



Resilient Environment Department

**BUILDING CODE DIVISION**

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

## Shed Requirements

1. You will be required to have two (2) complete sets of building plans. Each set of plans shall include a **registered land surveyor's certificate**.
2. Plans for **commercial sheds**, 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/> prior to submitting plans to Building Code Division.
3. After Development and Environmental Review approval, you shall submit two (2) complete sets of plans to Building Code Division for plan review. Your submittal shall include:
  - (a) If you are installing a pre-manufactured shed, a **certification letter from the Department of Community Affairs or a Notice of Acceptance (Product Approval) is required**.
  - (b) Your plans shall indicate if any electrical work is to be performed. If so, a separate electrical permit application is required.
  - (c) A **complete current version of the Broward County Uniform Building Permit Application** with the construction job value.  
If you are a contractor applying for a permit, you will be required to submit proof of Worker's Compensation insurance.
  - (d) If you are a homeowner applying for a permit, you will be required to complete an **Owner/Builder Affidavit**.
  - (e) Must submit the appropriate Zoning approval paperwork.
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 your job is valued at \$5,000.00 or more, upon issuance of your permit you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Records, Taxes and Treasury Division (RTT)** located at 115 South Andrews Avenue, Room #114, Ft. Lauderdale. A certified copy of the current recorded Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Division, prior to the scheduling the first inspection. For further information, please call (954)831-4000 or send an email to [records@broward.org](mailto:records@broward.org).

Broward County Board of County Commissioners

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