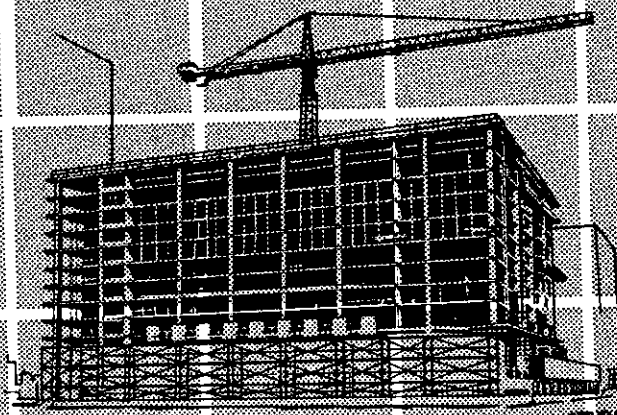


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## **Building Permit Requirements in Dade and Broward Counties: Framework For A Model Permitting System**

*This research project was sponsored by  
The Building Construction Industry Advisory Committee under a grant from the  
State of Florida Department of Education*



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1995

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AND BROWARD COUNTIES:  
FRAMEWORK FOR A MODEL PERMITTING SYSTEM**

**GRANT R 934**

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The authors also need to acknowledge that The Executive Director of the Southern Building Code Congress International has provided permission to reproduce a portion of Chapter 1 of the Standard Building Code as Appendix D of this report. This permission in no way carries with it an endorsement of the findings, conclusions, or recommendations of the report. For those the authors alone bear full responsibility.

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## **I. EXECUTIVE SUMMARY**

The project covered by this report was initiated by the Building Construction Industry Advisory Committee (BCIAC) of the State of Florida as a part of their continuing effort to assist the construction industry in the State. There were two objectives: first to produce a document containing, in detail, the necessary information that a contractor needs to obtain a building permit in any of the separate governmental jurisdictions within Broward and Dade Counties; second to analyze the differences in the permitting process in the various jurisdictions and to develop a proposed permitting system to serve as a model for those that might wish to adopt it.

Broward and Dade Counties are unique in that they alone out of all of the counties in the State have adopted the South Florida Building Code (SFBC or , simply, the Code). Excepting the Disney World enclave, all other jurisdictions and agencies in the State that deal with building construction have adopted the Standard Building Code (SBC). This study focuses directly on the requirements that contractors and owner-builders must meet in order to obtain a building permit under the provisions of the SFBC and the agencies that grant these permits.

The Code is a compendium of regulations concerning building construction that has been adopted by County ordinance. It provides for a Board of Rules and Appeals which alone may make changes and provide interpretation. It also provides for the office of Building Official for each city, town, or village that establishes a building department. The authority to actually grant building permits flows from the Code, through the Building Official by stating that no construction will be allowed until application for a

permit is made and such application is approved by the Building Official.

The study team determined that there are 54 separate jurisdictions within the two counties that have established building departments and that the procedure for obtaining permits varies widely within these jurisdictions. Through surveys, on site visits, and interviews the team developed flow sheets that provide, in detail, the necessary steps that a contractor or owner-builder must follow in order to obtain a building permit in the most expeditious manner.

The team also reviewed the requirements for permits that are established in the SFBC and the SBC and found great commonality. Based upon this review and a review of methods for tracking licensing and insurance requirements, they were able to recommend the adoption of a common administrative section dealing with building permits; the establishment of a state wide data base for contractor licensing data; and the adoption of certain local procedures that will provide a more uniform and "user friendly" procedure for obtaining building permits.

## **II. Findings, Conclusions, and Recommendations**

### **Findings**

- The research team was able to identify for each city, town, and village under the jurisdiction of the SFBC the most expeditious path for contractors and owner-builders to follow in obtaining a building permit under current regulations and procedures.
- The team was also able to reduce these observations into flow charts for use by contractors and owner builders.
- The team found that there differences between the Broward and Dade County editions of the SFBC in the requirements for the issuance of permits.
- The team also found that there were inconsistencies in application of the requirements for permits as outlined by the Code and as implemented by the various jurisdictions.
- A comparison was made between the Broward and Dade SFBC editions and the SBC which found that a common administrative section covering permitting is possible without major changes to any of the three codes.
- The team determined that it is possible and economically sound to establish a single point of entry for contractor licensing and insurance data that will cover the entire state.
- Finally, it was found that small adjustments in local procedures will provide relief to contractors and owner builders faced with the inconsistencies regulations and procedures currently existing in the application process for building permits.

## Conclusions

Based upon the surveys conducted, interviews, files reviewed, data compiled, and hands on experience with current state wide data systems the research team has concluded:

- that the flow charts provided in the Appendices to this report will provide a "user friendly" path for contractors and owner-builders to follow when applying for building permits in Broward and Dade counties under current regulations and procedures;
- that there are no insurmountable reasons for not unifying the permit requirements within the two counties and state-wide;

*this conclusion was reached despite the fact that other counties and agencies within the state utilize the SBC while Broward and Dade Counties alone utilize the SFBC*

- that the establishment of a single point of inquiry for contractor licensing and insurance information is feasible and does not require large investments in technology or manpower;
- and that small adjustments in local procedures will provide significant benefit to contractors and owner-builders in the application process for build permits.

## Recommendations

The authors recommend the following to the members of the BCIAC and the construction industry throughout the State:

- that the contents of the Broward and Dade Appendices to this report be made available to contractors and owner-builders in those counties;

- that the unification of the administrative sections of the building codes for the permit process be placed before the appropriate agencies and groups for discussion and adoption;
- that the BCIAC take the lead in discussions with appropriate agencies within the Department of Business and Professional Regulation concerning the adoption of a single state wide source for contractor license and insurance data;
- that copies of this report be provided to the individual members of the Boards of Rules and Appeals and the separate Building Departments in Broward and Dade Counties so that they may consider adopting more uniform procedures for the permitting process.

### III. INTRODUCTION

#### Background

The work recounted in this report was undertaken by faculty and students of the Department of Construction Management at Florida International University in response to a request from the BCIAC to document, in detail, the information that a contractor requires to obtain a building permit in Dade or Broward Counties. Further, based upon the investigation and the information gathered to accomplish this first task, the research team was tasked to recommend a model permitting system for the two counties.

The request resulted from the seemingly unlimited number of jurisdictions, each claiming a particular need or legal requirement to review plans or details of proposed construction. Within the geographical limits of the two counties there are 54 primary agencies that issue building permits and at least 32 other governmental agencies and entities that provide additional review or permitting functions. The lack of certainty of the total number of ancillary reviewing agencies is only an indicator of the totality of the problem. For example, there are areas where individual non-governmental agencies which originally owned the land have placed deed restrictions that run with the ownership. In certain cases these require their approval of the appearance of any structure before it can be built. These covenants can only be found when doing a title search for the property involved, can require extensive work or revisions by the design professionals for the project, but are not a part of this study.

Firms primarily engaged in construction know of the frustration of clearing all of the wickets after design, bid, and contract award before a project can actually start;



owners who are private citizens or owner-builders are generally baffled by the process. Obtaining permission to construct or remodel requires more than just a review of plans and specifications for compliance with a building code. The process is initiated by owners and design professionals and also involves the verification of zoning; in certain cases review by the fire marshal; possibly water and sewerage treatment plant capacity allocations; compliance with federal, state, and local flood zone requirements; in some cases the determination and payment of road, water, and other impact fees; entrance and exit requirements for state and country highways; water retainage and discharge clearances; landscaping requirements and permission for tree removal; the possibility of historical preservation district rules; and the approval for septic tanks and potable water wells.

Compounding the difficulty is the fact that the approving agencies are not collocated. In some instances they are not even in Broward or Dade Counties where the proposed construction is to take place. Instead they may be in Tallahassee or West Palm Beach. Few of these agencies have printed material available describing to the applicant for a building permit the steps that should be followed for plan review and approval. Quite often the first thing that a contractor knows of precedent requirements is when a particular agency refuses to accept plans for review or declines to issue a permit since all of the required approvals had not been obtained. Even within the two counties that are the subject of this study there are variations in both procedures and requirements. Readers and users of this report will undoubtedly note that the entire application process for building permits appears to be more centrally controlled and restrictive in Dade County than in Broward.

### Study Limitations

At the outset we found it necessary to define boundaries for the study. The Request for Proposals (RFP) from the BCIAC did not specify which type of permit (building, electrical, mechanical, etc.) or the type of work that was to be simulated. Consultation with the chairperson of the Committee resulted in the following scenario being adopted:

"Assume that you are a general, building, or residential contracting firm (hereinafter referred to simply as a general contractor) engaged in residential or light commercial construction and remodeling. The project is defined: there are plans and specifications; the owner, architect, and engineer for the project have completed those things which are appropriate; the land or structure to be improved is available; the project is suitable for the zoning of the parcel; and there are no requirements for platting or requests for variances that have not been dealt with by the design professionals."

Succinctly, it is as if you represent a construction firm, have bid on the project, have been awarded the bid, and are ready to apply for a building permit.

In adopting this scenario the authors were aware that many specialty contractors obtain permits for their particular trades separate from those required as a part of an overall building project. Mechanical contractors are required to obtain permits for work which has no requirement for a structural, general contractor type of building permit. Electrical contractors may also contract for the installation or renovation of electrical work where no structural work is required. Consequently it was decided that, in as much

as possible, the product of the work should be applicable across the spectrum of those that apply for permits and not be restricted to the three categories of structural contractors.

There are, however, things that the general contractor must consider when requesting a building permit that are usually not applicable to the specialty contractors. Jurisdictions such as historic preservation districts normally must be consulted to determine if proper approval has been given for a change in the intended use or appearance of a structure that is to be modified. The cognizant water management or drainage district usually issues a permit only if there are modifications to the terrain, paving, or retainage areas resulting from new construction or alterations to existing structures. Consequently the study in general reflects the required information for all contractors to obtain permits from the various jurisdictions which, in most cases, is more information than required by specialty contractors.

#### Methodology for Study

As a preliminary step in gathering information the research team prepared a questionnaire to be provided to each building official soliciting information as to the operation and permitting requirements in their jurisdiction. The questionnaire was validated with personal interviews with three building officials or their representatives in three different jurisdictions. After the validation process and after making appropriate revisions, the questionnaire was mailed to every building official in the two counties with the request that it be completed and returned. A copy of the questionnaire is provided in Appendix A.

The intent of the questionnaire was to obtain information that would allow the

team to compile, precisely, what was required to obtain a building permit in each jurisdiction. As the responses trickled in two things became apparent that would require additional effort. Unlike a normal survey, a "no response" was unacceptable if the documentation was to be complete. This was not an opinion poll subject to statistical analysis but rather a compilation which, analogous to a financial statement, required that every penny be accounted for.

The second problem encountered was one of the team's own making. While waiting for the surveys to be completed the team studied and revised a previously adopted format for the final presentation of the resulting data. The intent was to ensure that the result would be a user friendly guide to obtaining a building permit. The information requested in the questionnaire was technically correct and the survey had been run through a verification process, but it was not sufficiently complete to provide all of the information that the team decided to display. Rather than conduct yet another survey with additional holes or incomplete results the team elected to visit each jurisdiction.

The procedure adopted was to compile the data from a completed survey and transpose it into the format adopted for the final report. Then an individual team member visited that jurisdiction and "filled in the blanks." Following several of these visits it was determined that the information could, for the most part, be taken over the telephone and that visits would only have to be made for spot checks and verification of questionable information or when the information requested was not forthcoming.

The data compilation was guided not only by the format adopted for presentation but also by the guideline that nothing that was "too" perishable should be recorded and displayed for the users of the report. An example of this is the fees for permits. Permit

fees are allowed but not required by the SFBC and the Code does not determine either the magnitude of the fee or the manner in which the fees are calculated.<sup>1</sup> Florida State Law limits the fees for building permits to that which is necessary to cover the operation of the building department. In reality there does not appear to be a correlation between the fees imposed by one jurisdiction and those of another and the fees can be changed by the jurisdiction with minimal constraint. Additionally, in almost all cases the total of the fees is not determined until such time as the review of the plans has been completed and an evaluation of the value of the work made by the building department. Consequently, except for a few jurisdictions that require "up front" assessments, the fee structure has been omitted from data compiled for users.

A second category of fees that was investigated and not included was impact fees. These are fees assessed the owner of properties that are being developed to pay for utilities and services that have already been provided or which need to be provided in the future, such as water, sewerage, and main roads. The reason for not including these was two fold. First, they are perishable just like the building permit fees. Second, in many cases these fees were assessed and were paid by the land owners at the point in time when the facilities or services were provided even though the land was not developed. The purchaser of an individual lot in a neighborhood that is mainly built out will likely determine that these impact fees have already been paid and are included as a part of the purchase price. If not, then it is a fee that the owner must pay in order to further develop the site. In either case, it is not a fee that the contractor (unless an owner builder or site developer) is responsible for and not part of the scenario limitation provided at the start of this study.

A note of caution is in order. Impact fees may be substantial and amount to a significant amount of money depending upon the jurisdiction and cause for establishing the fees. Contractors should ensure that the subject of responsibility for these is thoroughly covered in the contract documents.

#### Review of Pertinent Legislation

Not all states have adopted building codes, and there is little consistency among those that have. The most recent data found by the research team on the subject indicated that of May 1, 1991 only thirty states had done so. Three of the thirty states have adopted a code which, although based upon one of the current nationwide model codes, is peculiar to the individual state.<sup>2</sup> Oklahoma allows choice of any of the nationally recognized codes but only one state, Florida, currently allows three specific and different codes.

This situation was the outcome of 1974 legislation when the Florida legislature passed law that required jurisdictions with building departments and those state agencies that deal with building construction to choose, adopt, and enforce one of four specified building codes. Excepting Broward and Dade Counties and the Disney World complex, all jurisdictions adopted the Standard Building Code which is promulgated and maintained by the Southern Building Codes Conference International (SBCCI).<sup>3</sup> As indicated previously Broward and Dade Counties adopted the unique and local South Florida Building Code. Disney World was permitted to create and adopt the Epcot Code which will not be considered further in the context of this project. The legislation that set forth the requirement placed the administration of code related programs under the Department of Community Affairs, where it remains to this date.<sup>4</sup>

Previous research conducted by surveys of building officials throughout Florida has also indicated strong support for legislation that would mandate a single building code for the entire state. Data extracted from that work are replicated in Table 1 and clearly indicate the consensus for a common building code. Notwithstanding such support from the most senior officials directly involved and despite recurrent legislative initiatives to adopt a standard code for the entire state (possibly excluding Disney World), it has not happened.

