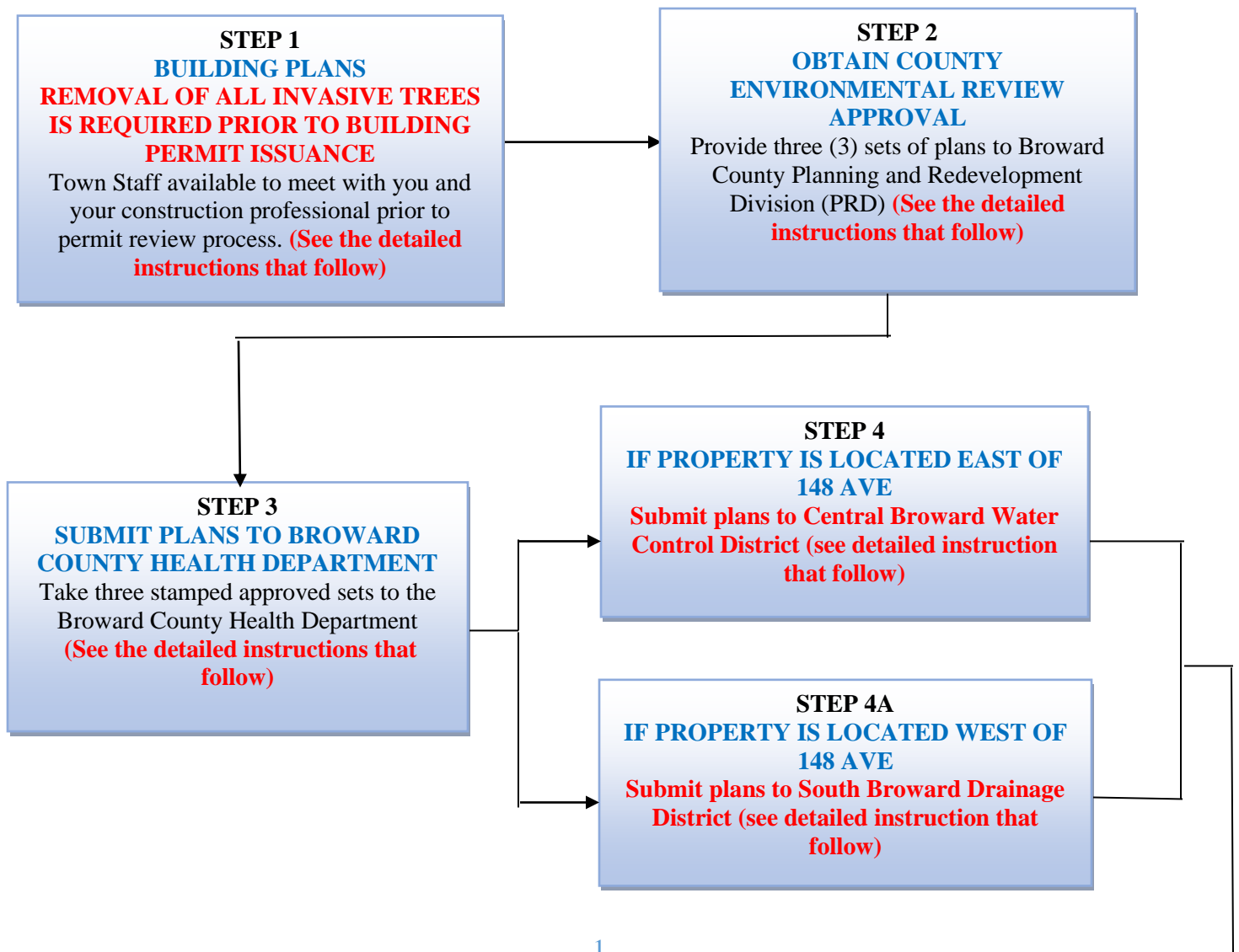
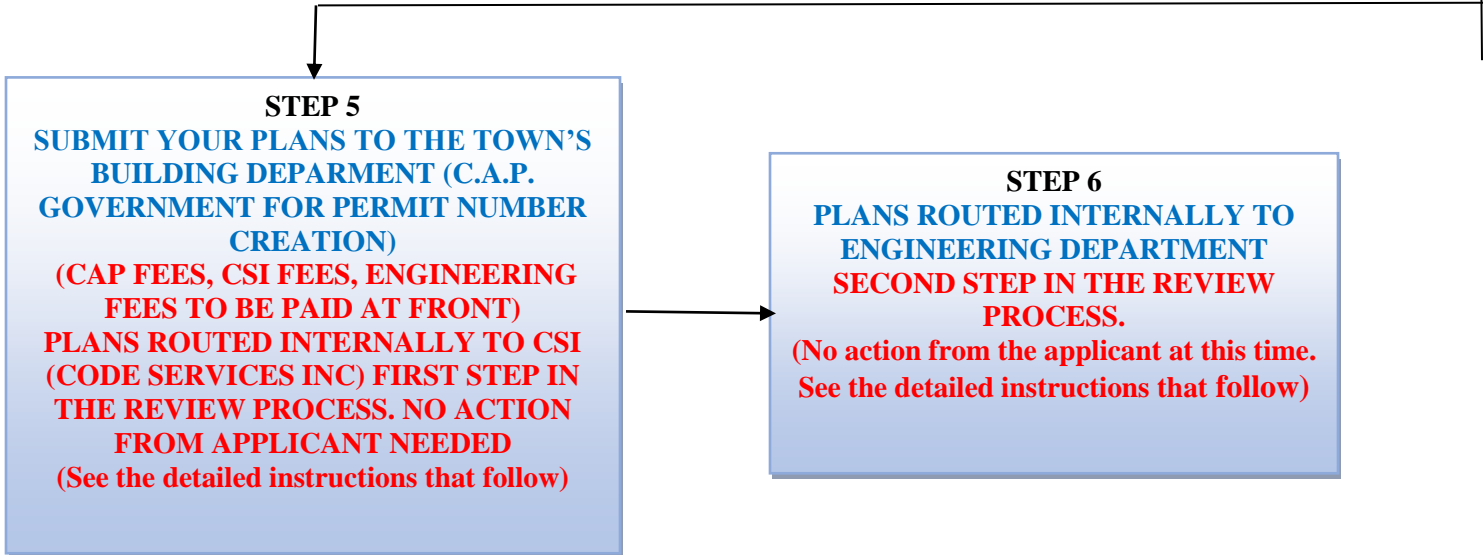




Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628
Phone (954) 434-0008
Fax (954) 434-1490

STEPS TO OBTAIN A PERMIT TO BUILD AN ADDITION TO A SINGLE-FAMILY RESIDENCE FLOW CHART (REVISED 09/29/17)







Building an addition to a single-family residence

Obtaining a permit for your construction is a process that involves review and approval by multiple agencies. Generally, Broward County Development and Environmental Regulation Division, Broward County Health Department, South Broward Drainage District or Central Broward Water Control District (*where applicable*) are external agencies that review building plans prior to submitting them to the Town's Zoning, Engineering and Building Departments.

The Town of Southwest Ranches is a “contract community,” meaning that it has no employees. Instead, plan reviews for Zoning, Landscape and Building Codes are accomplished by consultants. The Town contracts with J. A. Medina LLC. to conduct in house Zoning and Landscape review, and contracts with C.A.P. Government, Inc. for Building Code review and the actual building permit issuance. The professionals of these agencies, whose contact information is provided in this packet, are available to assist you and to oversee your permit application throughout the approval process. Additionally, engineering review is provided in house by the Town Engineer for some types of construction and for fill permits. Each step of the permit process is outlined below. The steps must be followed in the exact order shown.

Please note that it is illegal to clear or remove trees from your property until you have the proper permit from the Town to do so.

It is also illegal to bring fill onto your property until you have been issued a building permit. Filling must then be consistent with the amount and location of fill approved by the Town during the permit review process. Any other type of fill requires a separate fill permit, issued by the Town Engineer.



STEPS TO OBTAIN A PERMIT

STEP 1

FINALIZE BUILDING PLANS:

Town staff is available to meet with you and your design and/or construction professionals to review the specifics of your application and to assist you in planning for your permit review process. Please contact the Zoning Department at the number provided in this guide, to secure an appointment. Then, have your design professionals prepare, sign and seal all necessary plans for submittal consistent with the attached submittal requirements. Your finalized plans will need to comply with the Town of Southwest Ranches Unified Land Development Code (ULDC), available online at https://library.municode.com/fl/southwest_ranches/codes/code_of_ordinances, and the Florida Building Code.

STEP 2

OBTAIN COUNTY ENVIRONMENTAL REVIEW APPROVAL:

The Broward County Natural Resource Protection Code requires you to undergo a process called the Environmental Review Approval, in order to develop or alter land and prior to obtaining any building permit. It is performed by the Broward County Planning and Redevelopment Division (PRD), located at 1 N. University Dr., Suite 102, Plantation, FL 33324 (northwest corner of Broward Boulevard and University Drive). Please call (954) 357-6666 if you have any questions. You may complete an application online via their website www.broward.org/development

STEP 3

SUBMIT PLANS TO BROWARD COUNTY HEALTH DEPARTMENT:

An addition to a single-family residence that includes a bathroom requires connection to a septic tank. Given that we have limited locations with connection to water and sewer, then the Health Department will provide approval of your plans by performing a limited review of your well, septic tank and drainfield's location and capacity. Three (3) sets of signed and sealed plans and surveys must be submitted for their review, however, please note that this agency may keep one of your plans for their own records. Prepare the submission package accordingly, by calling in advance to ask what the requirements will be, as you will need to be in possession of three (3) sets of plans with stamps of

approval once your plans are released from this agency. The BCHD office is located at 2421 SW 6TH Avenue, Fort Lauderdale (about one mile east of I-95). Phone number: (954) 467-4705.



