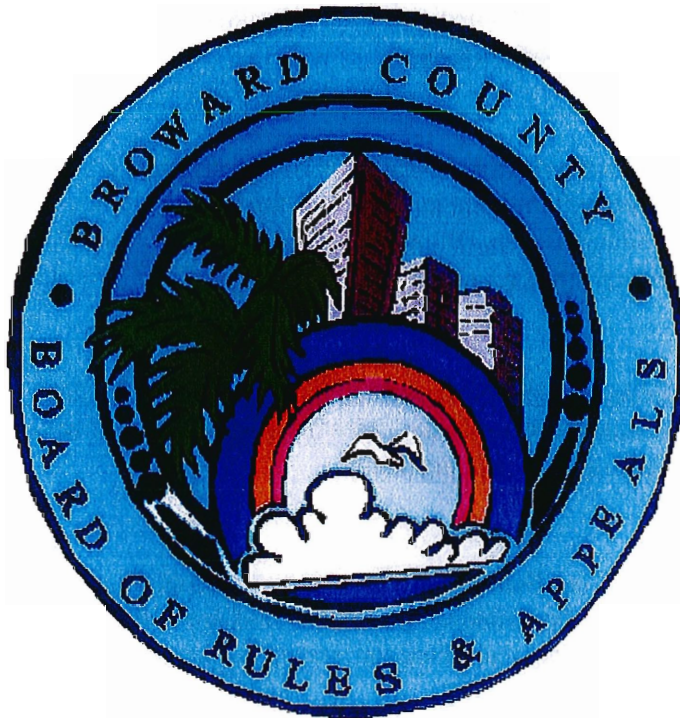


Voluntary Building Permitting Guidelines for Use in Broward County Florida

Prepared by



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Preface

The information contained in this manual, has been developed by a committee, which was authorized by the Board of Rules and Appeals, namely the Chairman, Mr. Ron Burr. The committee was made up of 21 members, consisting of four Board members, three contractor representatives and fourteen Building Officials from throughout Broward County.

The committee was charged with the task of developing, by consensus, voluntary general guidelines, suggested practices and other useful information to be used, at the discretion of the Building Official, on a voluntary basis, by each Building Department within Broward County, in an effort to improve the efficiency and continuity of the permitting process in building departments in Broward County.

This information is also intended for public consumption, to better inform them regarding the permitting process, the normal order of progression, and what information must be submitted to the Building Department, when applying for a building permit.

It shall be the recommendation of the Board of Rules and Appeals that the Building Officials of Broward County voluntarily adopt and promote the guidelines contained in the attached document, to the greatest extent possible considering their financial resources, manpower, and electronic and political capabilities.

