

## [ePermits Submittal Guide](#)

Please read prior to submitting to [ePermits@hollywoodfl.org](mailto:ePermits@hollywoodfl.org).

1. A [letter of transmittal](#) (cover page) needs to be completely filled out and submitted with all of the required documents.
2. Submit a [Broward County Uniform Permit application](#) for each discipline; a separate application will be required for each sub-permit, depending on the scope of work.
3. All plans and required documentation, must be submitted as a “PDF” (portable document format) and grouped by each discipline (such as: Structural, Electrical, Mechanical, Plumbing, Fire, Engineering, Zoning, Utilities etc.). All documents should have an Engineer/Architect digital signature and be titled, categorizing its content (i.e. Application, Sub-Application, Site Survey, Product approvals, Calculations, etc.).
4. Plans that require a digital signature must have the authentication code or stamped seal and must be submitted with an [Electronic signature](#) affidavit. Digitally signing your design file protects the contents from being altered. Prior to “Locking” or “Restricting” the document should have a unlocked space for stamping purposes.
5. The Contractor of record must be registered and/or up-to-date with the City of Hollywood Building Division prior to submitting a permit application. They may do so by submitting the [contractor record management form](#) with all the listed required contractor documents (i.e. License, insurance, etc.) to: [ePermits@hollywoodfl.org](mailto:ePermits@hollywoodfl.org)
6. When applying for an Owner-Builder permit, the [Owner Builder Permit Disclosure statement](#) is required.
7. A recorded NOC ([Notice of Commencement](#)) will be required for any **job value of \$5,000 or more**; except permits related to heat and air-conditioning systems, which require an NOC when the job value is **greater than \$15,000**. The NOC must be recorded in Broward County, prior to submitting to the City of Hollywood.
8. For all permit inquiries or status visit <http://apps.hollywoodfl.org/building/PermitStatus.aspx> and enter the property address, folio # or Owner name. To receive automatic e-mail notifications about plan review and inspection updates for a process/permit number, enter your email address at the link below the permit page. Notifications are sent with any permit activity, such as plan review or inspection results.
9. All documents must be submitted via email to: [ePermits@hollywoodfl.org](mailto:ePermits@hollywoodfl.org); additional forms may be found- <http://www.hollywoodfl.org/499/Applications-Forms>
10. QLess- Need help or have a general question? Make an appointment by downloading the free QLess app from your phone's app store or visit our website. If you would like to a speak to a specific Plan Examiner, set up a Call-Back QLess appointment during consultation days -Tuesday & Thursday between 7:00am - 10:30am.

If you have any questions or require further assistance please contact The City of Hollywood – Building Division by phone: **954-921-3335** or via email [ePermits@hollywoodfl.org](mailto:ePermits@hollywoodfl.org). *Thank you*