
Mar 23, 2021
Secretary of State

- Three (3) copies of the design plans
- Proof of current General Liability and Workers Compensation/Exemption must be submitted upon issuance of the permit
 - “Broward County Building Code Division” must be referenced as the Certificate Holder on the Certificate of Insurance:
Broward County Building Code Division
2307 West Broward Blvd., Suite 300
Fort Lauderdale, FL 33312
 - Copy of current Certificate of Competency
 - Recorded Notice of Commencement (submitted with permit package or upon receipt of approved permit). Please contact records@broward.org

2. Once the installation is complete, you must contact us to schedule an inspection.

3. Once approved, a Certificate of Operation is issued.

4. For Alterations to Existing Devices:

- A Licensed Elevator Contractor must submit an elevator permit application and all fees

must be paid.

- A completed and notarized Broward County Building Code Division Elevator Permit application
- One set of the scope of work must be submitted
- Proof of current General Liability and Workers Compensation/Exemption must be submitted upon issuance of the permit
 - “Broward County Building Code Division” must be referenced as the Certificate Holder on the Certificate of Insurance:

**Broward County Building Code Division
2307 West Broward Blvd., Suite 300
Fort Lauderdale, FL 33312**

- Once the modifications are complete, you must contact us to schedule an inspection. Once approved, a Certificate of Operation is issued.
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5. For Demolished or Removal of Elevating Devices:

- A licensed Elevator Contractor must submit an elevator permit application and all fees must be paid.
- A completed and notarized Broward County Building Code Division Elevator Permit must be pulled to remove elevating device(s) within buildings that will be demolished or for the removal of an elevating device.
- Proof of current General Liability and Workers Compensation/Exemption must be submitted upon issuance of the permit
 - “Broward County Building Code Division” must be referenced as the Certificate Holder on the Certificate of Insurance:

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Elevator Permit Application

Elevator Information			
BCID #		Estimated Job Value <i>(Required)</i>	
Building Type <input type="checkbox"/> Residential <input type="checkbox"/> Commercial Type of Work <input type="checkbox"/> Alteration-major <input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Cab Refinish <input type="checkbox"/> Alteration - cab			
Detail Description			
Type of Elevator <input type="checkbox"/> Traction <input type="checkbox"/> Hydraulic <input type="checkbox"/> Escalator <input type="checkbox"/> LULA <input type="checkbox"/> Moving Walk <input type="checkbox"/> Dumbwaiter <input type="checkbox"/> Wheelchair Lift <input type="checkbox"/> Machine-Room-Less-Hydraulic <input type="checkbox"/> Machine-Room-Less-Traction <input type="checkbox"/> Other: _____			
Proposed Use <input type="checkbox"/> Passenger <input type="checkbox"/> Freight			
Number of	Stories:	Landings:	Capacity:
Travel in Feet _____ Building Use <input type="checkbox"/> Resid - Condo <input type="checkbox"/> Resid - Coop <input type="checkbox"/> Resid – Multi-family <input type="checkbox"/> Resid – Private Hospital <input type="checkbox"/> Other: _____			
Building Name		Parcel ID Number	
Address		City	State Zip
Owner Name			
Address		City	State Zip
Phone	Email		
Elevator Company			
Address		City	State Zip
Phone	Email		

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation or removal has commenced prior to the issuance of a permit, that the plans meet all applicable elevator safety and building codes and that all work will be performed to meet the standards of all laws regulating construction in Broward County, Florida.

"NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this County, and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies."

WARNING TO OWNER AND/OR C.C. HOLDER FOR _____ ELEVATOR COMPANY: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT. (F.S. 713.23)

Certificate of Competency Holder

State Certified Elevator Contractor Qualifier

State Certificate of Competency No.

Print Name of Qualifier

Date

NOTARY PUBLIC

**STATE OF FLORIDA
COUNTY OF BROWARD**

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,

by _____

name of person acknowledging.

(NOTARY SEAL)

Signature of Notary Public-State of Florida

Print, Type or Stamp Commissioned Name of Notary Public

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____