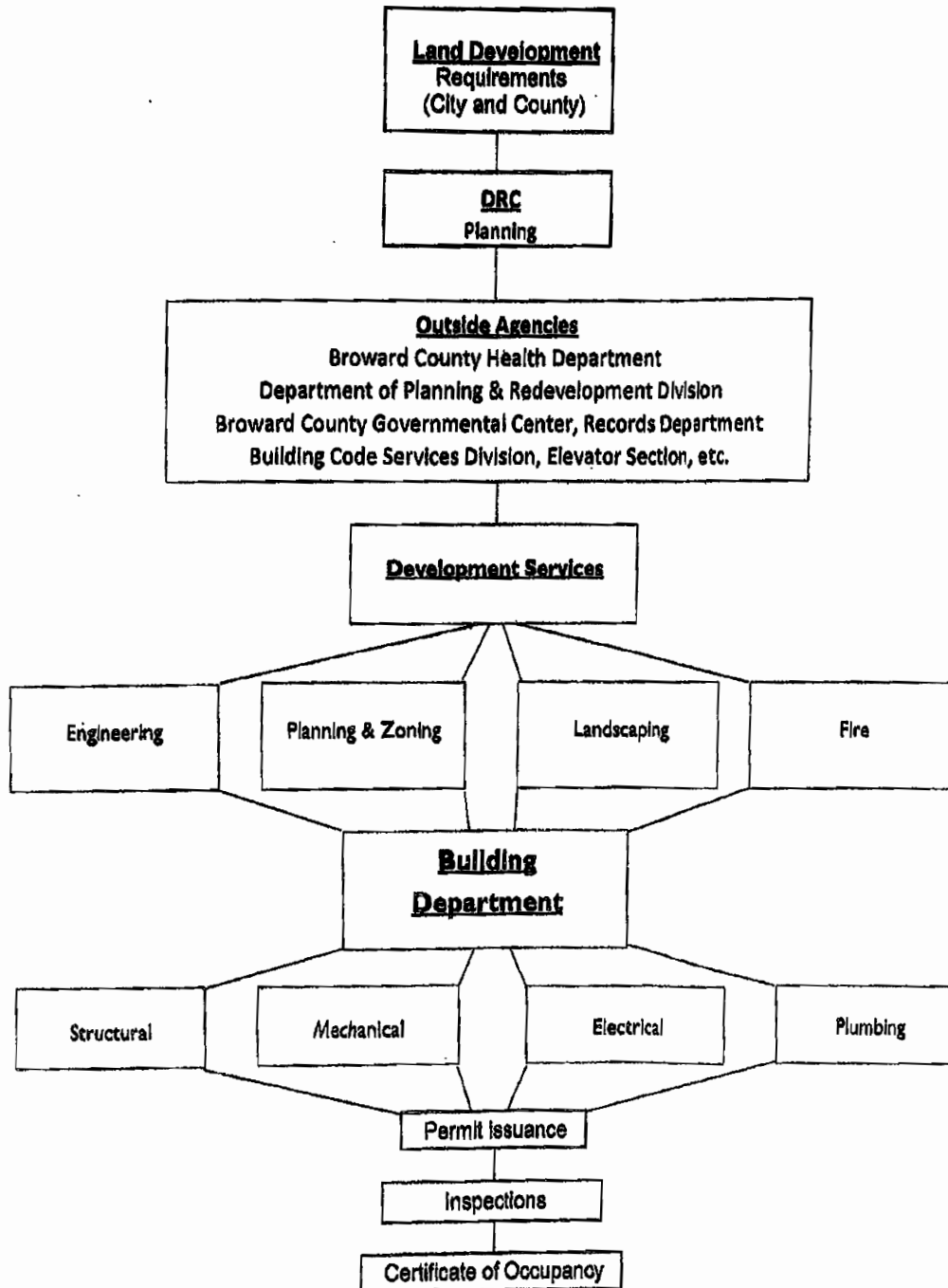
The Board of Rules and Appeals approved this policy (#16-2) on March 10, 2016.

