

## City of Tamarac Permitting FAQ's

	<b>DESCRIPTION OF SERVICES</b>		<b>Notes:</b>
<b>GENERAL INFORMATION</b>			
<b>Hours of Operation</b>	<i>What hours is the department open/closed for permit and inspection services?</i>	<b>Our hours are 7:30 to 4:30</b>	Lobby closed, staff available through email and phones
<b>Address</b>	<i>Address of building department</i>	<b>6011 Nob Hill Road Tamarac, FL 33321</b>	
<b>Phone Number - Building Department</b>	<i>Phone number for building department</i>	<b>954-597-3420</b>	
<b>Phone Number - Permitting</b>	<i>Phone number for permitting</i>	<b>954-597-3420</b>	
<b>Phone Number - Inspections</b>	<i>Phone number for inspections</i>	<b>954-597-3420</b>	
<b>Master Phone List</b>	<i>Is there a public phone list of Plan Reviewers, Inspectors and other building staff? <u>If so</u>, what is the link?</i>	<b>None</b>	
<b>Changes Due to Covid</b>	<i>Are there changes that have been implemented due to Covid (i.e., no inside service, etc.). <u>If so</u>, please specify</i>	<b>Lobby is closed</b>	
<b>Website</b>	<i>Building department website</i>	<a href="http://www.Tamarac.org/110/building">www.Tamarac.org/110/building</a>	
<b>FEES &amp; PAYMENTS</b>			
<b>Anticipated Fees</b>	<i>Is there a way to calculate anticipated fees, even if it is only an approximation? <u>If so</u>, how?</i>	<b>Fee schedule is on our web site</b>	
<b>Timing of Payment</b>	<i>When is payment required - time of permit (S)ubmission or upon granting of (P)ermit?</i>	<b>Most permits require payment at issuance. Permits with a value over \$10,000 require a plan review fee.</b>	
<b>Payment Types</b>	<i>What forms of payment are accepted? Online, credit/debit card, cash, check. <u>If credit/debit card</u>, please specify any restrictions. <u>If check</u>, how should it be made out?</i>	<b>We take payments online and via mail. Credit/ debit cards and checks (No AMEX)</b>	Tamarac Building Department
<b>PERMIT APPLICATION</b>			
<b>Online Permit Submission</b>	<i>Is online permit submission available? <u>If so</u>: Is it REQUIRED? What is the link to the page? Include any notes about requirements.</i>	<b>Yes, currently online is required.</b>	<a href="https://www.tamarac.org/799/ePermits">https://www.tamarac.org/799/ePermits</a>
<b>Paper Permit Submission</b>	<i>Is an "original" document required (as opposed to accepting a digital version that is printed)?</i>	<b>Digital copies are accepted with third party seal and signature certified.</b>	
<b>Number of Copies</b>	<i>How many copies are required of plans, NOAs and any accompanying documents?</i>	<b>One copy</b>	
<b>Additional Page(s) of Permit Application</b>	<i>Are there additional pages required with permit application (i.e., list of fixtures)? <u>If so</u>, please describe.</i>	<b>A State of Florida Jurat is required with each permit application.</b>	
<b>Notice of Approval Marking</b>	<i>Are there any special requirements on how the NOA should be marked up (color ink, highlighter, etc.)?</i>	<b>None</b>	
<b>Plan Review without Contractor</b>	<i>Can plans be submitted by the owner, architect or engineer for review prior to selection of a GC?</i>	<b>Yes</b>	
<b>Sub Permits with Master Building Permit Application</b>	<i>Are sub permits required to be submitted with master building permit reiew application? <u>If so</u>, is TBD acceptable?</i>	<b>No</b>	
<b>Sub Permits-Owner Signature</b>	<i>Is owner required to sign sub permit applications? <u>If not</u>, can owner signature be left blank or does General Contractor sign?</i>	<b>No, unless Owner Builder</b>	
<b>Sub Permits-Submission</b>	<i>Can sub-permits be submitted electronically, by email or fax after master building permit is approved? <u>If so</u>, how is this done?</i>	<b>Yes, permitting paperwork can be submitted electronically.</b>	

