



# Commercial Permit Application Checklist

## BUILDING DEPARTMENT

Revision Date: 2/29/2024

Form I.D. Number: 035.0

(FOR RESIDENTIAL PROJECTS PLEASE SEE [RESIDENTIAL PERMIT APPLICATION CHECKLISTS](#))

### MINIMUM SUBMITTAL REQUIREMENTS:

- [Building Permit Application\(s\)](#) (Structural, Electrical, Plumbing & Mechanical, if applicable) (Broward County Link)
- **Two (2) sets of Building and/or Site plans are required** (Electronic Submittals Only Require 1 Set of Documents)
- All commercial new construction and alteration projects must be approved by your drainage district prior to the issuance of your building permit. (Please see "[Drainage District Approval Information](#)" for more detail.)
- Any project with an estimated job cost of \$5,000.00 or more requires a [Recorded Notice of Commencement](#) per Florida Building Code (to be submitted prior to first inspection.) (Broward County Link)
- Please note that these checklists are not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.

### Addition / Alteration

- Job value must be listed on permit application (Itemized cost breakdown may be required)
- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a [records request](#))
- Sealed Plans from an Architect or Engineer (if estimated job costs over \$15,000)
- [Lot Coverage Calculation Worksheet](#)
- Current Notice of Acceptances ([Product Approval from Manufacturer](#))
- [Statement of Responsibility Regarding Asbestos \(SRRA\)](#) (Broward County Link)
- \$200 Deposit Required (if estimated job costs over \$25,000)

### Awnings / Canopies

- Job value must be listed on permit application (Itemized cost breakdown may be required)
- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a [records request](#))
- Sealed Plans from an Architect or Engineer (if estimated job costs over \$15,000)
- Flame Retardant Certificate & Sample of Material

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### Demolition

- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a [records request](#))
- [Broward County Urban Planning Division \(UPD\) \(DER\) Approval](#) (Broward County Link)
- [Statement of Responsibility Regarding Asbestos \(SRRA\)](#) (Broward County Link)

### Driveway

- [Engineering Permit](#)
- [Lot Coverage Calculation Worksheet](#)

### Fences

- [Zoning Addendum Required](#)
- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a [records request](#))
- Type, Height, and Linear Foot of Fence
- [Easement Agreement\(s\)](#) (if applicable)
- [Landscape Affidavit](#) (if applicable)

### Hurricane Shutters

- Job value must be listed on permit application (Itemized cost breakdown may be required)
- Sealed Plans from an Architect or Engineer (if estimated job costs over \$15,000)
- Sketch or Floor Plan of building showing all door and window locations
- Current Notice of Acceptances ([Product Approval from Manufacturer](#))
- [Retrofit of Windows & Doors \(Wind Load Pressures\) Submittal Packet](#) or signed & sealed calculations by a Florida licensed Engineer **with** the [Product Approval Submittal Form](#) **and** the [Broward County Uniform Retrofit Window & Door Schedule](#).

### New Construction

- Job value must be listed on permit application (Itemized cost breakdown may be required)

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- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a [records request](#))
- Sealed Plans from an Architect or Engineer (if estimated job costs over \$15,000)
- \$200 Deposit Required (if estimated job costs over \$25,000)

### Pool / Spa

- [Electrical/Plumbing/Deck & Heater Permit Applications](#) (Broward County Link)
- [Lot Coverage Calculation Worksheet](#)
- Job value must be listed on permit application (Itemized cost breakdown may be required)
- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a [records request](#))
- Sealed Plans from an Architect or Engineer (if estimated job costs over \$15,000)

### Re-Roof

- Job value must be listed on permit application (Itemized cost breakdown may be required)
- [Zoning Addendum Required](#)
- [Roofers Application Packet](#)
- [Broward County Urban Planning Division \(UPD\) \(DER\) Approval](#) (Required for Commercial/Multifamily 3+ Units) (Broward County Link)
- [Statement of Responsibility Regarding Asbestos \(SRRA\)](#) (Broward County Link)
- Current Notice of Acceptances ([Product Approval from Manufacturer](#))

### Satellite Dish UNDER 20"

- No permit required per FCC regulations.