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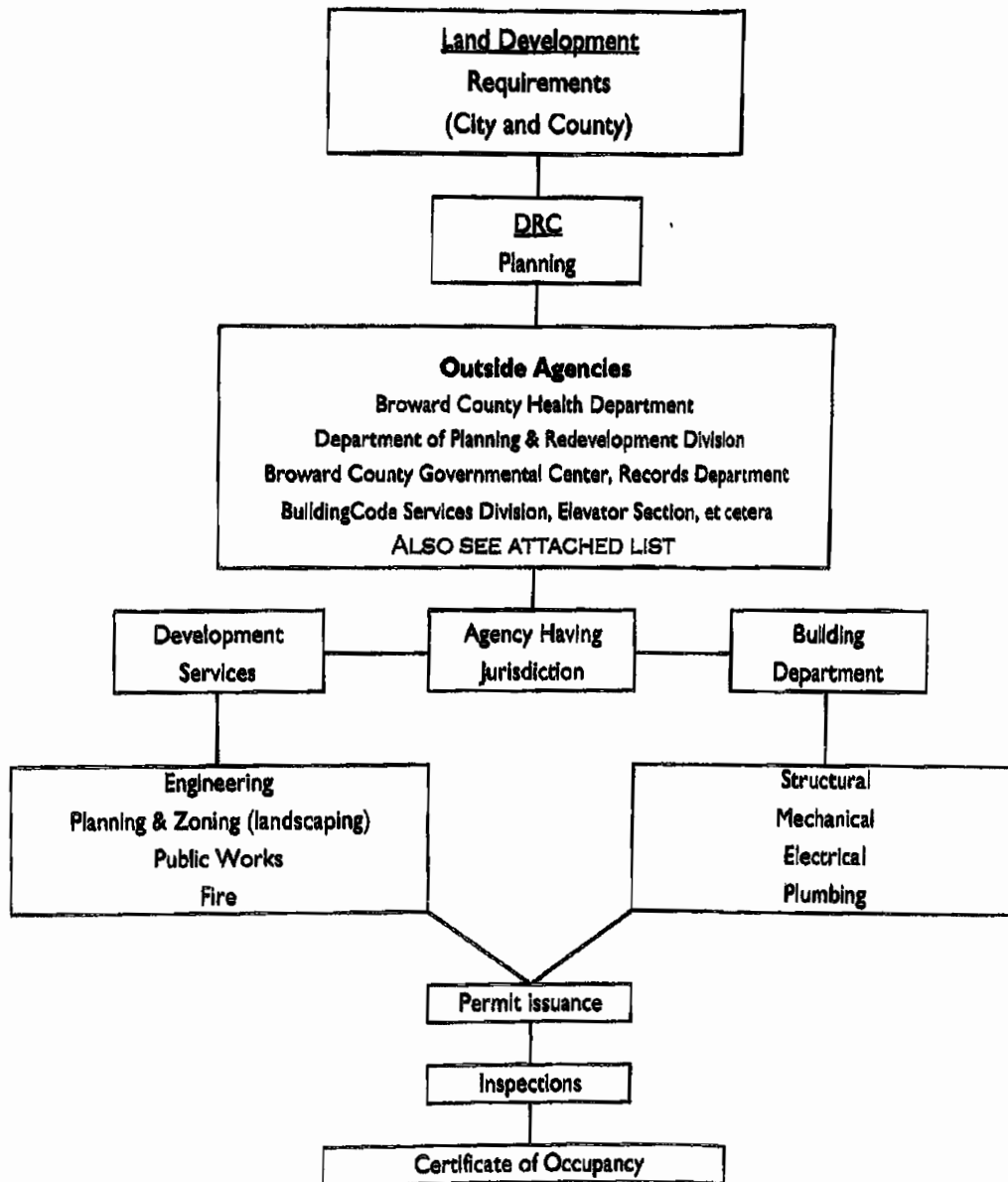
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Procedure Flowchart

