



Email: ePermits@hollywoodfl.org

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Gazebo/Pergola Checklist

WHEN DO I NEED A PERMIT?

The installation or replacement of a Gazebo or Pergola 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 in [Zoning and Land Use Map and City Code](#)

REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

Submit a completed [Broward County Uniform Permit Application](#) (for General Contractor) from a licensed structural contractor **or** [Owner-builder](#) (must meet requirements).

If work includes Electrical, Mechanical or Plumbing work, submit a completed Broward County Uniform Permit Application for each applicable discipline.

Submit current [Miami/Dade Notice of Acceptance](#) or [Florida Product Approvals or construction](#) plans detailing scope of work signed, sealed and dated by a Design Professional.

Provide a site plan (and building elevations, if applicable) clearly indicating the location of proposed work with dimensions and setbacks. Please note that all work must be highlighted on the site plans (i.e. fencing, driveways, generators, etc.). Submit a survey showing the location and dimensions of the Gazebo/Pergola.

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

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

NOTICE OF COMMENCEMENT - A recorded NOC form is required to be submitted when the contract price is greater than \$2,500.00. If pending the submittal of an NOC it will not hold a permit from issuance, but it will hold the first inspection from scheduling; *if applicable*.

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