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Commercial / Residential Addition Checklist

WHEN DO I NEED A PERMIT?

The lateral/vertical extension or increase in the floor area or height of a building or structure requires a Building Permit be issued.

Job address: _____

REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

Submit a completed Broward County Uniform Permit Application (for Building) from a licensed General contractor or owner-builder; additional sub-permit applications may be required for fenestration(windows/doors/shutters) and roof. For roofing, also submit a HVHZ Permit Application for Roofs.

Submit a completed [Broward County Uniform Permit Application](#) (Electrical Box Checked) from a licensed Electrical contractor or owner/builder. Separate applications may be required for low voltage (data/cable) and burglar alarm.

Submit a completed [Broward County Uniform Permit Application](#) (Mechanical Box Checked) from a licensed Mechanical contractor or owner/builder.

If the addition includes plumbing, submit a completed [Broward County Uniform Permit Application](#) (Plumbing Box Checked) from a licensed Plumbing contractor or owner/builder.

Submit a completed [Tree Permit Application](#) from a licensed contractor or owner/builder. A Tree Protection Plan along with a Tree Protection Detail may be required if any trees are located adjacent to the work area.

Submit a completed [Owner / Builder Statement Affidavit](#), should the applicant meet the requirements and utilize Florida Statute 489.103. Exemptions and assume responsibilities of a contractor. (Owner/Builder option is not applicable for work in Condominiums or Commercial property).

Submit a full set of plans including the Survey, Floor Plan, Foundation Plans, Building Elevations/Sections, Structural Details, Window and Door Schedule, HVAC Plans, Electrical Plans, Riser Diagrams, Plumbing Plans, Isometrics and Landscape Plans.

Submit current approved [Miami/Dade Notice of Acceptance](#) or [Florida Product Approval](#) for all windows, exterior doors, mullions, shutters, garage doors and roofing systems with all elements identified and stamped by Architect / Engineer of Record.

Submit Energy Calculations, Manual J Heat Loads, AHRI and Tie Down Attachment details.

Submit signed and sealed Truss Engineering Shop Drawings stamped by Architect / Engineer of Record.

Provide cut sheet specifications for all equipment and fixtures being installed.

Submit signed and sealed Geotechnical/Sub Surface Report for foundation design recommendations.

Submit a completed [Special Inspector Form](#) for inspections required in accordance with F.S. 553.79(5)(a) and Broward County Administrative Amendments 110.10.

If the addition is to a commercial property, submit the Broward County Environmental Review, Planning and Redevelopment Division approval along with Broward County Transportation Concurrency Satisfaction Certificate. Submit Broward County Surface Water Management Approval.

Submit a recorded [NOC- notice of commencement](#), prior to first inspection scheduling if the job value is over \$2,500.00.

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