STEP 4

If your property is located EAST of SW 148th Avenue, SUBMIT PLANS TO CENTRAL BROWARD WATER CONTROL DISTRICT (CBWCD):

Submit your three (3) signed and sealed plan sets (already stamped by the Heath Department), and all other required materials to CBWCD, located at 8020 Stirling Road in Hollywood. Please call (954) 432-5110 for application fee and additional requirements.

If your property is located WEST of SW 148th Avenue, SUBMIT PLANS TO SOUTH BROWARD DRAINAGE DISTRICT (SBDD):

Submit your three (3) signed and sealed plan sets (already stamped by the Heath Department), and all other required materials to SBDD, located at 6591 SW 160th Avenue (a.k.a. Dykes Road). The phone number is (954) 680-3337. Call for application fee and additional requirements.

STEP 5

SUBMIT PLANS TO PLANNING & ZONING and CAP / Building Department:

Provide (3) sets signed and sealed along with all the outside agencies stamps to the Building Department for process number issuance. **Payment of Building Fees, Zoning Review Fees, Local Parks Impact Fees, and Engineering Fees are required at the time the plans are received by The Town of Southwest Ranches.**

Once review of the plans has been performed and finalized by Zoning, three (3) set of plans will be internally routed to the Engineering Department for their review.



STEP 6

**PLANS ROUTED INTERNALLY TO ENGINEERING DEPARTMENT:
(ADDITIONAL FEES MAY APPLY)**

Zoning will route three (3) set of plans, with Zoning's approval stamp, along with the original application for Development Order signed-off by the Zoning Department to the Engineering Department. The Engineering Department will contact you if corrections to your plans are necessary. Once you obtain Engineering's approval, you will have two (2) final sets of plans which are required by the Building Department, along with the original Development Order with the signatures from both the Zoning reviewer and the Town Engineer or his assistant. Approved plans and approved development order are internally routed to CAP (Building Department) for their review. No action is required from the applicant at this time.

Please note that Engineering also performs the process and issuance of fill permits that are not related to construction, which do not require a building permit.



Code Services Inc.

SUBMITAL CHECKLIST

(This is the Town's first review agency)

Three (3) complete sets of plans signed and sealed by a Florida registered architect or engineer

All plans must comply with the Florida Building Code, current Broward Edition, and the Town of Southwest Ranches Unified Land Development Code (ULDC) available online at https://library.municode.com/fl/southwest_ranches/codes/code_of_ordinances

All required agency approvals (see previous pages) must be stamped on the plans. The plans must contain the following information, at a minimum:

	Floor plans and related building plans (structural, mechanical, plumbing, and electrical).
	Building elevations, showing building height measured either to the top of the roof (flat roofs), or to the mean of the highest roof (sloped roofs).
	Finished Floor Elevation (FFE) of the home.
	<p>A "site plan" that shows how the proposed addition and all improvements (i.e.: driveway, etc.) will fit onto the lot, with dimensions and other details your professional will know what to include. Specifically, the site plan will show:</p> <ul style="list-style-type: none"> ▪ Compliance with the minimum building setbacks from the property lines and ingress/egress easements required by the Town Code. ▪ All major features shown on the survey. ▪ Dimensions of all proposed structures and their distances (measured from closest part of structure) to property lines and easements, driveways, other structures, and water bodies. ▪ Lot grading plan, including limits of fill, maximum slope from filled areas to natural grade, direction of storm water flow, and drainage calculations. The plan must comply with the storm water drainage standards for your area, and must comply with the Town's tertiary drainage plan. Your architect or engineer should call the Town Engineer at (954) 434-0008 if there are questions. ▪ Scale, with north arrow. ▪ Site Data Table, which must show the following information at a minimum:



- Total area of lot, in acreage and square footage.
- Lot area less any road dedications (ingress easements and/or right-of-ways), labeled as “net” area. Important: the following calculations must be based on this figure.
- Square footage and percentage of all areas under roof (existing and proposed), labeled as “coverage”.
- Square footage and percentage of all impervious area (existing and proposed).

Permit applications

An application for Development Order, for Zoning and Engineering sign-off, is required.

Application can be downloaded from the following link:

<http://www.southwestranches.org/wp-content/uploads/2015/07/REFILLABLE-PERMIT-FORM1.pdf>

It is very simple and is required to be notarized or signed by the owner (in case the applicant is an architect, a contractor, or even a permit runner).



IMPORTANT

Below is a summary of phone numbers for guidance through the permitting process:

Zoning Reviews:	J. A. Medina LLC Julio Medina	(954) 343-7440
Engineering:	Rod Ley (Town Engineer)	(954) 343-7444
Structural, Mechanical, Electrical, Plumbing:	C.A.P. Government, Inc. Lisa Reices-Nicasio	(954) 343-7445
Drainage Districts:	South Broward Drainage District (for areas west of SW 148 Ave)	(954) 680-3337
	Central Broward Water Control District (for areas east of SW 148 Ave)	(954) 432-5110