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<b>Sub Permits Required for Master Building Permit Approval</b>	<i>Are sub permits required for the master permit to be approved and issued? <u>If so</u>, is TBD acceptable?</i>	<b>No</b>	
<b>Single Trade Permits</b>	<i>Is there an option to fax/email permit if only one trade is involved? <u>If so</u>, how is this done and under what circumstances?</i>	<b>Permits are available online</b>	
<b>Expedited Permit Options</b>	<i>Are there options are available for expedited processing or permit walk throughs? <u>If so</u>, what is the process, cost, and any restrictions for each?</i>	<b>Yes, A request and fee can be paid through our 954-597-3420 line.</b>	
<b>Early Start</b>	<i>Is there an Early Start permit option? <u>If so</u>, what is the process?</i>	<b>Emergency permits for AC's and Electric Services can begin the work while waiting for permitting to complete. On other jobs a contractor can request an early start. Usually requires one round of plan review.</b>	
<b>DOCUMENTS TO ACCOMPANY PERMITS</b>			
<b>Contract</b>	<i>Is a copy of the Contractor's agreement with the owner required?</i>	<b>No</b>	
<b>Schedule of Values</b>	<i>Is a Schedule of Values required?</i>	<b>No</b>	
<b>Notice of Commencement (NOC)</b>	<i>When is NOC required--at permit (S)ubmission, at permit (A)pproval, or prior to first (I)nspection?</i>	<b>We prefer the NOC before permit issuance but the State regulates, it is required before the inspections are scheduled.</b>	
<b>Asbestos Survey</b>	<i>Under what circumstances is an asbestos survey required? How recent does it need to be? Under what circumstances is a formal exemption required?</i>	<b>Alterations and demo's</b>	
<b>Owner Acknowledgement</b>	<i>Is any type of Owner Acknowledgement required to accompany the permit? <u>If so</u>, what is the link to the form?</i>	<b>No</b>	
<b>Association Approval</b>	<i>Is a document from the association saying work is approved required? <u>If so</u>, what is the link to the form?</i>	<b>No</b>	
<b>Power of Attorney</b>	<i>What types of Power of Attorney documentation are accepted? Indicate all that apply : (O)riginal, (C)opy/Electronic, (R)ecorded</i>	<b>Recorded</b>	
<b>Drawings for "Like-to-Like" Upgrades</b>	<i>Do "like-to-like" upgrades require signed and sealed drawings?</i>		
<b>Signed &amp; Sealed Drawing Value Threshold</b>	<i>Is there a dollar cutoff under which the contractor can sign the drawings? <u>If so</u>, what is it?</i>		
<b>Drawing Requirements</b>	<i>Please indicate any notes regarding requirements for drawings.</i>	<b>Broward County Amendment requirements</b>	
<b>CONTRACTOR REGISTRATION</b>			
<b>Registration Form</b>	<i>Is a specific form required for contractor registration? <u>If so</u>, what is the link?</i>	<b>Yes</b>	<a href="https://www.tamarac.org/DocumentCenter/View/1357/41-Contractor-Registration-Requirements?bidId=">https://www.tamarac.org/DocumentCenter/View/1357/41-Contractor-Registration-Requirements?bidId=</a>

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Registration Fee	Is there a fee associated with contractor registration? <u>If so</u> , how much and how often does it need to be paid?	No	
Registration Updates	How can insurance certificate, license and business tax updates be submitted? <u>Indicate all that apply</u> : (B)uilding Dept, (E)mail, (F)ax, (P)ortal	Electronically to permit@tamarac.org or fax 954-597-3450	
<b>PLAN REVIEW &amp; REVISION PROCESS</b>			
Permit Status Notification	Is the permit submitter automatically notified of changes in the status of the permit? <u>If so</u> , how are status notifications handled - email, postcard, other?	Yes, upon registering	
Online Review of Status	Can review status and comments be seen online? <u>If so</u> , what is the site?	Yes, Tamarac.org	
Response Submission During Review	Can responses be submitted prior to the entire review being completed?	No	
Response Submission Options	What options are available to provide responses? In person resubmission, email, fax, etc.	Email or mail at this time	
Impact of Revisions on Inspections	Are inspections stopped during the revision process?	No, but Finals cannot be completed	
<b>INSPECTION SCHEDULING</b>			
Scheduling Deadline	When is the deadline to schedule an inspection?	3:00 PM	
Online Scheduling	Can inspections be scheduled online? <u>If so</u> , what is the link?	Yes	<a href="https://e-gov.tamarac.org/Click2GovBP/permitinfo.html?OWASP_CSRFTOKEN=AHBY-21J6-OM15-YZNU-O27B-B7X4-8XJ5-J56I&amp;schdInspView=true">https://e-gov.tamarac.org/Click2GovBP/permitinfo.html?OWASP_CSRFTOKEN=AHBY-21J6-OM15-YZNU-O27B-B7X4-8XJ5-J56I&amp;schdInspView=true</a>
Automated Scheduling	Can inspections be scheduled via an automated phone system? <u>If so</u> , what is the number?	yes,954-597-3435	
Phone Scheduling	What is the phone number to call in inspection requests?	954-597-3435	
Access Numbers	Is a PIN, invoice or other number (besides a permit number) required to schedule an inspection? <u>If so</u> , where is it found?	Yes on the permit inspection sheets	
Inspection Code Numbers	Does each inspection type need to be requested by a specific code? <u>If so</u> , please include a link to the list of codes.	Yes, they are on the permit inspection sheets	
Call in for Approximate Time	What time can you call in the morning to find out approximate time of inspection?	Between 7-8 am	
Update Notification	Is there a system in place to send notifications as to approximately when an inspection will be on that day?	No	
<b>CLOSEOUT</b>			
Certificate of Completion	Is a Certificate of Completion provided on residential projects? <u>If so</u> , what is the process for requesting?	Yes, if requested on company letterhead	
<b>OTHER/NOTES</b>			
Trash Required	Are there any restrictions on trash haulers that must be used? <u>If so</u> , please specify.	No	