

## ePermits Submittal Guide

### Important process information prior to submitting a permit application:

1. Complete a [letter of transmittal](#) sheet (cover page) and attach it with the document(s) when you are submitting a new permit application, a correction or a revision.
2. Submit the [Broward County Uniform Permit application](#); and if sub-permits are required, submit one application for each additional discipline - depending on the scope of work.
3. The plans and required documentation must be submitted as a “PDF” (portable document format) and grouped by discipline; such as: Structural, Electrical, Mechanical, Plumbing, Fire, Engineering, Zoning, Utilities etc. All documents should have a Professional Engineer/Architect digital signature; and be titled, categorizing its content when attached to the email submittal (i.e. Application, Sub-Application, Site Survey, Product approvals, Calculations, etc.).
4. All Plans submitted must have an [Electronic signature affidavit](#) if the plans are not digitally signed or verified. Digitally signing your design file protects the contents from being altered. Please do not add any security from your pdf software or certification authority, “Locking” or “Restricting” the document before you submit the file can prevent us from opening and processing the document or stamping it for approval in our software. This may require a re-submittal of new set of documents and prolong the review process.
5. **Contractor of record** must be registered with the City of Hollywood Building Division. They may do so by submitting the [contractor record management form](#) with all the listed required contractor documents (i.e. License, insurance, etc.) to: [ePermits@hollywoodfl.org](mailto:ePermits@hollywoodfl.org)
6. If applying for an **Owner-Builder permit**, please read the requirements prior to applying and fill out and submit the [Owner Disclosure statement](#) with all the required documents.
7. A recorded **NOC (Notice of Commencement)** will be required for any job value greater than \$2,499; except permits related to Mechanical heat and air-conditioning systems, which require an NOC when the job value is greater than \$15,000. The NOC must be recorded in Broward County, prior to submitting to the City of Hollywood.
8. For the **Permit # or status** you may visit our website at [www.hollywoodfl.org](http://www.hollywoodfl.org), and search **Building Permit Self-Service** or <http://apps.hollywoodfl.org/building/PermitStatus.aspx> by entering the property address, folio # or Owner name. To receive **automatic e-mail notifications** about plan review and inspection updates for a process/permit number, enter your email address at the link below the permit page. Notifications are sent within one hour of a plan review or inspection update.
9. **We are currently working with two permitting systems Oracle and BCLA.** The **Oracle online portal** is limited to Windows/Doors, HVAC change-out, Water heater replacement, Fence and Re-roof permit types, *included* Electrical sub-permit for HVAC change-out and Water heater. The only disciplines that are currently reviewing in the Oracle portal are: Mechanical, Plumbing, Electrical and Structural. **Please do not apply in Oracle for any permits that will need multiple disciplines to review, such as Fire, Engineering, Zoning, CRA, Utilities, etc.** The online permitting portal is on the Building website or you may go direct thru: <https://ehjx.fa.us2.oraclecloud.com/fscmUI/publicSector.html>
10. **All other permit types continue to go into the BCLA permitting system.** Please submit all pdf documents to the email: [ePermits@hollywoodfl.org](mailto:ePermits@hollywoodfl.org); additional forms are in: <http://hollywoodfl.org/499/Applications-Forms>
11. **QLess- Need help or have a general question?** Make an appointment by downloading the free QLess app from a smart phone or visit our website. If you would like to a speak to a specific Plan Examiner, set up a Call-Back QLess appointment during consultation days -Tuesday & Thursday between 7:30am - 10:30am.

If you have any questions or require further assistance please contact The City of Hollywood – Building Division by phone: **954-921-3335** or via email [ePermits@hollywoodfl.org](mailto:ePermits@hollywoodfl.org). *Thank you*