



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)

## New Single-Family Residential Permitting Requirements

1. 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/>.

The building permit will not be issued until proof of payment for the impact fees and a copy of the final Development and Environmental Review approval is submitted to Building Code Division's Building Permitting office.

For more information contact at (954) 357-6666 or email to [DERPlans@broward.org](mailto:DERPlans@broward.org).

2. Required Documents:

- Completed, signed, and notarized Broward County Uniform Building Permit applications for each scope of work:
  - Master permit application (Single Family Residence)
  - Structural-Fence, walls, docks (if applicable)
  - Electrical (if applicable)
    - Low Voltage telephone
    - Low Voltage TV
    - 30 Day Temp
  - Mechanical
  - Plumbing (if applicable)
    - Lawn sprinklers
  - Stand-alone permit application is needed for Plumbing Sewer Hook-Up
  - Roofing

3. If you are a homeowner applying for this permit, you will be required to complete an **Owner/Builder Affidavit** in the presence of the permitting staff. Proof of residence (Florida Driver's License or Identification) will be requested.
4. Licensed State Contractors must be registered with our agency to submit permit applications for each applicable trade. Proof of current General Liability and Workers Compensation/Exemption.
5. Two (2) sets of organized, signed, and sealed plans and supporting documents (i.e., NOAs and Product approvals, contractor registrations, etc.)
6. Plans must include geo-technical reports, Special Inspector form for masonry and reinforcement, all Product Approvals for windows and doors, and hardware attachment for trusses and tie-beams. NOAs, shop drawings, sub-permit applications must be submitted at time of application. Failure to submit with delays will delay the review and result in additional fee(s)

7. 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).
8. Contractors must adhere to Florida Building Code Chapter 1, Broward County amendments, requirements for high velocity hurricane zone (HVHZ). Our agency heavily enforces these documents for regulations, policies, and procedures.
9. Plan Review process takes approximately 15 business days, provided all documentation are submitted with the application. An additional review fee will be assessed for delayed submittals. Corrections to plan reviews for any discipline will incur addition review fees(s)
10. **IMPORTANT!!! If plans are taken out of our office for corrections for more than 60 days, plans are null and void per Florida Building Code §105.3.1.1. Not more than 60 days after the date of such notification, where such additional information has not been submitted or the permit has not been purchased, the application and/or the permit shall become null and void. If the 60<sup>th</sup> day falls on a Saturday, Sunday, or National Holiday, the next business day shall be used for the 60<sup>th</sup> day.**
11. If plans are rejected twice, it is recommended that you schedule a Plan Review Conference with the applicable trades' Plan Reviewers. Please note that there is a fee of \$76.00 per hour/per trade for this meeting. Please contact [building@broward.org](mailto:building@broward.org).
12. Revisions (Change of Plans) require a permit application.
13. Prior to the commencement of any project, please ensure that the approved plans, a sanitary facility, and temporary electricity is present at the job site.
14. Prior to scheduling an inspection, the Contractor should review his/her work to avoid correction fees and delays. To expedite corrections, it is recommended that either the Contractor or someone familiar with the job be present at the time of inspection.
15. All inspections must be scheduled by calling the Call Center at (954) 831-4000 before 3:00PM for next business day inspection (Monday-Friday). To schedule a next business day inspection, contact the Call Center before 3:00PM.
16. The permit card and approved plans must be on site. There is a \$50.00 replacement fee for permit card(s) and \$50.00 for replacement of plans/per trade (review required by each trade).
17. Cancellation of inspections must be received between 8:30AM-9:00AM, Monday-Friday. Contact the Call Center between 8:30AM-9:00AM, to cancel a same day inspection or contact the Inspector between 7:30AM-8:30AM. In the event, you may require an after-hours inspection, you may request it with the applicable trade Chief Inspectors at least three (3) hours in advance, at minimum. The inspection fee of \$66.00 must be prepaid using a credit card or check.

18. During the inspection, the job site should be clear of construction debris. Rainwater needs to be contained within the construction site.

19. **Inspection:** The following documentation must be present at time of inspection:

- SLAB: Density test(s), soil treatment, and Special Inspector Report(s) for reinforcement must be present at time of inspection. All underground work must be inspected.
- TIE-BEAM: Special Inspector Report(s) for masonry and approved Spot Survey must be present at time of inspection.
- TRUSSES: All engineering work must be approved prior to inspections. Please do not schedule the inspection for the trusses after the A/C ductwork has been installed. *Inspection may have to be performed by Special Inspector.*
- CLEAN SITE: Site must always be clean. Please note that the hurricane season is June 1<sup>st</sup>-November 30<sup>th</sup>.
- Do not load roof more than 20 days prior to installation. Refer to §110.13.2 of Chapter. 1 Florida Building Code. Refer to Broward County Amendments for more details regarding this matter.

20. **Required Documents for Certificate of Occupancy (CO):**

- Insulation certificate (must be on corporate letterhead or stationery with corporate seal or notarized)
- Soil Treatment certificate (initial and final)
- Special/Threshold Inspector certificate
- FEMA certificate (Final Survey and Elevation Certificate)
- Highway Construction & Engineering certificate.
- Energy Performance Level (EDL) Display Card
- Residential Air Leakage (Blower Door) test
- Copy of permit card
- All Building Department holds must be removed.
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**CERTIFICATE OF OCCUPANCY PACKAGE MUST BE SUBMITTED PRIOR TO SCHEDULING  
FINAL BUILDING INSPECTION**

21. Certificate of Occupancy (CO) will not be issued if there is incomplete work. CO package (documents) must be submitted and reviewed by the Building Official prior to the issuance of the Certificate of Occupancy. Once submitted, it may take up to five (5) business days for review and issuance.

Please contact (954) 765-4400 Option 1 or send us an email to [building@broward.org](mailto:building@broward.org)