CONTRACTOR CHECKLIST

Please verify that your permit application package contains all applicable items that are required for permit issuance. Your permit application will not be processed if the required information is not complete or marked “not applicable.”

___ Permit application completed, reflecting the total job cost and square footage. If the job cost is over $2,500, the owner’s notarized signature is required.

___ Proof of payment of Broward County Impact Fees, if required.

___ One (1) copy of the recorded Notice of Commencement must be provided at issuance of permit.

___ Two (2) sets of plans drawn to scale (signed and sealed by designer when required by Code) including fire sprinkler plan (for buildings more than three stories.)

___ Two (2) accurate plot plans and surveys, signed and sealed.

___ Approval by the Department of Planning and Environmental Protection (DPEP) for all new buildings; demolitions; additions to non-residential buildings and interior alterations where a change in use is applicable; commercial re-roofs; slabs greater than 250 sq. ft. and detached additions to single family residences.

___ Three (3) copies of the energy calculation forms, two (2) heating/cooling load calculations, and manufacturer’s specifications sheets.

___ Two (2) copies of product approvals signed by architect. Product approvals are reports from an approved testing laboratory or professional engineer certifying that the product complies with the specifications of the manufacturer and complies with the requirements of the Florida Building Code. They may be obtained from the retailer in which you purchase the product from. (Must submit all sheets and additional information required by the approval.) For doors, garage doors, fences, sheds, roof coverings, shutters, sky lights, operable windows and fixed glazing as exterior components.

___ Approval by DPEP, South Florida Water Management District and Army Corps. of Engineers for dredge and fill activities or structures within jurisdicational waterways.

___ Approval by the Department of Business and Professional Regulation (DBPR) for restaurants.

___ Approval by Broward County Health Department for hospitals, ACLF’s.

I have reviewed the checklist, filled it out completely and all applicable items are enclosed in my application package in duplicate/triplicate where necessary.

Permit Applicant ___________________________ Permit Processor ___________________________ Permit Number ___________________________

OUTSIDE AGENCY APPROVALS:

Dept. of Planning & Environmental Protection (DPEP) Broward County Health Dept.
218 SW 1 Avenue, Ft. Lauderdale 2421 SW 6 Avenue, Ft. Lauderdale
General Info: 519-1400 General Info 467-4800
Water Management Div. 519-1270 Restaurants and Pools 467-4823

Dept. of Business and Professional Regulation (DBPR)
Division of Hotels and Restaurants
1700 NW 64 Street, Suite 600
Fort Lauderdale, FL
958-5520