**Table 1**  
**Building Officials' Responses to Code Related Questions<sup>5</sup>**  
**A Statewide Code**

DO YOU FAVOR	PERCENT ANSWERING YES
a single statewide building code with provisions for regional differences?	74.5%

An analysis comparing certain like provisions of the SBC and SFBC was done at Florida Agricultural and Mechanical University and concluded that there were few meaningful and significant differences between the two codes at that time.<sup>6</sup> In a later publication the same research center concluded that the best interests of the public would be served if there was a single, state wide code.<sup>7</sup> Succinctly, they found that differences in wording, arrangement, and style are not sufficient reasons to require the separate codes and that the provisions could be brought in to line with each other.

Table 2 presents a similar type of comparison, done by the research team, and limited to the permit requirements that are found in the SFBC, the SBC, and the Council of American Building Officials Code (CABO) for new single family dwellings

or renovations.

**Table 2**  
**Code Comparisons**

ITEM WHEN PERMIT IS REQUIRED	SFBC BROWARD 1994 Appendix B	SFBC DADE 1994 Appendix C	SBC 1991 Appendix D <i>see note</i>	CABO 1992
DOLLAR VALUE EXEMPTION, LESS THAN	\$800	\$500	NOT SPECIFIED	\$5,000
TELEPHONE WORK, SFD	NO	NOT SPECIFIED	NOT SPECIFIED	NOT SPECIFIED
MOVING OF STRUCTURE	YES	YES	YES	NOT SPECIFIED
DEMOLITION	YES	YES	YES	NOT SPECIFIED
PLUMBING/GAS SUPPLY	YES	YES	YES	YES
ELECTRICAL	YES	YES	YES	YES
BOILERS, ETC.	YES	YES	YES	YES
ELEVATORS	NOT SPECIFIED	YES	NOT SPECIFIED	NOT SPECIFIED
SIGNS	YES	YES	NOT SPECIFIED	NOT SPECIFIED
AWNINGS	YES	YES	NOT SPECIFIED	NOT SPECIFIED
STORAGE AND USE OF VOLATILE MATERIALS	YES	YES	NOT SPECIFIED	NOT SPECIFIED
ROOFING	IF EXCEEDS 2 SQUARES	IF EXCEEDS 2 SQUARES OR \$300	NOT SPECIFIED	NOT FOR REPLACE LIKE MATERIAL
LARGE MECHANICAL SYSTEMS	YES	YES	EXEMPT IF COVERED BY OTHER CODES	YES
EQUIPMENT PRODUCING AIR CONTAMINANTS	YES	YES	NOT SPECIFIED	NOT SPECIFIED
POOLS/SPAS	YES	YES	NOT SPECIFIED	NOT SPECIFIED



ITEM WHEN PERMIT IS REQUIRED	SFBC BROWARD 1994 Appendix B	SFBC DADE 1994 Appendix C	SBC 1991 Appendix D <i>see note</i>	CABO 1992
CURTAIN WALL INSTALLATION OR REPAIR	YES	NOT SPECIFIED	NOT SPECIFIED	NOT SPECIFIED
CERTAIN ENGINEERING WORK	YES	YES	NOT SPECIFIED	NOT SPECIFIED
INSTALL OR REPAIR WINDOWS OR LIKE OPENINGS	YES (new-over 2 stories; existing, any)	YES	NOT SPECIFIED	NOT SPECIFIED

*Note: The data for the SBC in this table were taken from Chapter 1, Administration. The Standard Building Code requires a permit to construct, enlarge, repair, move, or demolish a building or structure. Not all circumstances under which a permit is required are specifically detailed in the administrative section of the code.*

The primary thing to note from a comparison such as this is that, for the items specified, there are not substantial differences between the two counties' versions of the SFBC. However, the comparison of either version of the SFBC with the SBC or CABO model codes reveals a great deal more specificity is resident in the SFBC than either of the others.

#### Permitting and the South Florida Building Code

The starting point for all building departments and building permits in Broward and Dade Counties is the SFBC. Dade County first adopted the Code in 1957, followed by Broward in 1976. Chapter 2 of the Code sets up the organization for interpreting and enforcing the various provisions of the document. In so far as this project is concerned, significant items are:

- the establishment of the position of the Building Official for each jurisdiction

(city, town, county) subject to the SFBC. This individual is appointed by the jurisdiction, and authority over construction flows through him/her to chief inspectors, inspectors, and plans reviewers;

- the establishment of a Board of Rules and Appeals that is responsible for determining the suitability of alternative building materials, reasonable interpretation of the code, and accepting and certifying (or not accepting and not certifying) those nominated as Building Officials and other subordinate offices established by the code;
- the provision that, except as modified by the Board of Rules and Appeals, no subordinate jurisdictions can make any changes to the Code.

The latter two provisions are unlike the situation that exists in those counties which have adopted the SBC. In the 63 counties where building is regulated under the SBC there are no central agencies that maintain the integrity of the Code for all building departments. Local jurisdictions generally may modify provisions of the SBC as long as the changes are more restrictive. The data in Table 3 indicate that a large majority of Building Officials consider that this is acceptable while a smaller but still a majority of those polled consider that there should be a means of maintaining uniformity at least across regional areas.

**Table 3**  
**Building Official's Responses to Code Related Questions<sup>8</sup>**  
**Local Amendments**

<b>DO YOU FAVOR</b>	<b>PERCENT ANSWERING YES</b>
allowing local amendments to the building code	62.4 %
approval of local amendments by a regional board of building officials	55.4 %

The Code restrictions that ensure county-wide uniformity for the SFBC have not excluded differences between the two versions of the SFBC adopted by the two counties. Originally these were minor and consisted of administrative items. Currently the list of differences is growing as the counties have reacted differently to the damage left behind by Hurricane Andrew. There are provisions in both the Dade and Broward versions that allow for joint meeting of the Boards of Rules and Appeals which seemingly should provide a barrier or impediment against divergence in content . However, both versions of the Code specifically state that "...decisions of the majority of all members at joint meetings...shall not be binding on the Board...(and) may be accepted or rejected or accepted with modifications."<sup>9</sup> Consequently, despite the attempt at uniformity within the two jurisdictions under the SFBC, there is a widening content gap between the individual publications.

In consonance with this portion of the Code the research team determined that there are 54 separate jurisdictions in Dade and Broward counties that have established building departments and appointed building officials. In larger jurisdictions, such as the

City of Fort Lauderdale, there is a fully staffed department with plans reviewers, inspectors, and clerical help. In smaller communities the work of plans review and inspections may be subcontracted to another building department within the county or handled with part time employees. There are also municipalities where the building official is only a part time employee, usually working full time for one of the other larger jurisdictions and providing services as needed. Correspondingly, in the smaller jurisdictions there is no review function, per se. All work is exported to be done elsewhere. Despite a probable decrease in operating costs it was also determined that no jurisdiction has gone so far as not to have a building department and to contract out the entire function. In every case, even when the building department merely acts as a funnel to send the plans and requests for permits elsewhere, application for permits must be made in the applicable jurisdiction.

The bulk of the information that is required on a building permit application and the format for the application is specified in the Construction Lien Law of the State of Florida, not the Code:

" (5) In addition to any other information required by the authority issuing the permit, each building permit application shall contain:

- (a) The name and address of the owner of the real property.
- (b) The name and address of the contractor.
- © A description sufficient to identify the real property to be improved;  
and
- (d) The number or identifying symbol assigned to the building permit by the issuing authority, which number or symbol must be affixed to the

application by the issuing authority.

(6) In addition to any other information required by the authority issuing the permit, the building permit application must be in substantially the following form:..."<sup>10</sup>

However, it is Chapter 3 of the SFBC that establishes the requirement for building permits in Broward and Dade Counties.

" It shall be unlawful to construct, enlarge, alter, repair, move, remove or demolish any building, structure, or any part thereof; or any equipment, device, or facility therein or thereon; or to change the Occupancy of a building from one use Group to another requiring greater strength, means of egress, fire and sanitary provisions, or to change to an unauthorized or prohibited use; or to install or alter any equipment for which provision is made or the installation of which is regulated by this Code; without first having filed application and obtained a permit therefore from the Building Official."<sup>11</sup>

Both editions of the Code enumerate certain exceptions: minor work of a small dollar value; general maintenance and repair which does nothing to the structure or integrity of the building and which is normal and of low dollar value. Other than these types of exceptions, all construction and repair requires a permit issued by the cognizant building department. However even at this starting point the two counties differ. Dade county exclusions start at a lower dollar value; there is no exclusion for the telephone work in single family dwellings as there is in Broward. This lack of agreement on even trivial matters commences the chain of confusion, delay, and frustration for contractors in the jurisdictions subject to the SFBC.

The minor differences between the codes may be considered as irritants; items that the contractor can read ahead of time and satisfy without delaying a project. However, with respect to types of permits, application for permits, and required inspections there are also substantive differences:

- the Dade County version of the SFBC provides for a type of permit, a pre-purchased postcard permit, not allowed in Broward County;
- Dade requires that the qualifications of owner-builders be verified by the building official;
- the Broward Code requires that jurisdictions accept applications for permits by notarized documentation; the Dade Code does not;
- there is a substantive difference in the threshold costs of improvements before sealed plans are required (\$5,000 in Broward, \$15,000 in Dade);
- the Dade code apparently requires soil bearing capacity tests for new structures or additions to existing ones; the Broward Code does not (however some individual jurisdictions do);
- the Dade code makes the architect/engineer signing and sealing the plans responsible for ensuring that the documents submitted for the permit comply with the Code. No such provision exists in the Broward Code.
- the Dade Code contains a provision that "...any inspector or official may require the qualifier to be present at the job site at reasonable and convenient times."<sup>12</sup> There is no such provision in the Broward Code.

In addition to the 54 separate places to apply for building permits there are 54 separate

sets of office procedures which contractors have to follow to obtain these building permits. For example: both counties' version of the Code require that an application for a building permit "...be accompanied by two sets of plans... (and) where required...a third copy of the plan showing parking, landscaping, and drainage..."<sup>13</sup> Despite these provisions several jurisdictions routinely require that the contractor furnish 3 sets of plans for review. There is one that requires four sets under specific conditions.

The research team determined that there are jurisdictions that allow the general contractor to apply for and obtain a building permit without specifying the sub contractors; others require only that the names and permit applications for the subcontractors be on file before the overall building permit will be issued; still others do not have any restrictions with respect to these matters. There are no standard hours of operations; certain jurisdictions only issue permits at specified times during the day or on certain days during the week. A few building departments require the qualifier for the contractor to appear in person when first applying for a permit (a practice not permitted under the Broward edition of the Code); and there is one that will not keep the contractor's licensing information on file unless the contractor pays an annual fee. This latter despite the fact that it obviously costs that city more to process the contractor's documents each time rather than pulling the information up on a computer screen. None of these variations are atypical but rather are indicators of how little uniformity there is in application of specific provisions of the Code of what is purportedly a uniform code.

#### Other Regulatory Agencies

The researchers found that another problem area exists in determining those regulations which are external to the Code but which the contractor must satisfy before applying for a

building permit. In addition to the local jurisdiction's requirements and the provisions of the Code, "...the Building Official shall require that the laws, rules, and regulations of any other regulatory authority having jurisdiction, and where such laws, rules, and regulations are applicable and are known to the Building Official, shall be satisfied before a permit shall be issued."<sup>14</sup> This is the opening statement for the labyrinth that contractors must navigate, usually before making application to the building departments.

Although named differently, both counties have established a regulatory agency concerned primarily with the environmental impact of construction. In Dade County this agency is the Department of Environmental Resource Management (DERM) and in Broward it is named the Department of Natural Resource Protection (DNRP). Except for very minor projects where it is arguable that a permit is even required, all construction work has to be reviewed by the appropriate one of these two agencies before any building permit is issued. Depending upon the project and the county, the agencies review for air quality impact (including asbestos removal or abatement); coast wet lands, dredge and fill; pollution control equipment; storage tanks; waste water and plumbing connections; and flood plain criteria.

Any project that abuts a state road and which involves a driveway or grade change, the addition of turning lanes, or any other road work including the running of water or waste water lines within the state right of way requires a separate permit from the Florida Department of Transportation. There are also nine jurisdictions in Dade County that have established Historical Preservation Districts and any project within the districts must obtain approval of the appropriate agency before a permit will be issued.

There are still areas in both counties that do not have water and sewer service available. The responsibility for ensuring that the septic tank/field or potable water well is designed and



located in accordance with the appropriate regulations falls under the State's Department of Health and Rehabilitative Services (HRS). Building permits for projects not serviced by sewer or water lines will not be issued until their requirements are satisfied. If the construction is for a restaurant, then the Department of Business and Professional Regulation (DBPR) must be consulted. There are separate drainage districts that have been established and which must be consulted when construction takes place within their boundaries; and the South Florida Water Management District (SFWMD) has to be consulted for, amongst other things, construction where two or more acres will be covered with an impervious layer (roof, parking lot, sidewalk, roads, etc.).

## IV. Study Results

### Permitting Data

The tabulated results of the information collected through surveys, personal interviews, and telephonic interviews is presented in two appendices to this report, one for Broward jurisdictions, the other for Dade. The appendix for each County presents a logic chart for every jurisdiction in the County that issues building permits. Following the logic diagram will allow a contractor or owner-builder to complete the process of applying for a building permit as expeditiously as possible. The address, hours of operation, and telephone number(s) are given followed by a brief description of those things that a contractor will be required to have either on file or in their possession when applying for a building permit for the first time in that jurisdiction. With the exception of one city (Fort Lauderdale), all other jurisdictions will automatically maintain a file on the contractor of the information originally provided so that it will be available for future permits. It remains the responsibility of the contractor to provide the updating of insurance and licenses as these expire and need replaced. The City of Fort Lauderdale will only do this if the contractor pays an annual fee (currently \$10).

As mentioned previously, the research team found that the requirements for filing the applications for building permits, from start to finish, vary considerably from jurisdiction to jurisdiction and between the two counties. Consequently although the flow charts seem repetitious, one size certainly does not fit all and there may be significant variations from one to another. A part of this is caused by geopolitical differences: there are currently no historical preservation districts in Broward County; there are nine in Dade. Consequently the necessity of clearing the historical site designation wicket in Broward is minimal as compared to Dade.

Similarly, there are no moratoriums on construction in Broward due to the lack of water or waste water treatment facilities. One of the steps in most of the Dade jurisdictions was to obtain approval for water and sewer connections. This step is generally not a requirement for a building permit in Broward. The permit will be issued but the connections applied for by the plumbing contractor separately as a routine matter.