Broward County Permitting Flow Chart



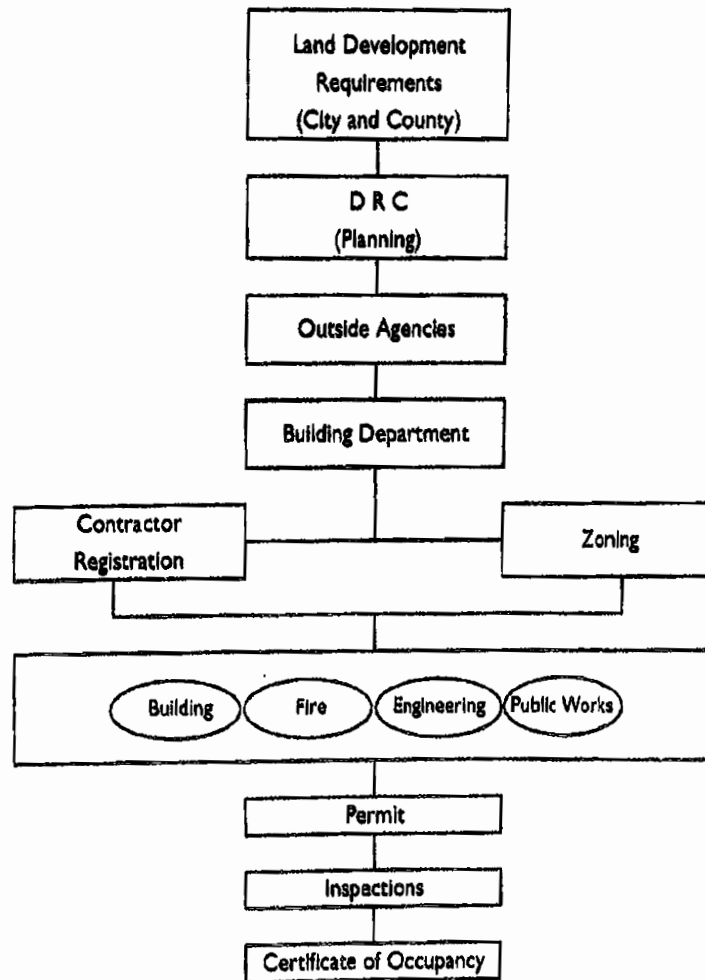
flowchart version 2

"VOLUNTARY" GUIDELINES FLOW CHART

Stronger Codes Mean Safer Buildings

Procedure Flowchart

BROWARD COUNTY PERMITTING FLOW CHART



Stronger Codes Mean Safer Buildings

Uniform Permit Submittal Checklist

	Type of Permit	Required Submittals (See attached list)
1	Commercial - New	1,2,(3),4,5,6,7,8,10,11,12,13,14,15,16,25,27
2	Commercial - renovation, alteration	1,2,(3),4,5,7,8,11,12,13,(17),20,27
3	Commercial - addition	1,2,(3),4,5,6,7,8,11,12,13,14,15,16,17,25,27
4	Commercial - pool	1,2,(3),4,5,6,7,8,12*,13,21,27
5	Commercial - demolition	1,2,6,13,17,27
6	Residential - SFR,duplex, townhouse	1,2,(3),4,5,6,7,9,10,11,13,14,15,16,27
7	Residential - addition	1,2,(3),4,5,6,7,8,9,11,14,15,16,17,27
8	Residential - renovation, alteration	1,2,(3),4,7,(14),15,16,17,27
9	Residential - multi family	1,2,4,5,6,7,8,10,11,12,13,14,15,16,27
10	Residential - pool	1,2,4,5,6,7,8,12*,27,29
11	Residential - demolition	1,1,4,6,17,27
12	Driveway	1,2,3,4,5,6,7,(13),27
13	Paving, Parking	1,2,(3),4,5,7,15
14	Fence	1,2,(3),5,6,7,27
15	Dock, Seawall,Boat Ramp, Bulkhead	1,2,4,5,6,7,8,12,13,(18),(22),27
16	Roofing	1,2,4,27,31
17	Screen Enclosure	1,2,(3),4,5,6,7,13,16,27
18	Shutters	1,2,(3),4,7,15,27,30
19	Sign	1,2,6,7,16,27,30
20	Tent	1,2,6,7,9
21	Awning	1,2,4,6,7,16,27
22	Window/ Door	1,2,(3),4,7,15,30
23	Mechanical - Commercial	1,2,4,7,14,15,27,32,35 12 if smoke control provided
24	Mechanical - Residential	1,2,(3),4,7,14,15,27,35
25	Mechanical - Hood, Fire Suppression	1,2,4,7,27,32,35
26	Air Conditioning Replacement/Repair	1,2, (3)(4 if \$7500 or more),14,16,35
27	Walk in Refrigeration	1,2,4,7,16,32,33,35
28	Electrical - Commercial	1,2,(3),4,7,27,32
29	Electrical - Residential	1,2,(3),4,7,27,32
30	30 Day Temporary Electric	1,2,(3),4,6,7,27
31	Electric service change/repair	1,2,(3),4,7,27
32	Low voltage	1,2,(3),4,7,27
33	Generator	1,2,(3),4,5,6,7,13,16,27,32
34	Antena	1,2,(3),4,6,16,27,30,32
35	Solar Panel	1,2,(3),4,5,6,7,16,27,30,32
36	Fire Alarm	1,2,(3),4,7,27,32
37	Plumbing - Commercial	1,2,4,7,27
38	Plumbing - Residential	1,2,(3),4,7,27
39	L.P. Installation	1,2,4,7,
40	Plumbing fixture replacement	1,2,4
41	Irrigation	1,2,7
42	Water Heater Replacement	1,2
43	Temporary Portable Toilet	1,2
44	Septic Tank	1,2,6,7,13,21,27

