



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**