### Satellite Dish or Antennas OVER 20"

- Building/Electrical Plans (Sealed plans from an architect or engineer if job costs over \$15,000)
- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a [records request](#))

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### Signs

- [Electrical Permit Application](#) (if applicable for both permanent or temporary signs) (Broward County Link)
- [Zoning Addendum Required](#)
- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a [records request](#))
- Electrical Plans
- Dimensions, verbiage, color scheme, letter height

### Slab

- Building Plans
- [Lot Coverage Calculation Worksheet](#)
- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a [records request](#))

### Tenant Improvement

- Job value must be listed on permit application (Itemized cost breakdown may be required)
- Sealed Plans from an Architect or Engineer (if estimated job costs over \$15,000)
- [Broward County Urban Planning Division \(UPD\) \(DER\) Approval](#) (Broward County Link)
- [Statement of Responsibility Regarding Asbestos \(SRRA\)](#) (Broward County Link)
- Health Department Approval for Restaurant
- HRS Approval for Day Care
- Current Notice of Acceptances ([Product Approval from Manufacturer](#)) (if applicable)
- \$200 Deposit Required (if estimated job costs over \$25,000)

### Tents/Canopies (Larger than 10' X 10')

- [Electrical Permit Application](#) (if applicable) (Broward County Link)
- [Temporary Use Permit Application and Requirements](#) (if applicable)
- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a [records request](#))

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- Plans

### Temporary Trailer

- [Electrical/Plumbing/Mechanical Permit Applications](#) (if applicable) (Broward County Link)
- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a [records request](#))
- [Broward County Urban Planning Division \(UPD\) \(DER\) Approval](#) (Broward County Link)
- Tie Down Specs
- Port-O-Let Agreement or Health Department Approval (if on holding tank.)

### Window / Door Replacement (Shutters not required for impact resistant windows.)

- Job value must be listed on permit application (Itemized cost breakdown may be required)
- Sealed Engineering Plans
- Site Plan (or Sketch/Floor Plan) showing location and dimensions of window and doors being replaced
- Current Notice of Acceptances ([Product Approval from Manufacturer](#))
- [Retrofit of Windows & Doors \(Wind Load Pressures\) Submittal Packet](#) or signed & sealed calculations by a Florida licensed Engineer **with** the [Product Approval Submittal Form](#) **and** the [Broward County Uniform Retrofit Window & Door Schedule](#).

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## HOW TO CONTACT OUTSIDE AGENCIES FOR APPROVALS

### **NOTICE OF COMMENCEMENT**

BROWARD COUNTY RECORDS, TAXES AND TREASURY DIVISION

BROWARD COUNTY GOVERNMENTAL CENTER

115 S. ANDREWS AVENUE – ROOM 114

FORT LAUDERDALE, FL 33301

954-831-4000

[www.broward.org/recordstaxestreasury/records/pages/noticeofcommencement.aspx](http://www.broward.org/recordstaxestreasury/records/pages/noticeofcommencement.aspx)

### **BROWARD COUNTY RESILIENT ENVIRONMENTAL DEPARTMENT**

#### **PLANNING AND DEVELOPMENT MANAGEMENT DIVISION**

1 NORTH UNIVERSITY DRIVE

PLANTATION, FL 33324

954-357-6666

954-357-6521 FAX

[www.broward.org/planning](http://www.broward.org/planning)

### **STATE OF FLORIDA DIVISION OF HOTELS & RESTAURANTS**

2601 BLAIR STONE ROAD

TALLAHASSEE, FL 32399

850-487-1395

[www.myfloridalicense.com/DBPR/hotels-restaurants](http://www.myfloridalicense.com/DBPR/hotels-restaurants)

### **CHILDREN'S SERVICES ADMINISTRATION**

115 SOUTH ANDREWS AVENUE, SUITE A360

FORT LAUDERDALE, FL 33301

954-357-7880

[www.broward.org/children](http://www.broward.org/children)

### **NOTES:**

In addition to the requirements of obtaining a permit, there may be additional restrictions applicable to a property that may be found in the public records of Broward County and there may be additional permits required from other governmental entities such as water management districts, drainage districts, state agencies or federal agencies.

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