The individual logic diagrams do not include all of the data that may be required by independent review agencies, such as water control districts or the Florida Department of Transportation. Rather the diagram may refer the user to the separate section on the agency. As indicated earlier, perishable data such as permit costs and impact fees were intentionally omitted except where the contractor would be expected to pay fees at the time that the application is submitted.

#### A Better Mousetrap: Towards Uniformity

The limitations cited in the introductory section of this report,

"Assume that you are a...contracting firm...engaged in residential or light commercial construction ... there are plans and specifications; the owner, architect, and engineer for the project have completed those things which are appropriate; the land or structure to be improved is available; the project is suitable for the zoning of the parcel; and there are no requirements for platting or requests for variances that have not been dealt with by the design professionals,"

also provide a limitation as to the segment of the permitting process we are dealing with. It is strictly the required steps for the contractor to obtain a building permit.

Since the requirements for building departments and permits flow from the Code it

makes sense to address that item first. The premise behind, and the underlying reason for, building codes is public safety. The administrative provisions of the Code are not stand alone public safety items. It is the technical provisions of the Code in their entirety that addresses that matter. Consequently it seems reasonable to conclude that there could easily be a one to one correlation of administrative details of any particular version of any building Code. Table 2 and the ensuing discussion, developed early in the report showed that there are only minor differences between the written permit requirements between Broward and Dade County. That same section and other work covered in this report also have noted that there is an increasing divergence rather than increasing commonality. There is no cogent rationale for allowing this to happen and every effort should be made to eliminate these differences. The goal should be an identical wording and identical requirements.

The lack of a uniform building code for the state could be seen as mitigating against any attempt to establish a uniform system of permit application and approval process on a statewide basis. However, since the permitting process really has nothing to do with the public safety issues of a building code, the strength and wind load requirements, the necessity for impact tests and a thousand other real, imagined, or perceived problems with adopting a statewide standard it could be severed from the other procedures outlined therein. Consequently the permit section or chapters may be the one area wherein all parties seeking commonality in codes can agree. Simply put, if there is a verified, bona fide requirement for an administrative detail concerning a building permit for a particular purpose in any one part of the state, the requirement exists throughout the state. A uniformity of administrative detail would go a long ways in making life easier for contractors without sacrificing anything on the part of the hundreds of jurisdictions involved.

Logically the agency to start the necessary dialogue for revision and commonality is the State Board of Building Codes and Standards under the Department of Community Affairs. This is a strictly advisory group that cannot require modifications or change. But it does exist to give recommendations; it does occupy a position within that part of the State government charged with oversight of such issues; and it can convene conferences and deliberations that can lead to a modicum of uniformity in procedures.

The second step in a more uniform and model permitting system concerns the documentation that a contractor must furnish the separate jurisdictions before being able to obtain a building permit. This consists of proof of license and insurance. The research team suggests that the method and agency responsible for doing this can be common for all jurisdictions. It is time to join the communications revolution and have one such repository for information within the State government for all State certified and registered and all locally licensed contractors. (Certified contractors are those that have taken a state wide exam and are licensed to operate in all jurisdictions of the state without further examination; registered contractors are those that have taken a local exam, are locally licensed, can only operate within the licensing jurisdictions, and which have registered with the state as required by law.) The ability to communicate this data already exists and only requires amplification.

Currently the Department of Business and Professional Regulation (DBPR) maintains records on more than 129,000 registered and certified contractors. (Approximately 115,000 of these are under the Construction Industry Licensing Board, the remaining 14,000 under the Electrical Board.) This number includes active and inactive licenses and even those which are no longer valid through death, non-payment of fees, or other circumstances.<sup>15</sup> Despite the fact that the information in these files can be accessed by appropriate agencies and even private

individuals through modems or networks (and currently at no charge for up to 75 minutes daily), building departments generally maintain their own files. For example, the Building Department for Unincorporated Dade County maintains records for approximately 14,000 licenses, most of which are available through the state system which they have the capability of accessing. The City of Pompano Beach maintains approximately 5,600 but the Building Department has no capability of accessing the state records. These two jurisdictions, one large, one small, are cited only to show the magnitude of the duplicated record keeping effort that exists and which can be eliminated.

There are data that are required but that are not available through the State registration and certification system. These include license data for construction specialty contractors licensed at the local level but not recognized by the State, data on current insurance coverage and expiration dates, and data covering occupational licensing.

The State system only recognizes 26 categories of certified contractors and 25 categories of registered contractors. The 25 categories of registered contractors correspond on a one for one basis with 25 of the certified contractor categories, i.e., a registered building contractor or a registered electrical contractor licensed at the local level has the same limitations or restrictions as to the types of work that can be performed as a certified building or electrical contractor. However, data published in 1992 showed that there were 105 building related categories for which licenses were being issued within Florida.<sup>16</sup> With the exception of the 25 corresponding state-local categories, none of the additional categories show in the State's data pool.

Inclusion of these locally recognized specialty contractors in the state records would require a significant change in the method of posting to the data base and may require action on the part of the legislature. Current law requires the DBPR to track and maintain the records of

contractors only in those categories recognized by the state. Until the statute was revised, it was the act of registration with the state, not the locally issued license, that allowed the locally licensed individual or firm to engage in contracting. Consequently the Department found itself in the position of registering and in some cases holding disciplinary proceedings in contracting categories for which no state category existed. Those problems went away with the legislative change. If specialty licenses are re-introduced into the state wide data base it should be with the firm understanding that there is no attempt being made to regulate their activities unless there is an actual intent to do so.

The second item generally required by building departments and not carried in the state system is the insurance data. Building departments require proof of liability and workers compensation coverage or certificates of exemption. They also require that a certificate of insurance be issued in the name of their jurisdiction to ensure that they will receive notices of expiration or cancellation of coverage. Proof of such coverage is no longer required by the State as a condition of licensing or licensing renewal except in individual cases when a contractor's request for renewal is audited. A modification to licensing and renewal applications requiring that insurance certificates be submitted to the State would involve substantial record keeping. Modification of the data base file would also be required. Neither of these things can be accomplished without additional manpower and system costs. Additionally, in order to preclude deluging the State with paper work once a year it would be necessary to have licenses expire on a rolling basis rather than all at the same time. This latter is not an insurmountable problem and would actually promote the efficient use of personnel.

The final item that is normally required by building departments and that could be carried in a statewide data base is the local occupational licensing information. Depending upon

the physical location of the office(s), a contractor may be required to have both a county and a city or town license. At the present time there is no requirement that this licensing data be transmitted from the licensing agency to other jurisdictions. Instead the contractor merely furnishes the proof of licensing at the time that a building permit is applied for and the information, including expiration date, is kept on file by each jurisdiction. Unlike the insurance certificates, there is no requirement that agencies be notified if the contractor fails to renew the license.

Absent the requirement to report the licensing data on an "as occurring" basis there is little to no incentive for local jurisdictions to assume the burden and cost of providing the information to the DBPR for inclusion in a data base. On the other hand, if there were a statewide data base being used by local building departments the contractors would have an incentive to ensure that the data are current. While it seems almost archaic in a time of electronic communication, the most reasonable source of this information would be from the contractor as required. As in the case of the insurance certificates, additional personnel and changes to the current data base system would be necessary.

Personnel working in one building department were interviewed as to the time required to maintain the individual records of contractors, including their license, liability insurance, and workers compensation data. Their estimate was three minutes to either set up the file or to make what ever changes were required, such as updating an insurance certificate. Using an annual salary of \$24,000, a multiple of 1.4 for benefits, insurance, FICA, etc., a forty hour week and 50 week year computations were made that equate this to \$ 0.84 per incident, not including any system hardware or software costs. Based on these computations which only concern personnel costs, the Building Department for unincorporated Dade County should be willing to pay



anything less than \$11,760 to have the function performed for them if they could access the records on an unlimited basis. Stated in another way, there is some cost that building departments should be willing to pay to avoid the expense of maintaining contractor records. If the State were to undertake the work, reasonable estimates of costs and benefits can be produced which would make the program attractive to both the local jurisdictions and the State. Since population and construction project density change, this fee could change annually and be based upon some variation of population and number of building permits issued for the preceding year.

An alternative source of funding for the increased costs of the record keeping at the State level would be a "surtax" on contractor licensing fees. Previous experience and attendance at many CILB meetings make the researchers well aware that any such suggestion is sure to create dissent. It could (and would) be argued that the potential for savings to the cities, towns, and counties would come at the expense of the contractor. However the savings in time and monies to the contractor will not be insignificant and the convenience of providing the necessary documentation to a single source could be a compelling reason to support the program.

A more pragmatic reason for using the contractor surtax is the ease of collection. Contractors (excepting those locally licensed in categories not recognized by the state) have an established mechanism for paying renewal fees to the state. Cities and other jurisdictions that would make use of the system do not. Locally licensed contractors could be required to remit the fee as a condition of being listed. If the system is queried, a locally licensed contractor that elects to participate would be shown. If the contractor elects not to participate it would then be up to the local jurisdiction either to accept and maintain a file or levy the requirement that only those enrolled on the state roster will be allowed to apply for building permits.

The natural agency to provide the service is the Department of Business and Professional

Regulation where the on line system already exists and can be accessed by anyone with a computer and a modem. Individual jurisdictions could access the central depository by on-line computer terminals connected through a Wide Area Network (WAN) or individually from a work station properly equipped with a modem. Alternatively, those jurisdictions that prefer not to use this type of communications could be provided a periodic print out of the state certified and registered contractors, and specialty contractors that were licensed in their jurisdiction given that they are willing to pay the appropriate costs of reproduction and handling.

A secondary benefit of a state wide system would accrue to the insurance industry. At the present time insurance firms are required to provide certificates of insurance to every jurisdiction where the contractor applies for a building permit. The state wide service would replace the multiple certificates with a single one held by the state. In all probability owners and others that currently require certificates of insurance will not utilize the statewide data base nor should they be required to do so. Therefore the multiple certificates of insurance that are cranked out automatically by insurance agencies will only be reduced, not eliminated.

A sense of orderliness indicates that insurance and licenses ought to expire at the same time however this is not practically possible in all cases. Still, for the stable contractor, it can be made to happen and the license renewal can coincide with insurance renewal to alleviate a part of the paper flow at the State level.

A further step confronting contractors in the application process is plan review. While the research team worked exclusively with Broward and Dade Counties a companion study looked at permitting requirements in others.<sup>17</sup> An extrapolation of the two works indicates that the same lack of consistency of starting points and sequence, more prevalent in Dade County than in Broward, exists throughout the state. Not only are the names of the agencies different

from jurisdiction to jurisdiction but also the order in which various agencies approve the plans. The question that arises is whether or not it is useful and proper to specify, either in a building code or by legislative mandate, the name, order, and sequence of events leading to the issuing of a building permit.

Building on the previous paragraphs in which a state wide registration and information system was discussed, there appears to be no cogent reason that a contractor should be required to visit various water and sewerage plants or water management districts solely for the purpose of determining if sufficient capacity is available for the intended construction. Arguably this should have been determined by the design professionals associated with the project before the work reached the permitting stage. If it is now required to confirm the approval of the affected agencies, this could be done at one central point using a similar WAN and knowing the legal description of the property. The appropriate agencies for Broward and Dade Counties to accomplish this in the review procedures are, respectively, DNRP or DERM. The cost of the additional work could be added to the review fees and would be borne by the owner (through the contractor) rather than the general public. The added cost should be minimal and the matter probably does not lend itself to uniformity throughout the State.

There does not appear to be any realistic method of eliminating the separate work done by most of the reviewing agencies. Calculations, plans, and surveys for septic tanks and potable water wells will be required and computer networking will not eliminate them. Similarly, traffic engineers will need to assess the requests for entrances on state highway systems and consequently need to see the physical plans for the project. Historical Preservation Districts do not provide blanket approvals based only upon addresses but rather review the plans for visual impact and compliance. Visits to these types of agencies cannot be avoided.

What can be done, however, is to attempt to bring some commonality to hours of operations. The research team is aware that the Associated General Contractors (AGC) have attempted for several years to reach a consensus within the industry as to bid opening time. As trivial as it may seem there is probably not a single contractor that has been in business for several years that is not aware of at least one incident where a competitor has misread the bid delivery or opening time. Setting a common time, such as 2:00 P.M. for receiving and opening bids seems simple but to date has not been achievable. Recommending that Building Departments establish common hours follows the same logic: perhaps too simple and too convenient. Still the recommendation has to be considered and there are probably no persuasive reasons for it being impossible under most circumstances.

The adoption of these changes, two major and several minor, to the permitting system as it exists in Broward and Dade counties and the rest of the State neither push the public safety issue related to building codes nor the state of the art in communications technology. The governmental agencies with cognizance in these areas already exist. The computerized data base is partially complete, is up and on line, and can be accessed by **any** individual, free of charge, as long as they have the proper software, computer, and a modem. Expansion of the data base would be required but the costs are actually small in compared with the potential savings. Despite their simplicity and ease of implementation these steps towards uniformity would provide:

- common administrative procedures for the issuing of building permits throughout the State;
- significant relief to the jurisdictions in maintenance of records;
- significant benefit to the contractor by providing a single source of data required for

permitting for all of the jurisdiction where the contractor works;

- significant cost savings for insurance firms;
- uniform operating hours for agencies issuing building permits;
- and all at minimal cost.

Clearly a Pareto-optimal solution where at least one (individual or agency) is better off and none is worse off.

## End Notes

1. Chapter 3, Sect 303, SFBC, Broward County, 1994 edition
2. Massachusetts, New York, and Wisconsin have developed their own Building Codes.
3. Barnes, W. C., Mitrani, J. D., & Dye, J. M. (1992). "Code Enforcement: Scope and Extent of Problem and Recommendations For Solutions." Technical Publication 105, Department of Construction Management. Florida International University: Miami, Florida . pp. 12+
4. Currently under the Bureau of Housing, Division of Housing and Community Development, Department of Community Affairs, State Board of Building Code and Standards, 2740 Centerview, Tallahassee, FL.32399-2100.
5. Barnes, W. C., Mitrani, J. D., & Dye, J. M. (1992). "Code Enforcement: Scope and Extent of Problem and Recommendations For Solutions." Technical Publication 105, Department of Construction Management. Florida International University: Miami, Florida . pp. 21.
6. Institute for Building Sciences (1987). "Building Construction regulations In Florida, Report No. 3: Code Comparisons and Experiences of Franchise Builders." Florida A & M University: Tallahassee, Florida.
7. Institute for Building Sciences (1987). "Building Construction Regulations in Florida, Report No. 4: Summary and Recommendations for Code Reform Actions." Florida A & M University: Tallahassee, Florida.
8. Barnes, W. C., Mitrani, J. D., & Dye, J. M. (1992). "Code Enforcement: Scope and Extent of Problem and Recommendations For Solutions." Technical Publication 105, Department of Construction Management. Florida International University: Miami, Florida . pp. 21.
9. Chapter 2, Sect. 203.6(b), SFBC, Broward County, 1994 edition.
10. Chapter 713 Part 1 SS 713.135 (5) & (6), FS
11. Chapter 3, Sect. 301.a, SFBC, Broward County, 1994 edition.
12. Chapter 3, Sect. 304.2(e), SFBC, Dade County, 1994 edition.
13. Chapter 3, Sect. 302.2(a)(1) and 302.2(a)(2), SFBC, Broward County, 1994 edition.
14. Chapter 3, Sect. 301.2, SFBC, Dade County, 1994 edition.
15. There is an ongoing effort at the State level to purge the files of licenses that are no longer valid. This is not a process that has an ending but rather will continue in a cyclic manner as license renewal periods occur.