Legend

() IF APPLICABLE

*IF ON PILES

Uniform Permit Submittal Checklist

Item	Permit Application Required Submittal Items
1	Permit Application Form(s)
2	Contractor Records up to date
3	Owner /Builder Affidavit (if owner to act as contractor)
4	Recorded Notice of Commencement (If job value over \$2,500.00) FBC Chapter One, Broward County Administrative Provisions 105.8 - must be recorded and posted prior to the first inspection
5	2 Surveys (Note: If an Agency Having Jurisdiction has the capability of processing applications completely electronic, only one copy may be required for items 5-9, 11,14,15,16, and 31.
6	2 Site Plans
7	2 Sets of Plans (signed and sealed if: residential \$10,000 over, Comm. \$5,000 or over, or at discretion of Building Official)
8	2 Copies of Geotechnical Reports
9	2 copies of Structural Calculations
10	Soil Erosion and Sedimentation
11	2 Sets of Truss Drawings - submitted prior to receiving a foundation inspection
12	Special Inspector Form
13	Approval from B.C. Environmental Protection & Growth Management Dept.
14	2 copies of energy calculation forms, heating/cooling load calc's, manufacturer spec's
15	2 copies of Product Approvals/NOA's
16	2 copies of Shop Drawings, signed and sealed and approved by designer of record
17	Statement of Responsibility Regarding Asbestos Form
18	Approval of the Army Corps of Engineers
19	Approval by the Department of Business and Professional Regulation
20	Approval by the Department of Agriculture
21	Approval by HRS/Broward County Health Dept.
22	Approval by South Florida Water Management District
23	Florida Fish and Wildlife Conservation Commission
24	Federal Aviation Authority
25	County Elevator Section review
26	Proof of Property Ownership
27	Copy of signed contract between contractor and owner
28	Review by Broward County Children's Care and Licensing
29	Pool, Spa and Hot Tub Safety Act
30	Wind Load Chart or Signed and Sealed Calculations
31	2 copies of High Velocity Hurricane Zone Uniform Roofing Application Form
32	Manufacturer Specifications
33	Flame Spread Certificate
34	Easement Agreements if applicable. I.e: AT&T, FPL, Utilities, etc.
35	Signed and Sealed equipment tiedown specifications

Voluntary "Dry Run" Definition and Policy

Definition:

A "dry run" is a submittal of a permit application for the purpose of obtaining the review of signed and sealed, permit ready plans by all appropriate disciplines, without the requirements of a completed application(s) or a qualifier(s).

Policy:

1. Accept plans that are ready for submissions for permit, for review by each applicable discipline.
2. An application is required only to establish the financially responsible party and their contact information and the request does not require a qualifier or sub-contractors.
3. A qualifier will be required to submit/sign application forms prior to any permit being issued.
4. Administrative and review fees can be charged.
5. Code in Effect will be established, based on this submission date

Voluntary Preliminary/Courtesy Plan Review Policy

Definition:

A preliminary/courtesy plan review is a review of plans, at any percentage of completion, by all appropriate disciplines, without the requirements of a completed application or a qualifier.

Policy:

1. Accept plans for review from any interested party that will be responsible for the payment of any required fees.
2. Documents to be marked **"Not for Permitting or Construction Purposes."**
3. It is understood that:
 - a. No permit will be issued.
 - b. Plans will be returned to applicant and no permanent record will be retained by the Dept.
 - c. This process will not inure any vested interests.
 - d. This process will not establish a code in effect for the said project.
4. Multiple reviews are possible upon payment of required fees.

