

Email: ePermits@hollywoodfl.org

Phone: 954.921.3335

## Driveway Checklist

### WHEN DO I NEED A PERMIT?

The installation, replacement or major repair of a driveway requires a Building Permit be issued.

Job address: \_\_\_\_\_

Is this property located in the historic district?    No    Yes - if yes, additional regulations will apply.

For information on the property data visit [www.hollywoodfl.org](http://www.hollywoodfl.org) in [Zoning and Land Use Map and City Code](#)

### REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

Submit a completed [Broward County Uniform Permit Application](#) (for Engineering) from a licensed structural contractor or [owner/builder](#).

Submit a copy of the current signed and sealed property survey. The survey must not have previous mark ups and no older than 1 year from date of permit application submittal.

Submit [survey affidavit](#), if the survey is dated up to 10 years from permit application and if applicable. For certain scope of work, such as fences, driveways, patios, decks, seawall, retention walls, docks, sheds, pergolas, a/c equipment and generators.

Submit a site plan showing the location of the existing and/or proposed driveway with proper setbacks, dimensions and material of existing/proposed driveway.

[Homeowner Affidavit](#) required for stamped concrete and paver driveways.

If trees exist adjacent to work area a completed [Tree Permit Application](#) with and Tree Protection plan may be required.

### Historic District:

- ❖ New Circular Driveways in Historic District require Board approval and PLANNING (HISTORIC) must review.
- ❖ New and/or replacement driveways in historic district shall be of a semi-pervious material (pavers or concrete with landscaping in between slabs)

### Helpful Tips:

- ❖ Driveways and sidewalks on private property: 3 ft. minimum setback from side property line.
- ❖ 20% of front yard area must remain as landscaped open space.
- ❖ Curb cut cannot exceed 30% of lot width, smaller lot widths may have a max 18' curb cut even if greater than 30%.
- ❖ Ensure that property is a single family home, otherwise, if multi-family or commercial ZONING must review.

**Most common inspection denials:** ➤ Not according to plan dimensions    ➤ Not following setbacks  
➤ Failure to repair existing damaged sidewalk

**NOTICE OF COMMENCEMENT** - A recorded NOC is required to be submitted when the contract price is greater than \$5,000. If pending the submittal of an NOC it will not hold a permit from issuance, but it will hold the first inspection from scheduling.

**I certify to the best of my knowledge that all applicable documents have been submitted.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date

Each project is unique, additional items may be required depending on the scope of work being performed. 1 | 1