16. Morad, A. A., & Mitrani, J. D. (1992). "Local Licensing in the State of Florida." Technical Publication 106, Department of Construction Management. Florida International University: Miami, Florida.
17. Uhlik, F., Kiber, C., & Wetherington, L.(1995). "A Model Construction Permitting System for the State of Florida." Technical Publication No. 93, School of Building Construction. University of Florida: Gainesville, Florida.

A

## BCIAC GRANT R 934 BUILDING PERMIT REQUIREMENTS

Please read over the definitions that we are using. It is important that we all consider the same words as meaning the same thing.

### DEFINITIONS

1. JURISDICTION. When we use this word we will be referring to the governmental entity that you represent, such as the County, the City or Town, or the Port Authority. Example: Does your jurisdiction issue building permits?
2. BUILDING PERMITS. Any of the permits required under Chapter 3 of the South Florida Building Code.
3. CODE or BUILDING CODE. The South Florida Building Code (SFBC), current revision.
4. GROUP G OCCUPANCY. Group G occupancy for purposes of this survey will include retail stores, shops, sales rooms, markets, office spaces, and similar uses when total square footage of the ground floor does not exceed 15,000 square feet and the building is no more than three stories in height. The intent is to limit the discussion to strip shopping centers, small office buildings, or similar types of structures.
5. GROUP I OCCUPANCY. As defined in Chapter 14 of the SFBC.



BCIAC GRANT R 934 BUILDING PERMIT REQUIREMENTS

The following questions relate to GROUP G and GROUP I occupancy structures as defined for this survey. In addition, for certain questions we have added a column for Single Family Dwellings (SFDs) since these are sometimes treated differently. Please insert an answer or check mark in the blank or circle the correct answer for your jurisdiction. If there is no correct answer, please write the correct answer in the margin.

1. Your jurisdiction? \_\_\_\_\_

2. Does your jurisdiction issue building permits for Group G and Group I structures?

YES NO

If the answer to question 1 is NO, please indicate the name of the jurisdiction that issues building permits for structures located within your jurisdiction on the following line and return the survey.

\_\_\_\_\_

3. Please indicate the types of building permits that your jurisdiction requires by placing an X in the appropriate blanks. If your jurisdiction issues permits for some functions but relies on other jurisdictions for others, please annotate the list with the name of the assisting jurisdiction.

	Group G	Group I	SFD
structural	_____	_____	_____
moving of structure	_____	_____	_____
demolition	_____	_____	_____
plumbing	_____	_____	_____
gas supply system	_____	_____	_____
electrical	_____	_____	_____
low voltage electrical	_____	_____	_____
temporary electrical power service	_____	_____	_____

BCIAC GRANT R 934 BUILDING PERMIT REQUIREMENTS

	Group G	Group I	SFD
communications lines & equipment	_____	_____	_____
boilers, pressure vessels, etc.	_____	_____	_____
signs	_____	_____	_____
awnings	_____	_____	_____
roofing	_____	_____	_____
air conditioning	_____	_____	_____
room air conditioning units	_____	_____	_____
refrigeration units	_____	_____	_____
air contaminating devices	_____	_____	_____
swimming pool	_____	_____	_____
spa	_____	_____	_____
underground utilities	_____	_____	_____
paving	_____	_____	_____
sidewalks	_____	_____	_____
septic tanks	_____	_____	_____
potable water wells	_____	_____	_____
irrigation wells	_____	_____	_____
irrigation systems	_____	_____	_____

BCIAC GRANT R 934 BUILDING PERMIT REQUIREMENTS

	Group G	Group I	SFD
windows	_____	_____	_____
curtain walls	_____	_____	_____
fence	_____	_____	_____
landscaping	_____	_____	_____
fire sprinkler systems	_____	_____	_____

OTHER (PLEASE SPECIFY TYPE AND OCCUPANCY GROUP)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Please indicate the number of sets of complete plans to be submitted for plan review:

Group G	Group I	SFD
1	1	1
2	2	2
3	3	3
4	4	4
more than 4	more than 4	more than 4

5. Does your jurisdiction require that the sub-contractors apply for permits at the time that the prime contractor submits plans for review?

GROUP G	GROUP I	SFD
YES NO	YES NO	YES NO

BCIAC GRANT R 934 BUILDING PERMIT REQUIREMENTS

6. Does your jurisdiction provide handouts or publications of any type that describe the permitting process for contractors and owner/builders?

YES NO

If the answer is yes, please provide a copy of the literature with the completed survey.

7. Does your jurisdiction require review of plans by the Fire Marshall or Fire Chief?

GROUP G	GROUP I	SFD
YES NO	YES NO	YES NO

8. Does your jurisdiction have a single point of contact/drop off for all plan review covering all parts of the plans subject to agencies within your jurisdiction, such as planning, zoning, engineering, and fire marshall/fire chief?

GROUP G	GROUP I	SFD
YES NO	YES NO	YES NO

9. Does your jurisdiction permit plan "walk-throughs?"

GROUP G	GROUP I	SFD
YES NO	YES NO	YES NO

10. If your jurisdiction requires prior approval of other agencies prior to plan review please name these agencies on the following lines with a brief description of the requirement.

\_\_\_\_\_  
\_\_\_\_\_

10. Please provide the following information so that we may update our files if required:

Building Official \_\_\_\_\_  
Chief Plans Reviewer \_\_\_\_\_

Point of Contact (POC) within your department for additional information.

NAME \_\_\_\_\_  
TELEPHONE NUMBER \_\_\_\_\_

B

## CHAPTER 3

- 301 PERMITS AND INSPECTIONS
- 302 APPLICATION
- 303 PERMIT FEES
- 304 CONDITIONS OF PERMIT
- 305 INSPECTIONS
- 306 CLEAN-UP OF SITE
- 307 CERTIFICATE OF OCCUPANCY
- \* 308 STATEMENTS OF THE STRUCTURAL RESPONSIBILITY  
OF ARCHITECTS AND PROFESSIONAL ENGINEERS

### 301 PERMITS REQUIRED

(a) It shall be unlawful to construct, enlarge, alter, repair, move, remove or demolish any building, structure, or any part thereof; or any equipment, device or facility therein or thereon; or to change the Occupancy of a building from one use Group to another requiring greater strength, means of egress, fire and sanitary provisions; or to change to an unauthorized or prohibited use; or to install or alter any equipment for which provision is made or the installation of which is regulated by this Code; without first having filed application and obtained a permit therefore from the Building Official. A permit shall be deemed issued when signed by the Building Official and impressed with the seal of the governmental agency issuing said permit.

#### (b) EXCEPTIONS:

(1) All work where exempt from permit shall still be required to comply with the Code.

(2) No permit shall be required, in this or any of the following Sections, for general maintenance or repairs which do not change the Occupancy and the value of which does not exceed eight hundred dollars (\$800.00) in labor and material as determined by the Building Official.

(3) No permit shall be required for installations by telephone communication utilities in single family Occupancies, whether detached or townhouse.

**301.1** Permits, to be issued by the Building Official, shall be required for the following operations:

(a) The erection or construction of any building or structure, the adding to, enlarging, repairing, improving, altering, covering or extending of any building or structure.

(b) The moving of any building or structure within, into, through or out of the area of jurisdiction, or the moving of a building or structure on the same lot.

(c) The demolition of any building or structure.

(d) The installation, alteration or repair of any sanitary plumbing, water supply, or gas supply system, as provided in Part XII.

(e) The installation, alteration or repair of any electrical wiring or equipment, as provided in Part XI.

(f) The installation, alteration or major repair of any boiler, pressure vessel, furnace, steam-actuated machinery, or heat producing apparatus, including the piping and appurtenances thereto as provided in Parts VIII and XII.

(g) The erection, remodeling, relocating, repair, altering, or removal of any sign, as provided in Chapter 42.

(h) The erection, alteration or repair of any awning or similar appurtenance, as provided in Chapters 43 and 44.

(i) The storage and use of all volatile flammable liquids, gases and materials, but such permits shall not be issued without the endorsement of the Fire Chief, as provided in Chapter 40.

### Section 3, South Florida Building Code, Broward County, 1994

(j) The application, construction, or repair of any roof covering, as provided in Chapter 34, for work exceeding two roofing squares.

(k) The installation, alteration or repair of any air conditioning or refrigeration apparatus, as provided in Chapter 48.

(l) The installation, alteration, or repair of any apparatus producing air contaminants.

(m) The installation, alteration, or repair of a swimming pool, as provided in Chapter 50.

(n) The installation, alteration, or repair of any structure or facility on private property defined by this or any other regulation as being within the scope of work of an engineering contractor.

(o) The installation of exterior windows and exterior glass doors in new buildings or additions exceeding two stories in height and the installation, alteration or repair of such windows and doors in existing buildings of any height.

(p) The installation, alteration or repair of any curtain wall.

**301.2** In addition, the Building Official shall require that the laws, rules and regulations of any other regulatory authority having jurisdiction, and where such laws, rules and regulations are applicable and are known to the Building Official, shall be satisfied before a permit shall be issued. The Building Official shall require such evidence, as in his opinion is reasonable, to show such other approvals. The Building Official shall not thereby be held responsible for enforcement of such other regulations as he is not specifically authorized to enforce. Following are some, but not necessarily all, other agencies having jurisdiction:

(a) The Engineering Department, Fire Department and/or Police Department for the moving of buildings, structures and heavy equipment over, temporary construction over, storage of material on, construction operations over or temporary blocking of streets or other public spaces; and for land clearing adjacent to existing sidewalks; as well as for the discharge of rainwater or other water runoff on streets or other public spaces into the public sewers.

(b) The Fire Department for the burning of construction or demolition waste or the use or storage of explosives.

(c) The City and/or County Tax assessor and Collector for the moving or demolition of any building or structure.

(d) Broward County Office of Natural Resource Protection and/or Florida Department of Environmental Regulation for (but not limited to):

(1) The adequacy of waste treatment plants receiving waste from industrial, commercial, public or dwelling units.

(2) Waste treatment and disposal systems.

(3) Waste disposal wells.

(4) Waste water collection systems.

(5) Air pollution.

(e) Broward County Health Department, Florida Department of Health and Rehabilitation Services for (but limited to):

(1) Septic tank disposal systems.

(2) Places where food or drink is prepared or served to the public.

(3) Public water supply and supply wells.

(4) Public swimming pools.

(5) Chemical toilets as set forth in Sec. 4603.21.

(6) Trailer park as set forth in Sec. 4619.

## Section 3, South Florida Building Code, Broward County, 1994

(f) The State Hotel Commission for the construction, alteration or addition to multiple-residential rental units or places where food and/or drink is prepared or served to the public.

(g) The U.S. Engineer Corps. for construction of bulkheads or docks adjacent to or extending into navigable waters.

(h) Federal regulations limiting construction during periods of national emergency.

(i) The rules of the State Board of Education of Florida and the regulations of the Florida State Department of Education, School Plant section, pertaining to the public schools. Where such rules and regulations are in conflict with this Code and cannot be satisfied if this Code is applied the Board of Rules and Appeals, upon request, shall consider such specific conflicts and may waive or vary the requirements of this Code to permit public school, or other approved schools, design and construction to be in accordance with the rules and the regulations of these agencies.

(j) The Public Works Department for bulkheads, docks, similar construction or fill along water front property.

(k) The Rules and Regulations of the State Fire Marshal.

(l) The State of Florida Bureau of Elevator Inspection.

### 301.3

(a) An annual premise permit may be issued for any premise. Such permit shall be in lieu of any other permit required by the South Florida Building Code for maintenance of existing facilities, buildings and structures. The word "premise" shall be defined as the buildings, structures and facilities located on one parcel of land all of which are under one ownership or under the control of the same lessee.

(b) Such annual premise permit, if application is made therefore, may be issued where the Building Official finds that the person, firm or corporation having control over or occupying such premises has assigned responsibility for such maintenance work in each trade to maintenance personnel employed by such person, firm or corporation on regular salary basis; and such maintenance personnel are assigned to work directly under the supervision of certified personnel certified in the type of work being performed, such certified maintenance man to be in actual, direct and continuous supervision of all members of any work crew in the trade concerned.

(c) The holders of an annual premise permit shall maintain a log listing all work performed on forms provided by the Building Official under such permit and shall make that log available to the Building Official or his authorized employees upon demand, in order that the work may be inspected as deemed necessary. The holder of the annual premise permit shall be responsible for insuring that all work performed under such permit conforms to the South Florida Building Code and if inspection reveals that such work does not so conform, the work will be corrected or removed. The annual premise permit shall be subject to cancellation for violation of the provisions of applicable regulations.

### 301.4 ANNUAL BLANKET PERMIT:

(a) Each permit shall encompass work of a similar nature and be of a minor impact such as cable T.V. or telephone wiring.

(b) A blanket permit shall be in lieu of any other permit required by the South Florida Building Code for the particular work.

(c) The permit would be for a geographic area such as a municipality.

(d) The Building Official shall require an annual application for blanket permit or renewal with appropriate information such as name of responsible person, address and access phone number.

(e) A periodic notification such as a list or computer printout of names, addresses, dates and description of work shall be required; weekly; bi-weekly or monthly.

(f) Formal inspection requests can be waived, however, the permit holder shall be responsible for conformance to South Florida Building Code.

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(g) Blanket permit is subject to cancellation for violation of provisions of application.

(h) Annual blanket permits shall be amended to include all applicable revisions approved and included in interim and/or Code amendments.

### APPLICATION

#### 302.1 GENERAL:

(a) **APPLICATION REQUIRED:** Any qualified applicant desiring a permit to be issued by the Building Official as required, shall file an application therefor in writing on a form furnished by the Building Official for that purpose and application for permit will be accepted from only qualified applicants as set forth in Paragraph 302.1 (b).