Voluntary Policy on Late/ Deferred Submittals

Definition:

"Late Submittals" shall be defined as items which may be deferred, at the discretion of the Building Official, to a time later than the initial application submittal. This could be later in either the permitting or construction process, at the discretion of the Building Official.

Examples of Late Submittals and Conditions:

1. Shoring and Reshoring Plans and Schedules - Prior to the erection of any element requiring shoring.
2. Subcontractor application forms – must be in and approved prior to issuance of sub-permits.
3. Notice of Commencement – submitted and posted prior to first inspection instead of requiring one to be submitted at time of permit application.
4. Product Approvals – (i.e. doors, windows, roof coverings,
 - a. Only for those things that will not need to be incorporated into the construction in the earliest stages of the project.
 - b. Any late submittal product approval must be submitted and approved prior to any related work being commenced.
5. Truss drawings, design details and truss connection details to be submitted prior to any foundation inspection. (FBC BC Administrative Provisions section 107.3.5.7)
6. Shop Drawings – submitted and approved prior to any related work being commenced. (i.e. prefab units, prefab stairs, railings/safeguards, steel joist, metal decking, awnings, signs, etc.)
7. Manufacturer Specifications/Data Sheets - submitted and approved prior to any related work being commenced.
8. Pool plans/permit
9. Fire Sprinkler Plans - Submitted and approved prior to the commencement of any related work.
Note: conceptual plans must be submitted at time of permit application.

Voluntary Timetable for Late/Deferred Submittals	
Submittal Item	Deadline for Submittal/Approval
Shoring and Reshoring Plans and Schedules	Prior to the erection of any element requiring shoring
Notice of Commencement	Submitted and posted prior to first inspection
Subcontractor Application Forms	Prior to Issuance of permit(s)
Product Approvals	Late submittal allowed only for items that will be incorporated later in project. Late Submitted Product Approvals must be submitted and approved prior to the commencement of any related work.
Truss Drawings	Drawings, design details and connection details must be submitted prior to any foundation inspection.
Shop Drawings	Submitted and approved prior to the commencement of any related work.
Manufacturer Specifications/Data Sheets	Submitted and approved prior to the commencement of any related work.
Fire Sprinkler Plans	Submitted and approved prior to the commencement of any related work. Note: conceptual plans must be submitted at time of permit application.

"Inside-Outside Agencies" Recommended Voluntary Building Permit Review Guidelines

(I.e. Planning and Zoning, Fire, Public Works, Engineering, Landscaping)

Building Officials are encouraged to meet with "agencies" to discuss issues and suggest improvements, such as:

- Concurrent Review with Building (no requirements for preset order of review)
- Notification of each "agency" upon the receipt of any permit application that will require their review
- Set Time Limits for Review (similar to those set in Building Code)
- Handling of Plans (tracking, sign out and in, etc.)

Miscellaneous Issues-Suggestions for Voluntary Action

1. Providing training for Permit Techs
2. Maintain a data base on expired permits, accessible by permit #, address or folio #.
3. Set limit on the # of expired permits any particular contractor or individual may have before being blocked from pulling any additional permits.
4. Allow late submittal of sub-contractor applications. (SEE Time Table for Late Submittals, Dry Run Policy and/or Preliminary/Courtesy Review Policy)
5. Request the Broward County Planning and Development Management Division to revisit their **Environmental Review Approval Guide** to remove any conflicting information and insure that the printed information is accurate and up to date.
6. Recommendation of adoption of a consistent Fee Schedule **Formula** throughout the County.

OUTSIDE AGENCY CONTACT AND REQUIREMENT INFORMATION

(THIS LIST IS NOT INTENDED TO BE ALL INCLUSIVE. PLEASE CONSULT WITH A DESIGN PROFESSIONAL.)

Agency for Health Care Administration, Office of Plans and Construction

2727 Mahan Dr. Mail Stop 24
Tallahassee, FL 32308
TL 850-412-4477

<http://ahca.myflorida.com/MCHQ/Plans/>

Plans and specifications for hospitals, nursing homes, ambulatory surgical centers, and Intermediate Care Facilities for the Developmentally Disabled (ICF/DD) must be approved before construction can begin. Architects, engineers and other specially trained plans and construction personnel survey facilities under construction and, when necessary, write reports for required corrections to the construction before approval of the project is given.

