



PERMIT SUBMITTAL REQUIREMENTS

Listed below are the basic permit submittal requirements. Additional information may be required based on the project type.

Permit application signed and notarized for each discipline of work (i.e. Building, Electrical, Plumbing, and Mechanical). Please note that a copy of the original signature is **NOT** acceptable.

Verify that the job value includes the cost of the work for all sub permit amounts a copy of the contract describing the job may be required.

- A permit will not be issued unless you have the foregoing requirements:
 - Licensing documentation: State License or Broward County Certificate of Competency
 - Broward County and/or local business tax receipt
 - Contractors must present current Insurance certificates (General Liability, Workers Compensation) with the Town of Southwest Ranches listed as certificate holder
 - A copy of the **recorded Notice of Commencement** required for projects valued at \$2,500 or higher. For A/C permits the limit is \$7,500. (This must be submitted prior to the permit being issued)
 - Two (2) sets of plans signed and sealed by a professional engineer/architect if applicable
 - Two (2) original surveys (raised seal) for all new residential and commercial construction
 - Two (2) copies of a current survey showing location of proposed construction/improvement. (Fences, driveways, pools, decks, etc.)
 - Lot Calculation sheet that identifies **ALL** impervious areas existing and proposed (pools, decks, driveways, paver, slabs, sheds, screen rooms)
 - Product approvals for sheds, doors, all glass, roofs, and all types of shutters.
 - A copy of the Broward County Planning & Environmental Regulation Division Approval Certificate showing DER Review Number, when applicable. This is required for all new building construction, additions or alterations to non-residential buildings, as well as demolitions, new or replacement emergency generators, commercial or multi-family pools and below ground storage tanks, temporary buildings, and construction trailers.
 - Energy calculations including heating and cooling load calculations.
 - Wind load calculations (signed and sealed) are needed for shutters, windows, skylights, and garage doors.
 - Signed and sealed pressure calculations are required for doors and windows.
- **Permit Fees are due and collected when the complete permit application package is submitted. We only accept checks at this time.**
- **Please note that after the 2nd Plan Review, an additional fee will be applied**

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select One Trade: Building Electrical Plumbing Mechanical Other _____

Application Number: _____ Application Date: _____

| | | | |
|--------------------------|--|--------------------------|-------------------------------------|
| 1 | Job Address: _____ | Unit: _____ | City: _____ |
| | Tax Folio No.: _____ | Flood Zn: _____ | BFE: _____ |
| | Building Use: _____ | Construction Type: _____ | Job Value: _____ |
| | Present Use: _____ | Proposed Used: _____ | Occupancy Group: _____ |
| | Description of Work: | | |
| | <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____ | | |
| Legal Description: _____ | | | <input type="checkbox"/> Attachment |

| | | | |
|----------|------------------------|--------------|-------------------------|
| 2 | Property Owner: _____ | Phone: _____ | Email: _____ |
| | Owner's Address: _____ | City: _____ | State: _____ Zip: _____ |

| | | | |
|----------|-------------------------|---|-------------------------|
| 3 | Contracting Co.: _____ | Phone: _____ | Email: _____ |
| | Company Address: _____ | City: _____ | State: _____ Zip: _____ |
| | Qualifier's Name: _____ | Owner-Builder: <input type="checkbox"/> | License Number: _____ |

| | | | |
|----------------------------------|---|-------------------------|-------------------------|
| 4 | Architect/Engineer's Name: _____ | Phone: _____ | Email: _____ |
| | Architect/Engineer's Address: _____ | City: _____ | State: _____ Zip: _____ |
| | Bonding Company: _____ | | |
| | Bonding Company Address: _____ | City: _____ | State: _____ Zip: _____ |
| | Fee Simple Titleholder's name (if other than owner): _____ | | |
| | Fee Simple Titleholder's Address (if other than owner): _____ | City: _____ | State: _____ Zip: _____ |
| | Mortgage Lender's Name: _____ | | |
| Mortgage Lender's Address: _____ | City: _____ | State: _____ Zip: _____ | |

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

X _____
Signature of Property Owner or Agent

X _____
Signature of Qualifier

STATE OF _____
COUNTY OF _____

STATE OF _____
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

(Type / Print Property Owner or Agent Name)

(Type / Print Qualifier's Name)

NOTARY'S SIGNATURE as to Owner or Agent's Signature

NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name _____
(Print, Type or Stamp Notary's Name)

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ or Produced Identification _____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

Type of Identification Produced _____

APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____

A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.
Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.

