



Email: ePermits@hollywoodfl.org
Phone: 954.921.3335

Foundation Checklist

WHEN DO I NEED A PERMIT?

The installation of a foundation, whether Commercial or Residential, 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 Structural contractor. Separate applications for temporary construction fence, erosion control, foundation, piles and temporary construction trailer (if applicable).

Submit a completed, signed, sealed and dated [Special Building Inspector Form](#) from licensed architect or engineer.

Submit a completed [Broward County Uniform Permit Application](#) (Plumbing Checked) from a licensed plumbing contractor. (mechanical application only for any underground refrigeration lines / chiller lines)

Submit a completed [Broward County Uniform Permit Application](#) (Electrical Checked) from a licensed Electrical contractor.

Submit a completed [Tree Permit Application](#) from a registered Broward County Tree Trimmer for removals and relocations, with a Tree Survey prepared, signed and sealed by a Florida Registered Surveyor, Tree Appraisal prepared by an ISA Certified Arborist or a Tree Protection Plan and Tree Protection Detail.

Submit a full set of Civil Plans, Site Plans, Elevations, Foundation Plans, Floor Plans, Structural Plans and Calculations, Mechanical Plans, Landscape Plans, Tree Disposition Plans, etc.

Submit the [Broward County Environmental Review](#), Planning and Redevelopment Division approval along with a [Broward County Transportation Concurrency](#) Satisfaction Certificate.

Submit all applicable Broward County and Florida State approvals. If applicable, submit crane details and Federal Aviation Administration (FAA) approval.

Submit signed and sealed Geotechnical/Subsoil Report and a completed [Special Inspector Form](#) if pile installation is utilized.

Submit a Topographic Survey with flood data showing flood zone, base flood elevation, crown of road, finish floor elevation and wave analysis. If in a coastal community, submit a V Zone Certificate from the Federal Emergency Management Association (FEMA) ensuring that the building built in a V Zone is anchored to resist wind and water loads acting simultaneously.

Submit a Maintenance of Traffic Plan (MOT)

Submit a recorded [NOC- notice of commencement](#), if the job value is greater than \$2,500. 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
City of Hollywood Building Division - 2600 Hollywood Blvd., Hollywood, FL. 33020 www.hollywoodfl.org

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