(b) **QUALIFICATION OF APPLICANT:** Application for permit will be accepted from only qualified persons or firms. Qualification of persons or firms shall be in accordance with the rules of the Broward County Central Examining Board, Ordinance 78-9 and Chapter 9 of the Broward County Codes; the State of Florida, Department of Professional Regulation by authority of Chapter 489, Part One of the Florida Statutes; or other Examining Boards as specifically approved by the Broward County Board of Rules and Appeals.

(c) **APPLICATION FORM:** Each application shall describe the land on which the proposed work is to be done, by legal description and address; shall show the use or occupancy of the building or structure; shall be accompanied by plans and specifications as required hereafter; shall state the value of the proposed work; shall give such other information as reasonably may be required by the Building Official to describe the proposed work; and shall be attested by the qualified applicant. Application form shall be inscribed with the application date and the date of the Code in effect.

(d) **ATTESTING OF APPLICATION:** The permit application shall be signed in a space provided, before an officer duly qualified to administer oaths, by the qualified applicant. The qualified applicant shall be the permit holder and shall be held responsible for the proper supervision and conduct, including all work accomplished by tradesmen as required by the Broward County Central Examining Board by authority of Ordinance 78-9 and Chapter 9 of the Broward County Codes. The attested application or an amended application is required as set forth in Paragraph 302.1 (e) shall serve as the basis for determination for issuing the building permit and shall be factual evidence on which the Building Official, other public officials and the public can rely during the entire progress of the work. If the Building Official will not permit application forms to be removed from his department and/or jurisdiction, it is the intent of this Code that he shall accept, in lieu of his official form, an application by letter, signed by the applicant before an officer duly qualified to administer oaths. Such letter shall also contain the name and legal signature of the qualifier's authorized agent who is designated to sign the permit application. A separate letter of application shall be required for each permit to be issued. Wherever permit applications or applications for permit changes or permit amendments are required in other sections of this Code, the interpretation of this section shall apply to signature requirements.

(e) **CHANGES TO APPLICATION:** In the event of a change in any material fact given in the attested application which served as a basis for issuing the permit, the permit holder shall immediately file an amended attested application detailing such changed conditions. In the event the change in the attested application is a change in the person responsible for the work, the owner shall immediately stop the work and notify the Building Official in writing detailing such changed conditions and any other information required by the Building Official or in lieu thereof a new attested permit application shall be filed immediately by a new qualified applicant. If such changed conditions are determined to be in compliance with the Code and other applicable regulations, an amended building permit will be issued, without additional fee if the changed condition shall not be greater than those permitted in the original permit.

(f)(1) Within 15 working days after plans are submitted and accepted for a building permit, the Building Official shall notify the applicant in writing that a permit is ready for issuance or that additional information is required.



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(2) 60 calendar days after the date of such notification, where such additional information has not been submitted or the permit has not been purchased, the application and/or the permit shall become null and void.

(3) Where an application and/or a permit has become null and void, an applicant may again apply, as set forth in Section 302 of this Code, and such applications shall be processed as though there had been no previous application.

### 302.2 PLANS AND SPECIFICATIONS:

\* (a)(1) Application for permit shall be accompanied by two sets of plans and current product approvals or rational analysis and/or test data and plans by a Professional Engineer or Architect for all components and cladding for the building envelope as described in A.S.C.E. 7 and as required for Condition I for enclosed buildings or Condition II for un-enclosed buildings in Table 9 of A.S.C.E. 7. The application for permit shall be inscribed with the application date and the date of the code in effect as set forth herein.

(2) Where required by the Building Official, a third copy of the plan showing parking, landscaping and drainage shall be provided.

(3) The elevation above mean sea level (MSL) of the top of all first floors shall appear on all construction plans and the Building Official shall require that such elevations be transferred to the accompanying application for permit.

(4) At any time during the course of construction, the Building Official may require the submittal of a first-floor elevation survey, as built.

(b)(1) For buildings and/or structures, except single-family residences, alterations, repairs or improvements, replacements and additions, costing five-thousand (\$5,000 dollars or over, as specified herein, the plans and specifications shall be prepared and approved by, and each sheet shall bear the impress seal of, an Architect or Professional Engineer, either of whom must be duly registered in the State of Florida; provided that for any work involving structural design, the Building Official may require that plans be prepared by and bear the impress seal of a Professional Engineer, regardless of the cost of such works.

(2) For single-family residence costing \$10,000 or over, as specified herein, the plans and specifications shall be prepared and approved by, and each sheet shall bear the impress seal of, an Architect or Professional Engineer, either of whom must be duly registered in the State of Florida; provided that for any work involving structural design, the Building Official may require that plans be prepared by and bear the impress seal of a Professional Engineer, regardless of the cost of such works.

\* (c)(1) Plans for work which is preponderantly of architectural nature shall be prepared by and bear the impress seal of a registered Architect, and such work which involves extensive computation based on structural stresses shall, in addition, bear the impress of seal of a Professional Engineer.

\* (2) Plans for work in which definite mechanical or electrical problems are involved shall, at the discretion of the Building Official, be prepared by and bear the impress seal of a Professional Engineer.

\* (3) Compliance with certain of the specific minimum requirements of this Code shall not be in itself deemed sufficient to assure that a building or structure complies with all of the requirements of this Code. It is the responsibility of the Architect and/or Engineer of Record for the building or structure to determine through rational analysis what design requirements are necessary to comply with this Code.

(d) Plans for work which are preponderantly of a structural nature shall be prepared by and bear the impress seal of a Professional Engineer.

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(e) Plans shall be mechanically reproduced prints on substantial paper on cloth showing completely all foundation, wall sections, floor plans, roof plans and elevations at a convenient scale, and the main details at a scale not less than  $\frac{3}{4}$  inch equals one foot, together with use or occupancy of all parts of the building, a plot plan showing all occupied and unoccupied portions of the lot or lots, and complete structural, mechanical, plumbing and electrical plans, and such other reasonable information as may be required to clearly show the nature, character and location of the proposed work. Computations, stress diagrams, shop drawings, results of site tests, floor plans of existing buildings to which additions are proposed and other data necessary to show compliance with this Code, the correctness of the plans and the sufficiency of structural and mechanical design shall be included when required by the Building Official. Any specifications in which general expressions are used to the effect that "work shall be done in accordance with the Building Code" or "to the satisfaction of the Building Official" shall be deemed imperfect and incomplete, and every reference to this Code shall be by section or sub-section number applicable to the materials to be used, or to the methods of construction proposed. Plans shall be adequately identified.

(f) Application for permit for new construction and additions shall be accompanied by a registered land surveyor's certificate and plan in duplicate on which shall be clearly indicated the property-corner stakes, property-line dimensions, existing structures and their location, existing right-of-way, sidewalks, easements, street zoning and property zoning of record, critical elevations and building setbacks required by law, general block plan and other plan and other pertinent survey data which may be required. The Building Official may waive the requirements for such survey when property-line stakes are existing and known to be in place, and the work involved is minor and/or is clearly within building lines.

(g)(1) The Building Official may authorize the issuance of a permit without plans and specifications for small or unimportant work, but in no instance where the work is of a structural nature except as set forth in Sub-paragraph 302.2(g)(2).

(2) The Building Official will authorize the issuance of a permit for a single-family fall-out shelter without a professional seal on the plans where the cost of such work does not exceed \$5,000.

### 302.3 APPLICATION FOR EXAMINATION OF PLANS:

(a) Plans for proposed construction, where such plans are required by this Code to be prepared by and bear the impress seal of a Registered Architect or Professional Engineer, shall be submitted by the Registered Architect or Professional Engineer or authorized representative.

(b) Application for permit will not be required for examination of plans prepared and submitted by a Registered Architect or Professional Engineer.

(c) Complete plans shall be submitted in duplicate and with a third copy of the plot plan showing parking, landscaping and drainage; or such plans may be submitted in single copy where it is evident that code interpretation is needed before final working drawings can be prepared.

(d) Plans for proposed construction, where such plans are not required to be prepared by and bear the impress seal of a Registered Architect or Professional Engineer shall be submitted by the designer with the application as set forth in Sub-section 302.1.

\* (e) **CONSTRUCTION INSPECTION:** The Professional Engineer of Record or the Architect of Record in responsible charge of the structural design shall include in the construction documents the following:

(1) Special inspections required by Sub-Section 305.3.

(2) Other structural inspections required by the Professional Engineer of Record or the Architect of Record in responsible charge of the structural design.

**302.4 EXAMINATION OF PLANS:**

- (a) The Building Official shall have certified plans examiners examine all plans and amendments thereto.
- (b) If the plans conform to all pertinent laws the plans shall be marked "approved."
- (c) If the plans do not conform to all pertinent laws the plans shall be rejected and the plan examiner shall state the reasons for rejection in writing.
- (d) Plans for which only minor correction is necessary may be corrected by notation on the prints with the approval of the designer.
- (e) Plans for which major correction is necessary shall be revised on the tracings by the designer and new corrected prints submitted.
- (f) Plans corrected to comply with this Code and all pertinent laws shall be marked "approved."
- (g) When plans are approved such plans shall become a part of the application prepared by and submitted by the qualified applicant for permit as set forth in Paragraph 302.1(b).
- (h) Approval of the permit shall not be given until plans, as set forth herein, are approved.

**302.5 PARTIAL APPROVAL:** Pending the completion of detailed drawings and checking of plans and specifications, the Building Official, at his discretion, and upon payment of the total required fee, may authorize the issuance of a temporary permit for site preparation, excavation and construction below grade provided such drawings and specifications are presented in such detail as to show the design, extent and scope of the project, but the holder of such temporary permit shall proceed only at his own risk and without the assurance that a permit for the superstructure will be granted.

**302.6 MOVING OF BUILDING AND STRUCTURES:**

(a) Before a building permit for moving a building or structure within or into the jurisdiction adopting this Code shall be approved or issued, such building or structures shall be inspected by the Building Official; upon request of the owner or his agent, and the Building Official shall ascertain that this Code and all other laws or ordinances applicable thereto shall be satisfied.

(b) Application for permit shall be submitted in such form as the Building Official may prescribe and shall be accompanied by such plans or other data as, in the opinion of the Building Official, is necessary to show compliance with the Code or the zoning regulations.

**302.7 DEMOLITION:** Application for building permits for the work of demolition of buildings or structures, if such building or structure is over 12 feet in extreme height above grade or any wall of which is over 40 feet in horizontal length, shall be accepted from only qualified persons or firms. Qualifications of persons or firms shall be in accordance with separate ordinance providing for qualification and certification of construction tradesmen.

**303 PERMIT FEES**

**303.1** Any person desiring a permit to be issued shall, in addition to filling an application therefore and before such permit is issued, pay a permit fee as required.

**303.2 BASIS OF PERMIT FEE:**

- (a) The Building Official may require an estimate of cost and/or other descriptive data as a basis for determining the permit fee.
- (b) Permit fees for blanket permits shall be commensurate with the services provided.

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### 303.3 DOUBLE FEE:

When work for which a permit is required is started or proceeded with prior to the obtaining of said permit, the fees as specified herein may be doubled. Preliminary work performed up to but not including the first mandatory inspection (see Sec. 305.2), shall not be considered as work started without a permit. The payment of such double fee shall not relieve any person, firm or corporation from fully complying with the requirements of this Code, nor from any penalties prescribed therein.

### 303.4 APPROVED PLANS:

(a) The Building Official shall retain one set of the approved plans, and the other set shall be given to the permit holder, who shall maintain and keep this set at the building site during the hours of work in progress and available for mandatory inspections. The Building Official may stop the work if such plans are not available at the building site.

(b) Approved plans and/or amendments thereto retained by the Building Official shall become a part of the public record; provided however, that they be considered instruments of service and confidential records of their author, that they shall be open to the public only for inspection, that the Building Official may permit bona fide owners or designers, employed by such owners, to inspect the plans when not available from their author or the Building Official may permit the plans to be copied by the owner in event of the author's death or inability of the author to supply copies.

### 304 CONDITIONS OF PERMIT

**304.1 PERMIT CARD:** Upon approval of plans, specifications and application for permit and the payment of the required fee, the Building Official shall issue a permit therefor. With each such permit, the Building Official shall issue a weatherproof permit card which shall bear the description of the property, the nature of the work being done, the name of the owner and contractor and other pertinent information; and such card shall be maintained in a conspicuous place on the front of the premises affected thereby during the hours of work in progress and available on demand for examination by the Building Official.

The Building Official may, whenever there is a delay in approval of plans or other similar special circumstances, permit the placing, on the site, of tool sheds, materials, batterboards and construction equipment, preliminary to actual construction, or may permit exploratory uncovering of concealed structural elements of existing buildings for design information, pending completion of plans for proposed alterations.

### 304.2 COMPLIANCE:

(a) The issuance or granting of a permit shall not be deemed or construed to be a permit for, or an approval of, any violation of this Code.

(b) The issuance of a permit upon plans or specifications, shall not prevent the Building Official from thereafter requiring the corrections of errors on such plans and specifications, or from preventing building operations being carried on thereunder, when in violation of this Code or of any other regulations applicable thereto.

(c) When during the work carried on under the permit, from issuance of permit to issuance of Certificate of Occupancy, approved plans are found to be in violation of this Code the Building Official shall notify the designer and the designer shall correct the drawings or otherwise satisfy the Building Official that the design and/or working drawings are in compliance with the Code.

(d) Compliance with the Code is the responsibility of the owner, except that the safety to persons and materials during actual construction operations, as set forth in Chapter 33, is the responsibility of the permit holder.

(e) The Building Official shall make written notice of violation of this Code and/or corrections ordered and such notice shall be served on or mailed or delivered to the permit holder or his job representative or may be posted at the site of the work. Refusal, failure or neglect to comply with such notice or order within ten days, except where an appeal has been filed with the Board of Rules and Appeals, shall be considered a violation of this Code, and shall be subject to the penalties as set forth. In event of failure to comply with this Section, no further permits shall be issued to such person, firm or corporation.

**304.3 TIME LIMITATION:**

(a) Permits shall expire and become null and void if work, as defined in Paragraph 304.3(f), authorized by such permit is not commenced within 180 days from the date of the permit or if such work when commenced is suspended or abandoned for a period of 180 days.

(b) If the work covered by the permit has not commenced, or has been commenced and been suspended or abandoned, the Building Official may extend such permit for a single period of 180 days from the date of expiration of the initial permit, if request for extension is made prior to the expiration date of the initial permit.

(c) If the work covered by the permit has commenced, is in progress, has not been completed and is being carried on progressively in a substantial manner in accordance with Paragraph 304.3(f), the permit shall be in effect until completion of the job.

(d) If work has commenced and the permit becomes null and void or expires because of lack of progress or abandonment, a new permit covering the proposed construction shall be obtained before proceeding with the work.