PERMIT NUMBER: _____

NOTICE OF COMMENCEMENT

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) **TAX FOLIO NO.:** _____

SUBDIVISION _____ **BLOCK** _____ **TRACT** _____ **LOT** _____ **BLDG** _____ **UNIT** _____

2. GENERAL DESCRIPTION OF IMPROVEMENT:

3. OWNER INFORMATION: a. Name _____

b. Address _____ c. Interest in property _____

d. Name and address of fee simple titleholder (if other than Owner) _____

4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:

5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:

6. LENDER'S NAME, ADDRESS AND PHONE NUMBER:

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): ____, 20____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

**Signature of Owner or
Owner's Authorized Officer/Director/Partner/Manager**
State of Florida
County of Broward

Print Name and Provide Signatory's Title/Office

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

By _____, as _____
(name of person) (type of authority, ...e.g. officer, trustee, attorney in fact)

For _____ (name of party on behalf of whom instrument was executed)

_____ Personally known or _____ produced the following type of identification: _____

Notary

(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:

By _____ By _____

**FORM FOR "SPECIAL BUILDING INSPECTOR"
SECTION 110.10 – BROWARD COUNTY ADMINISTRATIVE CODE
AND THE FLORIDA BUILDING CODE, 5th Edition (2014)**

NOTICE TO PROPERTY OWNER:

You are hereby directed in accordance with Section 110.10.1 or 110.10.2 of the Broward County Administrative Code and the Florida Building Code to retain a Special Structural Inspector (A Florida Registered Architect or Licensed Engineer) to perform the following mandatory or discretionary inspections, as outlined in Section 110.10 of the Florida Building Code and submit progress reports, inspections reports, and a Certificate of Compliance to the Building Official as per Sections 110.10.6 and 110.10.7 of the Florida Building Code.

Note: The Building Official determines which discretionary inspections are to be delegated.

DATE: _____ IDENTIFICATION, CONTROL OR BUILDING PERMIT # _____

PROJECT NAME: _____

JOB ADDRESS _____ ZIP _____

LEGAL DESCRIPTION: _____ FOLIO # _____

A. MANDATORY INSPECTIONS TYPE BY CODE:

- 1) Precast Concrete Units – Section 110.10.2.1 Yes No
- 2) Reinforced Unit Masonry – Section 110.10.2.2 (per ACI 530.1-13-Level B Quality Assurance)*
*unless noted otherwise on plan..... Yes No
- 3) Connections – 110.10.2.3 Yes No
- 4) Metal System Buildings – Section 110.10.2.4 Yes No
- 5) Smoke Control Systems – Section 110.10.2.5 Yes No

B. DISCRETIONARY INSPECTION TYPE BY BUILDING OFFICIAL:

- 1) Building Structures or part thereof of Unusual Size, Height, Design or Method of Construction and
Critical Structural Connections – Section 110.10.1.1 Yes No
- 2) Windows, Glass Doors and Curtain Walls on buildings over two (2) stories – Section 110.10.1.1 Yes No
- 3) Pile Driving Only – Section 110.10.1.1 Yes No
- 4) Precast Concrete Units – Section 110.10.2.1 Yes No
- 5) Reinforced Unit masonry – Sections 110.10.2.2 Yes No
- 6) Other..... Yes No

C. MANDATORY DOCUMENTATION

- 1) Inspection schedule stating the specific inspection that will be made and at what phase of construction must be submitted with this application.
- 2) Progress Report/Inspection reports during construction in accordance with Section 110.10.6.
- 3) Certificate of Compliance must be submitted prior to the scheduling of the final building inspection, Section 110.10.7.

ACKNOWLEDGMENT

Owner's Signature: _____ Permit Holder's Signature: _____

Printed Name: _____ Printed Name: _____

License # (if applicable) _____

SPECIAL BUILDING INSPECTOR: _____

Registered Architect and/or Licensed Engineer Signature of Special Building Inspector, Embossed Seal AND Date

Printed Name of Special Building Inspector _____

Address of Special Building Inspector _____

State of Florida Registration # _____ Fax # _____ Telephone # _____

_____ Date: _____

Building Official (or designated representative)

BE ADVISED THIS DOES NOT PRECLUDE YOU FROM OTHER MANDATORY INSPECTIONS IN THE CODE