Broward County Environmental Protection & Growth Management Department

1 N. University Drive,
Plantation, FL 33324

Planning and Development Management Division

Development and Environmental Review Services 954-357-6666

Pollution Prevention, Remediation and Air Quality 954-519-1260

Surface Water Management 954-519-1209

www.broward.org/development

Reviews required prior to submittal to Building Dept. for permits. Development Review monitors developments for compliance with conditions of County Commission approval and assesses and collects road, school, and park impact fees including transportation concurrency fees. Environmental Review encompasses environmental impact issues such as availability of wastewater collection system, water treatment facility capacity, well field protection, storage tanks, wetlands, dredging, filling, and other water related activities. Also asbestos and other air borne contaminants, storm water retention and drainage, septic tanks, demolition and hazardous materials. (List not intended to be all inclusive)

Elevator Services 954-765-4508

Review plans, prior to submission to local jurisdiction for permit, for "Elevating Devices."

Highway Construction and Engineering Division 954-577-4555

<http://www.broward.org/Publicworks/BCEngineering/Pages/Default.aspx>

Review of major roadways, traffic ways, County roads, easements and right of ways, sub-division plats, etc.

Broward County Health Department

780 SW 24 Street
Fort Lauderdale, FL 33315
Main Number: 954-467-4700
Septic Tanks: 954-467-4920
<http://broward.floridahealth.gov/>

Septic tank permits. Review bedrooms additions on septic systems, all projects serviced by septic tanks, hospitals, ACLF's, bars, lounges, child care facilities, etc.

Broward County Human Services

Child Care Licensing and Enforcement

Broward County Governmental Center Annex
115 S. Andrews Avenue, Room 119
Fort Lauderdale, FL 33301

TL: 954-357-4800

<http://www.broward.org/HumanServices/CommunityPartnerships/ChildcareLicensingEnforcement/Documents/LicensingGuidelinesChildcareFacilities.pdf>

Child Care Licensing

At this time this department does not do plan reviews. A C of O can be issued but the facility will require a final inspection from this department before it can open for operation.

Broward County Clerk of Courts/Recording Section

115 S. Andrews Ave. Room 114

Ft. Lauderdale, FL 66625

TL 954-831-4000

<http://www.broward.org/RecordsTaxesTreasury/Records/Pages/NoticeofCommencement.aspx>

Notice of Commencement

Department of Business and Professional Regulation (DBPR)

District II – Margate, Division of Hotels and Restaurants

5080 Coconut Creek Parkway, Suite A

Margate, FL 33063

Main Number: 850-487-1395, ext. 403

<http://www.myfloridalicense.com/dbpr/hr/licensing/planreviewindex.html>

For seating restaurants; take-out/delivery or food courts (nonseating); caterers; mobile food dispensing vehicles; hot dog carts; and theme park food carts

To begin Florida's public food service licensing process, the law requires the division to review establishment plans for sanitation and safety concerns. Plan review is required when the establishment is:

- Newly built,
- Converted from another use,
- Remodeled or
- Re-opened after being closed at least 1 year.

Florida Department of Agriculture

Division of Food Safety

3125 Conner Blvd., Ste. H

Tallahassee, FL 32399-1650

(850) 245-5542

(850) 245-5534 Fax

<http://www.freshfromflorida.com/Food-Nutrition/Food-Safety/Food-Inspections/Plan-Review>

Standards apply to constructing, renovating or converting buildings to use for preparing, processing, storing or selling food for human consumption.

Voluntary plan review service is available for food entities that will be regulated by the Florida Department of Agriculture and Consumer Services' Division of Food Safety. This process is designed to review the conversion, construction or remodeling plans of food entities to evaluate conformance with the established requirements.

