

**WHEN DO I NEED A PERMIT?**

The construction of a new single-family residence or duplex requires that 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 submit with a completed [Owner/Builder Statement Affidavit](#), should the applicant utilize Florida Statute 489.103 exemptions and assume responsibilities of a contractor. (Owner/Builder option is not applicable for work in Condominiums).

Submit a completed [Broward County Uniform Permit Application](#) for each sub-permit; Electrical, Mechanical and Plumbing and any additional applicable work. Sub-permits are required for roofing and all openings.

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 an Association approval letter and [Affidavit of Awareness of Homeowners' association](#) for the scope of work performed. (\*Must be submitted even if you do not belong to an Association).

Submit [electronic digital signature affidavit](#).

Submit a full set of signed and sealed Plans indicating the following information: Occupancy Group, Type of construction, Method of compliance, Survey, Floor Plan, Foundation Plans, Building Elevations/Sections, Structural Details, Window and Door Schedule, HVAC Plans, Electrical Plans, Riser Diagrams, Plumbing Plans, Isometrics, Irrigation Plans and Landscape Plans.

Submit the Broward County Environmental Review, Planning and Redevelopment Division approval along with Broward County Transportation Concurrency Satisfaction Certificate. Plans can be submitted to Broward County through the [ePermits OneStop](#).

Submit Broward County Surface Water Management Approval. Plans can be submitted to Broward County through the [ePermits OneStop](#).

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

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 [Special Inspector form](#) (if project involves reinforced masonry construction (if or pilings). If project is located on a South Broward Drainage District (SBDD) a permit or release must be obtained from SBDD Special Inspector Form (for Plan Review).

Submit a recorded [notice of commencement- NOC](#) form if the contract price is greater than \$2,500.00. A pending submittal of an NOC will not hold a permit from issuance, but it will hold the first inspection scheduling.

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

Print Name

Email Address

Date