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Kitchen/Bathroom Renovation Checklist

WHEN DO I NEED A PERMIT?

The installation, alteration or major repair of a kitchen and/or bathroom requires a permit(s) to 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 if Plumbing, Mechanical or Electrical work is included.

Submit a completed Statement of Responsibilities Regarding [Asbestos Certificate](#) from Broward County. For additional information visit www.broward.org

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 an Association approval letter and/or [Affidavit of Awareness of Homeowners' association](#) for the scope of work performed. (Excludes Single Family Residences)

Submit Plan view showing the location of proposed work details of any specific ceiling or wall framing if proposed. **Note:** If the work includes repair of any structural elements, fire rated tenant separation or corridor wall, the method of repair and/or fire directory number for wall assembly shall be submitted by a Design Professional.

Plumbing plans must show the full scope of the plumbing alterations on the plans. Identify all plumbing fixtures and appliances that are scheduled for replacement. FBC Broward County Amendments 107.2.1.

Electrical plans signed and sealed by a licensed Architect/Engineer, or have the qualifiers notarized signature and CC number on all electrical plans.

Fire Plan showing the location of all fire devices such as: smoke detectors, fire sprinklers, fire alarms, etc.(Excludes Single Family Residences).

Plan view showing limits of flooring installation for 2nd level and above only, excludes Single Family Residences.

For a vented kitchen hood, provide a completed [Broward County Uniform Permit Application](#) (Mechanical Checked) along with drawings with specs, make up air if required.

Bath exhaust will be required to be on the plans and a completed [Broward County Uniform Permit Application](#) (Mechanical Checked) is required.

Test report for sound barrier product from independent testing laboratory to comply with minimum ASTM E-90 (STC) and ASTM E-492 (IIC) requirements for the assembly utilized in the field application. (2nd level and above only, excludes Single Family Residences). **Note:** Minimum (STC) Sound Transmission Class rating of not less than 50 dB; Minimum (IIC) Impact Insulation Class rating of not less than 50 dB.

Manufacturers spec sheets, installation and product approval booklet (if applicable).

Gas plans, flat and Isometric drawings (If applicable).

Submit a recorded NOC- notice of commencement prior to the first inspection scheduling if the job value is over \$2,500.

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

City of Hollywood Building Division - 2600 Hollywood Blvd., Hollywood, FL. 33020 www.hollywoodfl.org

REV. 5/09/23