- Plan review service is separate from the initial inspection and may help the food entity avoid unnecessary expenditures on plumbing, facilities and equipment.
- Plan review ensures that the business designs will be approved before the food entity goes through the initial inspection.
- Plan review helps prevent delays by guiding the food entity through to the initial inspection process.

The initial inspection must be approved prior to commencement of operations.

Florida Department of Environmental Protection

Southeast District Office

[3301 Gun Club Road, MSC 7210-1](http://www.dep.state.fl.us/air/3301_Gun_Club_Road_MSC_7210-1)

West Palm Beach, Florida 33406

(561) 681-6600
<http://www.dep.state.fl.us/southeast/>

The **Environmental Resource Permitting (ERP) Program** regulates activities involving the alteration of surface water flows. This includes new activities in uplands that generate stormwater runoff from upland construction, as well as dredging and filling in wetlands and other surface waters. Environmental Resource Permit applications are processed by either the Department or one of the state's [water management districts](#), in accordance with the division of responsibilities specified in operating agreements between the Department and the water management districts. The ERP Program is in effect throughout the State.

Federal Aviation Administration, Southwest Regional Office, Obstruction Evaluation Group
2601 Meacham Boulevard
Fort Worth, Texas 76193

<https://oeaaa.faa.gov/oeaaa/external/portal.jsp>

14 CFR Part 77.9 states that any person/organization who intends to sponsor any of the following construction or alterations must notify the Administrator of the FAA:

- any construction or alteration exceeding 200 ft. above ground level; or
- any construction or alteration:
 - within 20,000 ft. of a public use or military airport which exceeds a 100:1 surface from any point on the runway of each airport with its longest runway more than 3,200 ft.;
 - within 10,000 ft. of a public use or military airport which exceeds a 50:1 surface from any point on the runway of each airport with its longest runway no more than 3,200 ft.;
 - within 5,000 ft. of a public use heliport which exceeds a 25:1 surface; or
- any highway, railroad or other traverse way whose prescribed adjusted height would exceed the above noted standards; or
- when requested by the FAA; or
- any construction or alteration located on a public use airport or heliport regardless of height or location.

Florida Fish and Wildlife Conservation Commission

8535 Northlake Boulevard
West Palm Beach, FL 33412
561-882-5711

<http://myfwc.com/about/inside-fwc/s/>

Plan reviews prior to submittal to building department for coastal construction, development of natural/undeveloped lands, and almost anything that is required to also go to the Army Corps of Engineers or South Florida Water Management.

South Florida Water Management

Building B-1
3301 Gun Club Rd.
W. Palm Beach, Fl. 33406
TL 561-682-6736

www.sfwmd.gov

<http://www.sfwmd.gov/portal/page/portal/xweb%20-%20release%20/environmental%20resource%20permitting>

The South Florida Water Management District regulates residential and commercial developments, roadway construction and agriculture:

This type of permit is needed for:

- Dredging and filling in wetlands or surface waters
- Constructing flood protection facilities
- Providing storm water containment and treatment
- Site grading
- Building dams or reservoirs

- Other activities affecting state waters

US Army Corps of Engineers

4400 PGA Blvd., Suite 203

Palm Beach Gardens, Fl. 33410

561- 472-3500

west.pb.ro@usace.army.mil

Projects proposed in or along any "navigable" water way or involving wetlands probably needs to go to the Army Corps prior to beginning the permit process. They will issue a permit if approved or a denial if disapproved.

United States Coast Guard

Seventh District

Commander

USCG Seventh District

Brickell Plaza Federal Building

909 SE 1st Avenue

Miami, FL 33131-3050

305-535-4320

305-415-6743

Contact them when contemplating construction of, or working on any bridges crossing any navigable waterways.

(THIS LIST IS NOT INTENDED TO BE ALL INCLUSIVE. PLEASE CONSULT WITH A DESIGN PROFESSIONAL.)

INFORMATION IS SUBJECT TO CHANGE WITHOUT NOTICE; THEREFORE, WE ADVISE CALLING THE AGENCY AT THE TIME OF PERMITTING.