(e) If a new building permit is not obtained within 180 days from the date the initial permit became null and void, the Building Official shall require that any work which has been commenced or completed be removed from the building site; or he may issue a new permit, on application, providing the work in place and required to complete the structure meets all applicable regulations in effect at the time the initial permit became null and void and any regulations which may have become effective between the date of expiration and the date of issuance of the new permit.

(f) Work shall be considered to have commenced and be in active progress when, in the opinion of the Building Official, a full complement of workmen and equipment is present at the site to diligently incorporate materials and equipment into the structure, weather permitting. This provision shall not be applicable in case of civil commotion or strike or when the building work is halted due directly to judicial injunction, order or similar process. The fact that the property or parties may be involved in litigation shall not be sufficient to constitute an exception to the time period set forth herein.

(g) The fee for renewal re-issuance and extension of a permit shall be set forth by the administrative authority.

(h) If the work covered by the permit is subordinate to the permit issued to the general (or prime) contractor, i.e. plumbing, electrical, pool, etc., the subordinate permit will be in effect for the full time of the contract permit.

**304.4 REVOCATION OF PERMIT:**

(a) The Building Official may revoke a permit or approval issued under the provisions of this Code in case of any false statement or misrepresentation of fact in the application or on the plans on which the permit or approval was based.

(b) Whenever the work for which a permit has been issued is not being performed in conformity with plans, specifications or descriptions, or approved plans are not being kept at the site, it shall be the duty of the Building Official to notify the contractor or owner or their agent, in writing, that the permit is suspended. Written notice shall be mailed or given to the permit holder or his agent, and it shall be unlawful for any person or persons to perform any work in or about the building or structure except such work as may be required for the correction of the expressed violations. And if, in the judgment of the Building Official, there is imminent danger that requires immediate action, the permit may be revoked or suspended verbally and written notice served later.

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(c) When a permit has been suspended, it shall not be reinstated until all existing violations have been corrected. Written notice of reinstatement shall be given the permit holder if requested.

(d) Upon request of the owner and/or permit holder and on investigation by the Building Official to determine that the work has been abandoned or that the contractor is unable or unwilling to complete the contract a second permit may be issued where there is a change of contractor without the initial permit being revoked or suspended. The foregoing will be permitted only when the following stated persons have filed with the Building Official a letter stating the reason for a second permit being required and holding the Building Official harmless from legal involvement. All interested parties shall be notified before action is taken.

(1) Where a prime contractor is the permit holder the owner shall file such hold-harmless letter.

(2) Where a sub-contractor or specialty contractor is the permit holder the owner and prime contractor shall both file such hold-harmless letters.

### 305 INSPECTION

#### 305.1 GENERAL:

(a) When deemed necessary, the Building Official shall examine or cause to be examined all buildings and structures for which an application has been received for permit to enlarge, alter, repair, move, demolish or change the occupancy thereof. He shall inspect all buildings and structures from time to time during and upon completion of the work for which a permit was issued. He shall make a record of every such examination and inspection and of all violations of this Code, and the correction or disposition of such violations.

(b)(1) When deemed necessary, the Building Official shall make inspection of construction products and assemblies at the point of manufacture or fabrication.

(2) The Building Official may require that only such construction products, materials and assemblies that are supplied, manufactured or fabricated by persons or firms having a current, valid Certificate of Competency may be incorporated into buildings or other structures.

(3) Any person or firm desiring to supply, furnish, manufacture or fabricate construction products or assemblies shall, when required so to do, make application on a form provided by the Building Official.

(4) Application shall set forth and describe plant methods, personnel, equipment, control procedure, and such other information as may be required to insure compliance of the product or assembly with this Code.

(5) The Building Official may approve such product and plant or manufacturing procedure and issue a Certificate of Competency where such product and manufacturing procedure is, in the opinion of the Building Official, in compliance with this Code, or he may refuse to approve such product or issue such Certificate of Competency when such product, plant, or procedure is determined, on consideration, to fail to comply with this Code.

(6) The Building Official may suspend or revoke approval of a product or assembly or Certificate of Competency when a product, plant or procedure is determined, on consideration, to fail to comply with this Code.

(7) The manufacturer's or fabricator's name or insignia shall be clearly indicated on each prefabricated structural assembly.

(8) Appeal from a decision of the Building Official to refuse to approve, suspend or revoke a product approval or Certificate of Competency shall be to the Board of Rules and Appeals as set forth in Section 203.



### CHAPTER 3 PERMITS AND INSPECTIONS

- 301 PERMITS REQUIRED
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#### 301 PERMITS REQUIRED

It shall be unlawful to construct, enlarge, alter, repair, move, remove or demolish any building, structure, or any part thereof; or any equipment, device or facility therein or thereon; or to change the occupancy of a building from one use group to another requiring greater strength, means of egress, fire and sanitary provisions; or to change to an unauthorized or prohibited use; or to install or alter any equipment for which provision is made or the installation of which is regulated by this Code; without first having filed application and obtained a permit therefor, from the Building Official, validated by payment therefor.

**EXCEPTION:** Except where a permit is specifically required by this or any other section of this Code, no permit shall be required, for general maintenance or repairs which do not change the Occupancy, do not affect life safety and the value of which does not exceed five hundred dollars (\$500.00) in labor and material as determined by the Building Official.

**301.1** Permits, to be issued by the Building Official, shall be required for the following operations:

- (a) The erection or construction of any building or structure, the adding to, enlarging, repairing, improving, altering, covering or extending of any building or structure.
- (b) The moving of any building or structure within, into, through or out of the area of jurisdiction, or the moving of a building or structure on the same lot.
- (c) The demolition of any building or structure.
- (d) The installation, alteration or repair of any sanitary plumbing, water supply, or gas supply system, as provided in Part XI of this Code.

**301.1 (e)** The installation, alteration or repair of any electrical wiring or equipment, as provided in Chapter 45 of this Code.

**(f)** The installation, alteration or major repair of any elevator or hoist, as provided in Chapter 32 of this Code.

**(g)** The installation, alteration or major repair of any boiler, pressure vessel, furnace, steam-actuated machinery, or heat producing apparatus, including the piping and appurtenances thereto as provided in Parts VIII and XI of this Code.

**(h)** The erection, remodeling, relocating, repair, altering, or removal of any sign, as provided in Chapter 42 of this Code.

**(i)** The erection, alteration or repair of any awning or similar appurtenance, as provided in Chapters 43 and 44 of this Code.

**(j)** The storage and use of all volatile flammable liquids, gases and materials, but such permits shall not be issued without the endorsement of the Fire Chief, as provided in Chapter 40 of this Code.

**(k)** The application, construction or repair of any roof covering, as provided in Chapter 34 of this Code, exceeding three hundred dollars (\$300.00) in value of labor and materials, as determined by the Building Official, or for work exceeding 2 roofing squares in extent.

**(l)** The installation, alteration or repair of any air conditioning or refrigeration apparatus, as provided in Chapter 49 of this Code.

**(m)** The installation, alteration or repair of any apparatus producing air contaminants.

**(n)** The installation, alteration or repair of swimming pool, hot tub or spa, as provided in Chapter 50 of this Code.

**(o)** The installation, alteration or repair of any structure or facility on private property defined by this or any other regulation as being within the scope of work of an engineering contractor.

**(p)** The installation, alteration or repair of any exterior opening protection, including but not limited to windows, storm shutters, doors, fixed glass, sky lights, and glass block.



**301.2** In addition, the Building Official shall require that the laws, rules and regulations of any other regulatory authority having jurisdiction, and where such laws, rules and regulations are applicable and are known to the Building Official, shall be satisfied before a permit shall be issued. The Building Official shall require such evidence, as in his opinion is reasonable, to show such other approvals. The Building Official shall not thereby be held responsible for enforcement of such other regulations as he is not specifically authorized to enforce. Following are some, but not necessarily all, other agencies having jurisdiction:

(a) The Engineering Department, Fire Department and/or Police Department for the moving of buildings, structures and heavy equipment over, temporary construction over, storage of material on, construction operations over or temporary blocking of streets or other public spaces; and for land clearing adjacent to existing sidewalks; as well as for the discharge of rainwater or other water runoff on streets or other public spaces into the public sewers.

(b) The Fire Department for the burning of construction or demolition waste or the use or storage of explosives.

(c) The City and/or County Tax assessor and Collector for the moving or demolition of any building or structure.

(d) The County and/or Florida Departments of Environmental Regulation and/or Resources Management for, but not limited to:

(1) The adequacy of waste treatment plants receiving waste from industrial, commercial, or multi-dwelling units where such waste discharges through a public or privately owned sewer system. Domestic waste from a single building or establishment not a part of a complex where the flow does not exceed 1200 gallons per day may be approved by the Building Official unless the Building Official has been previously notified that the treatment plant is overloaded and no additional waste may be discharged thereto;

(2) Waste treatment and disposal systems, including septic tanks where total flow at any building or establishment exceeds 1200 gallons per day;

(3) Places where food or drink is prepared or served to the public;

(4) Public water supply and supply or disposal wells;

(5) Public swimming pools and spas;

(6) Air pollution;

301.2(d) (7) Chemical toilets as set forth in Subsection 4603.21 of this Code;  
and

(8) Trailer parks as set forth in Section 4619 of this Code.

(e) The State Hotel Commission for the construction, alteration or addition to multiple-residential rental units or places where food and/or drink is prepared or served to the public.

(f) The U.S. Army Corps of Engineers for construction of bulkheads or docks adjacent to or extending into navigable waters.

(g) Federal regulations limiting construction during periods of national emergency.

(h) The rules of the State Board of Education of Florida and the regulation of the Florida State Department of Education, School Plant Section, pertaining to public schools. Where such rules and regulations are in conflict with this Code and cannot be satisfied if this Code is applied, the Board of Rules and Appeals, upon request, shall consider such specific conflicts and may waive or vary requirements of this Code to permit public school, or other approved schools, design and construction to be in accordance with the rules and the regulations of these agencies.

(i) The County Public Works Department for bulkheads, docks similar construction or fill along waterfront property.

(j) The Rules and Regulations of the Fire Marshal.

(k) The Metro Dade Transit Agency for design, construction, demolition or change in occupancy to higher hazard on property adjacent to fixed guideway transit systems and transit structures, in accordance with F. S. 341.061, F.A.C. Chapter 14-55, NFPA 130 and the MDTA Safety Program Plan.

**301.2 (l)** The Department of Labor and Employment Security of the State of Florida. The Building Official shall not issue any permits without proof of compliance with Subsection 440.10 of the Florida Statutes and rules and regulations of the department requiring coverage. For purposes of this subsection, the term contractor shall not include any non-profit corporation, fund or foundation that is organized exclusively for religious, charitable or educational purposes, which will perform the work free of any remuneration or consideration, other than reimbursement for materials used in the work, and which will not utilize in the work any individual, contractor or subcontractor who is covered by Chapter 440 of the Florida Statutes. Such proof may include, but not be limited to a certificate of worker's compensation insurance, the declaration page of a worker's compensation policy, or such other proof of compliance or exemption as may be set forth in Chapter 440 of the Florida Statutes. Such information, to the maximum extent practicable, shall be maintained by the Building Official together with the permit records.

**301.3 (a)** An annual master premise permit may be issued for any premise. Such permit shall be in lieu of any other permit required by the South Florida Building Code for maintenance of existing facilities, buildings and structures. The word "premise" shall be defined as the buildings, structures and facilities located on one or more parcels of land all of which are under one ownership or under the control of the same lease.

**(b)** Such annual premise permit, if application is made therefor, may be issued where the Building Official finds that the person, firm or corporation having control over or occupying such premises has assigned responsibility for such maintenance work in each trade to:

**(1)** Maintenance personnel employed by such person, firm or corporation on regular salary basis; and such maintenance personnel are assigned to work directly under the supervision of certified personnel certified in the type of work being performed, such certified maintenance personnel to be in actual, direct and continuous supervision of all members of any work crew in the trade concerned,

**(2)** Licensed and qualified contractors in each trade having a maintenance contract with the person, firm or corporation having control over or occupying such premises.

**(c)** The holders of an annual premise permit shall maintain a log listing all work performed on forms provided by the Building Official under such permit and shall make that log available to the Building Official or his authorized employees upon demand, in order that the work may be inspected as deemed necessary. The holder of the annual premise permit shall be responsible for insuring that all work performed under such permit conforms to the South Florida Building Code and if inspection reveals that such work does not so conform, the work will be corrected or removed. The annual premise permit shall be subject to cancellation for violation of the provisions of applicable regulations.

**302 APPLICATION****302.1 GENERAL:**

(a) **APPLICATION REQUIRED:** Any qualified applicant desiring a permit to be issued by the Building Official as required, shall file an application therefor in writing on a form furnished by the Building Official for that purpose and application for permit will be accepted only from qualified applicants as set forth in Paragraph 302.1(b) herein.

(b) **QUALIFICATION OF APPLICANT:** No permit shall be issued except to an applicant who is qualified to perform the work contemplated thereby. Qualification of all applicants shall be in accordance with the provisions of Chapter 10 of the Code of Metropolitan Dade County, and, in the case of an owner/builder, shall be subject to verification by the Building Official under the procedures established in Section 10-5 of that code.

(c) **APPLICATION FORM:** Each application shall describe the land on which the proposed work is to be done, by legal description, address and tax folio number, shall show the use or occupancy of the building or structure; shall be accompanied by plans and specifications as required hereafter; shall state the value of the proposed work; shall give such other information as may reasonably be required by the Building Official to describe the proposed work; and shall be attested by the qualified applicant.

(d) **ATTESTING OF APPLICATION:** The permit application shall be signed in a space provided by the qualified applicant. The qualified applicant shall be the permit holder and shall be held responsible for the proper supervision and conduct of all work covered thereby. The attested application or an amended application is required as set forth in Paragraph 302.1(e) hereinbelow, shall serve as the basis for determination for issuing the building permit and shall be factual evidence on which the Building Official, other public officials and the public can rely during the entire progress of the work.

(e) **CHANGES TO APPLICATION:** In the event of a change in any material fact given in the application which served as a basis for issuing the permit, the permit holder shall immediately file an amended application detailing such changed conditions. In the event the change in the application is a change in the person responsible for the work, the owner shall immediately stop the work and notify the Building Official in writing detailing such changed conditions and any other information required by the Building Official or in lieu thereof a new permit application shall be filed immediately by a new qualified applicant. If such changed conditions are determined to be in compliance with the Code and other applicable regulations, an amended building permit will be issued, without additional fee if the changed conditions shall not be greater than those permitted in the original permit.

**302.1(f)** (1) Within 15 days after plans submitted for a building permit have been processed, the Building Official shall notify the applicant in writing that a permit is ready for issuance or that additional information is required.

