Permit Type:
Backflow Preventer (New Installation ONLY)
Submit ALL Recertification's to BSI

COMPLETE THE FOLLOWING STEPS TO OBTAIN AN ePERMIT

1 GATHER DOCUMENTS

Required Documents for Permit Application

- Uniform Building Permit Application *completely* filled out and notarized

- Copy of test report submitted to BSI

- If backflow is related to a fire sprinkler sytem, indicate such on permit application and a fire review will be required.

Note: BSI does ALL Backflow Preventer Recertification's (800.414.4990)

Helpful Tips

Fire: Specify if for fire line plan

*Please note: This checklist is not intended to be *all-inclusive.* Due to changes in codes, regulations, and ordinances, other requirements may apply.

Apply for ePermit

Work that does *NOT* require a design professional's seal, should be applied for via email. The Required Documents *must* be:

- PDF form at a resolution of 300 DPI or better
- *Clearly* named
- *Separately attached* to email
- Total megabytes per email shall not exceed 20 megabytes

Keep in mind, when applying via email, each Required Document, product approval, etc., *MUST* each be submitted as a clearly named separate attachment to email. Include permit type from the checklist and job address in subject line of email.

Email ePermits@hollywoodfl.org

Monitor Permit Application

Once the Permit Application is accepted for review, it will be automatically routed to the required disciplines. You are responsible to go online and monitor your Permit Application. This can be done by signing up for automatic notifications or logging in regularly.

Each plan reviewer (for the required disciplines) will either approve, conditional approve (CA) or deny the Permit Application. Should it be denied by a discipline, comments will be provided. It is your responsibility to address each comment by submitting corrections to the Permit Application along with a response sheet to each comment via email. Corrections may include, but are not limited to, revised plans, correction to required documents, photographs, etc.

Pay for and Issuance of an ePermit

If needed, you can obtain a free estimate of the Permit Cost. When the Permit Application is approved and ready for issuance, fees should be paid online. When paying online, please allow 24 hours to process the payment prior to receiving the completed permit package along with the Inspection Reference Log and Building Permit Card.

5 INSPECTIONS

Call for Inspections

Now that you have received your official Building Permit, work on the job site can begin. It is your responsibility to schedule the necessary Inspection(s). This can be done online or by calling the automated inspection scheduling line 954.921.3646.

After 9:00 a.m. on the morning of your scheduled inspection find out who the inspector is online; inspection results can be viewed in the late afternoon, as well.

6 CLOSE PERMIT

Closing Your Permit

The approved final inspection will automatically close your permit. In addition, a Certificate of Completion (C/C) may be obtained by completing this Request form and emailing it to ePermits@hollywoodfl.org. Include permit type, (the words) close permit and job address in the subject line of the email.

Have Questions?

1. **Email** bldgpermit@hollywoodfl.org
2. **Phone** 954.921.3335
3. **In Person** Ask questions directly to Plan Reviewers during Informational Courtesy Hours
   Tuesday and Thursday, 7:30a.m.-10:30a.m.
   All other inquires, 7:00a.m.-6:00p.m.

When visiting us in person you may get in our virtual line prior to arriving either online, downloading the app or by texting "Hollywoodservice" to 954.241.1105 to reserve your spot in line.

All other inquires, 7:00a.m.-6:00p.m.
2600 Hollywood Blvd.
Hollywood, FL 33022
Second Floor