(2) After 60 calendar days from the date of such notification, where such additional information has not been submitted or the permit has not been purchased, the application and/or permit shall become null and void.

(3) Where an application and/or permit has become null and void, an applicant shall be processed as though there had been no previous application.

**302.2 PLANS AND SPECIFICATIONS:**

(a) (1) Application for permit shall be accompanied by two sets of plans as set forth herein.

(2) Where required by the Building Official, a third copy of the plan showing parking, landscaping and drainage shall be provided.

(3) The elevation above mean sea level (MSL) of the top of all first floors shall appear on all construction plans and the Building Official shall require that such elevations be transferred to the accompanying application for permit.

(4) At any time during the course of construction, the Building Official may require the submittal of a first floor elevation survey, as built.

(b) (1) Each sheet of plans, and the cover sheet of specifications, for buildings and structures; alterations; repairs and improvements; replacements and additions; costing \$15,000 or more, as determined by the provisions of Subsection 104.5 of this Code, shall bear the date and the impress seal and signature of a licensed Architect or registered Professional Engineer, as defined in Section 401 of this Code.

(2) The Building Official may require that, regardless of cost where such construction involves structural design, the plans bear the impress seal of a Professional Engineer, as defined in Section 401 of this Code.

(3) Plans, procedures and specifications for the shoring and reshoring of all buildings and structures shall be prepared by and bear the impress seal and signature of a Professional Engineer duly registered in the State of Florida, and shall be submitted to the Building Official before issuance of the Building Permit.

**302.2(c) (1)** Plans for work which is preponderantly of architectural nature shall be prepared by and bear the impress seal of a registered Architect, and such work which involves extensive computation based on structural stresses shall, in addition, bear the impress seal of a Professional Engineer.

**(2)** Plans for work in which definite mechanical or electrical problems are involved shall, at the discretion of the Building Official, be prepared by and bear the impress seal of a Professional Engineer.

**(d)** Plans for work which are preponderantly of a structural nature shall be prepared by and bear the impress seal of a Professional Engineer.

**(e) (1)** Plans shall be mechanically reproduced prints on substantial paper or cloth showing completely all foundations, wall sections, floor plans, roof plans and elevations at a convenient scale which in the case of buildings with a floor area of less than 5000 square feet shall be not less than 1/4 inch equals one foot, and main details at a scale not less than 3/4 inch equals one foot.

**(2)** Together with the use or occupancy of all parts of the building, a plot plan showing all occupied and unoccupied portions of the lot or lots, and complete structural, mechanical, plumbing and electrical plans, and such other reasonable information as may be required to clearly show the nature, character and location of the proposed work, and to fully define the design of all of the construction elements.

**(3)** Included with the drawings, other items to be submitted shall be stress diagrams, structural load calculations, results of site soil tests, floor plans of existing buildings to which additions are proposed, roof framing plans with permanent bracing and lateral wind and uplift forces calculations.

**(4)** Any specifications, or notes on the plans in which general expressions are used to the effect that "work shall be done in accordance with the Building Code" or "to the satisfaction of the Building Official" shall be deemed imperfect and incomplete, and every reference to this Code shall be by section or subsection number applicable to the materials to be used, and the methods of construction proposed.

**(5)** Each sheet of submitted plans shall be identified with a title box that includes name, address, phone number(s), state registration number, discipline, signature, date and embossed seal of the Architect or Engineer of record and any professional consultant specially retained to design any part of the work.

**(6)** Each sheet of the submitted plans shall be identified with a title box that includes name, address and phone number(s) of the owner.

**302.2(e)** (7) Prior to the request and/or performance of structural inspections, the engineer or architect of record shall submit all related shop drawings, product approval acceptance letters and delegated engineer drawings from manufacturers to the building department for approval. The engineer or architect of record shall review, approve and certify that these documents comply with his/her design criteria. Approved copies of all these documents must be available for inspector's review at the job site and will become part of the originally approved plans.

(8) All plans shall contain the information required above in Appendixes A and B of this Code. The information shall be presented in substantially the form described in Appendixes A and B of this Code.

(f) Application for permit for new construction and additions shall be accompanied by a registered land surveyor's certificate and plan in duplicate on which shall be clearly indicated the property-corner stakes, property-line dimensions, existing structures and their location, existing right-of-way, sidewalks, easements, street zoning and property zoning of record, critical elevations and building setbacks required by law, general block plan and other pertinent survey data which may be required. The Building Official may waive the requirements for such survey when property-line stakes are existing and known to be in place, and the work involved is minor and/or is clearly within building lines.

(g) (1) The Building Official may authorize the issuance of a permit without plans and specifications for small or unimportant work, but in no instance where the work is of a structural nature except as set forth in Subparagraph 302.2(g) (2) hereinbelow.

(2) The Building Official may authorize the issuance of a permit for a single-family fallout shelter without a professional seal on the plans where the cost of such work does not exceed \$5,000.

(h) Where plans bear the impress seal of more than one Architect or Engineer, the first sheet of the plans shall designate a Prime Professional, as defined in Section 401 of this Code, and shall bear that individual's signature and impress seal.

### **302.3 APPLICATION FOR EXAMINATION OF PLANS:**

a) Plans for proposed construction, where such plans are required by this Code to be prepared by and bear the impress seal of a licensed Architect or registered Professional Engineer, shall be submitted by the licensed Architect or registered Professional Engineer of record or his/her authorized representative.

(b) Application for permit will not be required for examination of plans prepared and submitted by a licensed Architect or registered Professional Engineer.

**302.3 (c)** Complete plans shall be submitted in duplicate and with a third copy of the plot plan showing parking, landscaping and drainage; or such plans may be submitted in single copy where it is evident that Code interpretation is needed before final working drawings can be prepared.

**(d)** Plans for proposed construction, where such plans are not required to be prepared by and bear the impress seal of a licensed Architect or registered Professional Engineer, shall be submitted by the designer with the application as set forth in Subsection 302.1, hereinabove.

**302.4 EXAMINATION OF PLANS:**

**(a)** The Building Official shall examine all plans and amendments thereto.

**(b)** If the Building Official reasonably believes the plans conform to all pertinent laws the plans shall be marked "approved."

**(c)** If the Building Official reasonably believes that plans do not conform to all pertinent laws the plans shall be rejected and the plan examiner shall state the reasons for rejection in writing.

**(d)** Plans for which only minor correction is necessary may be corrected by notation on the prints with the approval of the designer.

**(e)** Plans for which major correction is necessary shall be revised on the tracings by the designer and new corrected prints submitted.

**(f)** Plans the Building Official reasonably believes have been corrected to satisfy his/her rejections and to comply with all pertinent laws shall be marked "approved."

**(g)** When plans are approved, such plans shall become a part of the application prepared by and submitted by the qualified applicant for permit as set forth in Paragraph 302.1 (b), hereinabove.

**(h)** Approval of the permit shall not be given until plans as set forth herein, are approved.

**302.5 PARTIAL APPROVAL:** Pending the completion of detailed drawings and checking of plans and specifications, the Building Official, at his discretion, and upon payment of the total required fee, may authorize the issuance of a temporary permit for site preparation, excavation and construction below grade provided such drawings and specifications are presented in such detail as to show the design, extent and scope of the project, but the holder of such temporary permit shall proceed only at his own risk and without the assurance that a permit for the superstructure will be granted.



**302.6 MOVING OF BUILDINGS AND STRUCTURES:**

(a) Before a building permit for moving a building or structure within or into the jurisdiction adopting this Code shall be approved or issued, such building or structure shall be inspected by the Building Official; upon request of the owner or his agent, and the Building Official shall ascertain, to the degree he reasonably believes, that this Code and all other laws or ordinances applicable thereto shall be satisfied.

(b) Application for permit shall be submitted in such form as the Building Official may prescribe and shall be accompanied by such plans or other data as, in the opinion of the Building Official, are necessary to show compliance with the Code or the zoning regulations.

**302.7 DEMOLITION:** Application for building permit for the work of demolition of buildings or structures, if such building or structure is over 12'-0" in extreme height above grade or any wall of which is over 40'-0" in horizontal length, shall be accepted only from qualified persons or firms. Qualifications of persons or firms shall be in accordance with separate ordinance providing for qualification and certification of construction tradesmen.

**303 PERMIT FEES**

**303.1** Any person desiring a permit to be issued shall, in addition to filing an application therefor and before such permit is issued, pay a permit fee as required.

**303.2 BASIS OF PERMIT FEE:** The Building Official may require an estimate of cost and/or other descriptive data as a basis for determining the permit fee.

**303.3 DOUBLE FEE:** When work for which a permit is required is started prior to the obtaining of said permit, the applicant for a permit shall be required to pay \$100.00 plus double the fee as specified herein as the cost of the permit. The payment of a permit fee shall not relieve any person, firm or corporation from fully complying with the requirements of this Code, nor from any other penalties prescribed therein.

**303.4 APPROVED PLANS:**

(a) The Contractor shall file one set of the approved plans with the building department and the other approved set shall be kept at the building site, open to inspection by the Building Official at all reasonable times. The Building Official may stop the work if such plans are not available at the building site.

**303.4 (b)** Approved plans and/or amendments thereto retained by the Building Official shall become a part of the public record; provided, however, that they be considered instruments of service and confidential records of their author, that they shall be open to the public only for inspection, that the Building Official may permit bona fide owners or designers, employed by such owners, to inspect the plans when not available from their owner in event of the author's death or inability of the author to supply copies.

### **304 CONDITIONS OF PERMIT**

#### **304.1 PERMIT CARD:**

(a) Upon approval of plans, specifications and application for permit and the payment of the required fee, the Building Official shall issue a weatherproof permit card which shall bear the description of the property, the nature of the work being done, the name of the owner and contractor and other pertinent information: and such card shall be maintained in a conspicuous place on the front of the premises affected thereby during the entire time that the work authorized by the permit is in progress.

(b) The Building Official may, whenever there is a delay in approval of plans or other similar special circumstances, permit the placing on the site, of tool sheds, materials, batterboards and construction equipment, preliminary to actual construction, or may permit exploratory uncovering of concealed structural elements of existing buildings for design information, pending completion of plans for proposed alterations.

#### **304.2 COMPLIANCE:**

(a) The issuance or granting of a permit shall not be deemed or construed to be a permit for, or an approval of, any violation of this Code.

(b) The issuance of a permit upon plans or specifications, shall not prevent the Building Official from thereafter requiring the corrections of errors on such plans and specifications, or from preventing building operations being carried on thereunder, when in violation of this Code or of any other regulations applicable thereto.

(c) Compliance of the permit documents with the requirements of this Code shall be the responsibility of the design professional who signs and seals such documents. When, during the work carried on under the permit, from issuance of permit to issuance of Certificate of Occupancy the Building Official reasonably believes the approved plans are in violation of this Code, he shall notify the designer and the designer shall correct the drawings or otherwise satisfy the Building Official that the design and/or working drawings are in compliance with the Code.

(d) Notwithstanding other provisions of this Code, compliance with this Code shall be the responsibility of the owner.

**304.2 (e)** When deemed necessary in order to assure compliance with this Code or to clarify issues related to permits, plans or any work being performed thereunder, any inspector or official may require the qualifier to be present at the jobsite at reasonable and convenient times.

**304.3 TIME LIMITATION:**

(a) Permits shall expire and, unless extended or reinstated pursuant to Paragraph 304.4(b) herein, become null and void if work, as defined in Paragraph 304.3(f) herein, authorized by such permits are not commenced within 180 days the date of the permit or if such work when commenced is suspended or abandoned at any time for a period of 180 days.

(b) If the work covered by the permit has not commenced, or has been commenced and been suspended or abandoned, the Building Official may extend such permit for a single period of 180 days from the date of expiration of the initial permit, if request for extension is made prior to the expiration date of the initial permit; however:

(1) For building permits, excluding foundation permits, issued between July 1, 1989 and March 31, 1991, the Building Official may extend or reinstate the time during which commencement or resumption of work is required for a single additional period of one year. Such one year extension shall reinstate any permit which has expired by operation of Paragraph 304.3(a), herein. No one year extension as provided by this Subsection shall be granted unless application therefor is made by the permit holder on or before March 31, 1992, on a form provided by the Building Official. This provision of this paragraph shall not affect the validity or the effect of any Notice of Violation issued by the Building Official pursuant to Section 202 of this Code prior to the effective date of this Paragraph.

(2) Reinstatement of any expired building permit pursuant to Paragraph 304.3(b)(1) hereinabove will not be subject to a positive concurrency determination pursuant to Chapter 33G of the Code of Metropolitan Dade County

(3) Reinstatement of any expired building permit pursuant to Subparagraph 304.3(b)(1) shall not require any additional payments of impact fees unless (i) the permitted project causes a reduction in the level of service for any park services or park facilities below the level of service standards as set forth in the Comprehensive Development Master Plan (CDMP) or (ii) would further reduce the level of service for any park service or park facility already below the level of service standard as set forth in the CDMP. If additional impact fees become payable by reason of the matters set forth in the preceding sentence, the amount thereof shall be the impact fees payable at the time of reinstatement less impact fees previously paid. Notwithstanding the foregoing, the provisions of this Paragraph shall not require the reimbursement of impact fees previously paid.

**304.3 (c)** If the work covered by the permit has commenced, is in progress, has not been completed and is being carried on progressively in a substantial manner in accordance with Paragraph 304.3(f) hereinbelow, the permit may be in effect until completion of the job.

**(d)** If work has commenced and the permit becomes null and void or expires because of lack of progress or abandonment, a new permit covering the proposed construction shall be obtained before proceeding with the work.

**(e)** If a new building permit is not obtained within 180 days from the date the initial permit became null and void, the Building Official shall require that any work which has been commenced or completed be removed from the building site; or he may issue a new permit, on application, providing the work in place and required to complete the structure meets all applicable regulations in effect at the time the initial permit became null and void and any regulations which may have become effective between the date of expiration and the date of issuance of the new permit.

**(f)** Work shall be considered to have commenced and be in active progress when, in the opinion of the Building Official, a full complement of workmen and equipment is present at the site to diligently incorporate materials and equipment into the structure throughout the day on each full working day, weather permitting. This provision shall to be applicable in case of civil commotion or strike or when the building work is halted due to legal action.

**(g)** The fee for renewal, reissuance and extension of a permit shall be as set forth by the administrative authority.

#### **304.4 REVOCATION OF PERMIT:**

**(a)** The Building Official may revoke a permit or approval issued under the provisions of this Code in case of any false statement or misrepresentation of fact in the application or on the plans on which the permit or approval was based.

**(b)** Whenever the Building Official reasonably believes the work for which a permit has been issued is not being performed in conformity with plans, specifications or descriptions, or approved plans are not being kept at the site, it shall be the duty of the Building Official to notify the contractor, or owner, or their agent, in writing, that the permit is suspended. Written notice shall be mailed or given to the permit holder or his agent, and it shall be unlawful for any person or persons to perform any work in or about the building or structure except such work as may be required for the correction of the expressed violations. And if, in the judgment of the Building Official, there is imminent danger that requires immediate action, the permit may be revoked or suspended verbally and written notice served later.

**304.4 (c)** When a permit has been suspended, it shall not be reinstated until all existing violations have been corrected. Written notice of reinstatement shall be given the permit holder if requested.

**(d)** Upon request of the owner and/or permit holder and on investigation by the Building Official to determine that the work has been abandoned or that the contractor is unable or unwilling to complete the contract a second permit may be issued where there is a change of contractor without the initial permit being revoked or suspended. The foregoing will be permitted only when the following stated persons have filed with the Building Official a letter stating the reason for a second permit being required and holding the Building Official harmless from legal involvement. All interested parties shall be notified before action is taken.

**(1)** Where a prime contractor is the permit holder, the owner shall file such hold-harmless letter.

**(2)** where a subcontractor or specialty contractor is the permit holder, the owner and prime contractor shall both file such hold-harmless letters.

### **305 INSPECTION**

#### **305.1 GENERAL:**

**(a) (1)** The Building Official shall examine or cause to be examined all buildings and structures for which an application has been received for permit to construct, enlarge, alter, repair, move, demolish or change the Occupancy thereof. He shall inspect all buildings and structures from time to time during and upon completion of the work for which the permit was issued. He shall make a record of every such examination and inspection and of all violations of this Code he reasonably believes to exist, and the correction or disposition of such violations.

**(2)** All construction work for which a permit is required shall be subject to inspection and approval by the Building Official and all such construction or work shall remain accessible and exposed for inspection purposes until approved by the Building Official. In addition, certain types of construction shall have continuous or periodic inspection in accordance with 305.2 hereinbelow.

**(3)** Approval as a result of inspection shall not be construed to be an approval of a violation of the provisions of this Code or of other applicable ordinances or regulations. Inspections presuming to give authority to violate or nullify provisions of this Code or of such other ordinances or regulations shall not be valid.

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## CHAPTER 1 ADMINISTRATION

### 101 TITLE AND SCOPE

#### 101.1 Title

The provisions of the following chapters shall constitute and be known and be cited as the "Standard Building Code" hereinafter known as "this Code."

**101.1.1 Purpose.** The purpose of this chapter is to provide for the administration and enforcement of the Standard Building, Gas, Mechanical and Plumbing Codes, and the National Electrical Code, hereinafter referred to as the "technical codes," as may be adopted by the state or local jurisdiction.

#### 101.2 Code Remedial

**101.2.1 General.** This Code is hereby declared to be remedial, and shall be construed to secure the beneficial interests and purposes thereof — which are public safety, health, and general welfare — through structural strength, stability, sanitation, adequate light and ventilation, and safety to life and property from fire and other hazards attributed to the built environment including alteration, repair, removal, demolition, use and occupancy of buildings, structures, or premises, and by regulating the installation and maintenance of all electrical, gas, mechanical and plumbing systems, which may be referred to as service systems.

**101.2.2 Quality Control.** Quality control of materials and workmanship is not within the purview of this Code except as it relates to the purposes stated herein.

**101.2.3 Permitting And Inspection.** The inspection or permitting of any building, system or plan by any jurisdiction, under the requirements of this Code, shall not be construed in any court as a warranty of the physical condition of such building, system or plan or their adequacy. No jurisdiction nor any employee thereof shall be liable in tort for damages for any defect or hazardous or illegal condition or inadequacy in such building, system or plan, nor for any failure of any component of such, which may occur subsequent to such inspection or permitting.

#### 101.3. Scope

##### 101.3.1 Applicability:

**General** Where, in any specific case, different sections of this Code specify different materials, methods of construction or other requirements, the most restrictive shall govern. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

**Building** The provisions of the Standard Building Code shall apply to the construction, alteration, repair, equipment, use and occupancy, location, maintenance, removal and demolition, of every building or structure or any appurtenances connected or attached to such buildings or structures.

## Chapter 1, Standard Building Code, 1991 Edition

**Electrical** The provisions of the National Electrical Code shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances thereto.

**Gas** The provisions of the Standard Gas Code shall apply to the installation of consumer's gas piping, gas appliances and related accessories as covered in this Code. These requirements apply to gas piping systems extending from the point of delivery to the inlet connections of appliances, and the installation and operation of residential and commercial gas appliances and related accessories.

**Mechanical** The provisions of the Standard Mechanical Code shall apply to the installation of mechanical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air conditioning and refrigeration systems, incinerators, and other energy-related systems.

**Plumbing** The provisions of the Standard Plumbing Code shall apply to every plumbing installation, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances, and when connected to a water or sewerage system.

**101.3.2 Federal And State Authority.** The provisions of this Code shall not be held to deprive any Federal or State agency, or any applicable governing authority having jurisdiction, of any power or authority which it had on the effective date of the adoption of this Code or of any remedy then existing for the enforcement of its orders, nor shall it deprive any individual or corporation of its legal rights as provided by law.

**101.3.3 Appendices.** To be enforceable, the appendices included in the technical codes must be referenced in the code text or specifically included in the adopting ordinance.

**101.3.4 Referenced Standards.** Standards referenced in the technical codes shall be considered an integral part of the codes without separate adoption. If specific portions of a standard are denoted by code text, only those portions of the standard shall be enforced. Where code provisions conflict with a standard, the code provisions shall be enforced. Permissive and advisory provisions in a standard shall not be construed as mandatory.

**101.3.5 Maintenance.** All buildings, structures, electrical, gas, mechanical and plumbing systems, both existing and new, and all parts thereof, shall be maintained in a safe and sanitary condition. All devices or safeguards which are required by the technical codes when constructed, altered, or repaired, shall be maintained in good working order. The owner, or his designated agent, shall be responsible for the maintenance of buildings, structures, electrical, gas, mechanical and plumbing systems.

### 101.4 Building Department

There is hereby established a department to be called the Building Department and the person in charge shall be known as the Building Official.

**101.4.1 Building Official Qualifications.** The Building Official shall have at least 10 years experience or equivalent, as an architect, engineer, inspector, contractor, or superintendent of construction, or any combination of these, for 5 years of which shall have been in responsible charge of work. The Building Official should be certified as a Building Official through a recognized certification program. The Building Official shall be appointed or hired by the applicable governing authority and shall not be removed from office except for cause after full opportunity has been given to be heard on specific charges before such applicable governing authority.

**101.4.2 Chief Inspector Qualifications.** The Building Official, with the approval of the applicable governing authority, may designate Chief Inspectors to administer the provisions of the Building, Electrical, Gas, Mechanical and Plumbing Codes. They shall have at least 10 years experience or equivalent, as an architect, engineer, inspector, contractor, or superintendent of construction, or any combination of these, for 5 years of which shall have been in responsible charge of the work. They should be certified through a recognized certification program for the appropriate trade. They shall not be removed from office except for cause after full opportunity has been given to be heard on specific charges before each applicable governing authority.

**101.4.3 Inspector Qualifications.** The Building Official, with the approval of the applicable governing authority, may appoint or hire such number of officers, inspectors, assistants and other employees as shall be authorized from time to time. A person shall not be appointed or hired as Inspector of Construction who has not had at least 5 years experience as a building inspector, engineer, architect, or as a superintendent, foreman or competent mechanic in charge of construction. The inspector should be certified, through a recognized certification program for the appropriate trade.

**101.4.4 Deputy Building Official.** The Building Official may designate as his deputy an employee in the department who shall, during the absence or disability of the Building Official, exercise all the powers of the Building Official. The Deputy Building Official should have the same qualifications listed in 101.4.2.

**101.4.5 Restrictions On Employees.** An officer or employee connected with the department, except one whose only connection is as a member of the board established by this Code, shall not be financially interested in the furnishing of labor, material, or appliances for the construction, alteration, or maintenance of a building, structure, service, system, or in the making of plans or of specifications thereof, unless he is the owner of such. This officer or employee shall not engage in any other work which is inconsistent with his duties or conflict with the interests of the department.

**101.4.6 Records.** The Building Official shall keep, or cause to be kept, a record of the business of the department. The records of the department shall be open to public inspection.

**101.4.7 Liability.** Any officer or employee, or member of the Board of Adjustments and Appeals, charged with the enforcement of this Code, acting for the applicable governing authority in the discharge of his duties, shall not thereby render himself personally liable, and is hereby relieved from all personal liability, for any damage that may accrue to persons or property



as a result of any act required or permitted in the discharge of his duties. Any suit brought against any officer or employee or member because of such act performed by him in the enforcement of any provision of this Code shall be defended by the Department of Law until the final termination of the proceedings.

**101.4.8 Reports.** The Building Official shall submit annually a report covering the work of the building department during the preceding year. He may incorporate in said report a summary of the decisions of the Board of Adjustments and Appeals during said year.

### **101.5 Existing Buildings**

**101.5.1 General.** Alterations, repairs or rehabilitation work may be made to any existing structure, building, electrical, gas, mechanical or plumbing system without requiring the building, structure, plumbing, electrical, mechanical or gas system to comply with all the requirements of the technical codes provided that the alteration, repair or rehabilitation work conforms to the requirements of the technical codes for new construction. The Building Official shall determine the extent to which the existing system shall be made to conform to the requirements of the technical codes for new construction.

**101.5.2 Change of Occupancy.** If the occupancy classification of any existing building or structure is changed, the building, electrical, gas, mechanical and plumbing systems shall be made to conform to the intent of the technical codes as required by the Building Official.

### **101.6 Special Historic Buildings**

The provisions of the technical codes relating to the construction, alteration, repair, enlargement, restoration, relocation or moving of buildings or structures shall not be mandatory for existing buildings or structures identified and classified by the state or local jurisdiction as Historic Buildings when such buildings or structures are judged by the Building Official to be safe and in the public interest of health, safety and welfare regarding any proposed construction, alteration, repair, enlargement, restoration, relocation or moving of buildings within fire districts.

## **102 POWERS AND DUTIES OF THE BUILDING OFFICIAL**

### **102.1 General**

The Building Official is hereby authorized and directed to enforce the provisions of this Code. The Building Official is further authorized to render interpretations of this Code, which are consistent with its spirit and purpose.

### **102.2 Right of Entry**

**102.2.1** Whenever necessary to make an inspection to enforce any of the provisions of this Code, or whenever the Building Official has reasonable cause to believe that there exists in any building or upon any premises any condition or code violation which makes such building, structure, premises, electrical, gas, mechanical or plumbing systems unsafe, dangerous or hazardous, the Building Official may enter such building, structure or premises at all reasonable times to inspect the same or to perform any duty imposed upon

the Building Official by this Code, provided that if such building or premises is occupied, he shall first present proper credentials and request entry. If such building, structure, or premises is unoccupied, he shall first make a reasonable effort to locate the owner or other persons having charge or control of such and request entry. If entry is refused, the Building Official shall have recourse to every remedy provided by law to secure entry.

**102.2.2** When the Building Official shall have first obtained a proper inspection warrant or other remedy provided by law to secure entry, no owner or occupant or any other persons having charge, care or control of any building, structure, or premises shall fail or neglect, after proper request is made as herein provided, to promptly permit entry therein by the Building Official for the purpose of inspection and examination pursuant to this Code.

### **102.3 Stop Work Orders**

Upon notice from the Building Official, work on any building, structure, electrical, gas, mechanical or plumbing system that is being done contrary to the provisions of this Code or in a dangerous or unsafe manner, shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to his agent, or to the person doing the work, and shall state the conditions under which work may be resumed. Where an emergency exists, the Building Official shall not be required to give a written notice prior to stopping the work.

### **102.4 Revocation of Permits**

**102.4.1 Misrepresentation of Application.** The Building Official may revoke a permit or approval, issued under the provisions of this Code, in case there has been any false statement or misrepresentation as to the material fact in the application or plans on which the permit or approval was based.

**102.4.2 Violation of Code Provisions.** The Building Official may revoke a permit upon determination by the Building Official that the construction, erection, alteration, repair, moving, demolition, installation or replacement of the building, structure, electrical, gas, mechanical or plumbing systems for which the permit was issued is in violation of, or not in conformity with, the provisions of this Code.

### **102.5 Unsafe Buildings or Systems**

All buildings, structures, electrical, gas, mechanical or plumbing systems which are unsafe, unsanitary, or do not provide adequate egress, or which constitute a fire hazard, or are otherwise dangerous to human life, or which in relation to existing use, constitute a hazard to safety or health, are considered unsafe buildings or service systems. All such unsafe buildings, structures or service systems are hereby declared illegal and shall be abated by repair and rehabilitation or by demolition in accordance with the provisions of the Standard Unsafe Building Abatement Code.

### **102.6 Requirements Not Covered By Code**

Any requirements necessary for the strength, stability or proper operation of an existing or proposed building, structure, electrical, gas, mechanical

or plumbing system, or for the public safety, health and general welfare, not specifically covered by this or the other technical codes, shall be determined by the Building Official.

#### **102.7 Alternate Materials and Methods**

The provisions of the technical codes are not intended to prevent the use of any material or method of construction not specifically prescribed by them, provided any such alternate has been reviewed by the Building Official. The Building Official shall approve any such alternate, provided the Building Official finds that the alternate for the purpose intended is at least the equivalent of that prescribed in the technical codes, in quality, strength, effectiveness, fire resistance, durability and safety. The Building Official shall require that sufficient evidence or proof be submitted to substantiate any claim made regarding the alternate.

### **103 PERMITS**

#### **103.1 Permit Application**

**103.1.1 When Required.** Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit for the work.

**EXCEPTION:** Permits shall not be required for the following mechanical work:

1. any portable heating appliance;
2. any portable ventilation equipment;
3. any portable cooling unit;
4. any steam, hot or chilled water piping within any heating or cooling equipment regulated by the Standard Mechanical Code;
5. replacement of any part which does not alter its approval or make it unsafe;
6. any portable evaporative cooler;
7. any self-contained refrigeration system containing 10 lb (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.

**103.1.2 Work Authorized.** A building, electrical, gas, mechanical or plumbing permit shall carry with it the right to construct or install the work, provided the same are shown on the drawings and set forth in the specifications filed with the application for the permit. Where these are not shown on the drawings and covered by the specifications submitted with the application, separate permits shall be required.

**103.1.3 Minor Repairs.** Ordinary minor repairs may be made with the approval of the Building Official without a permit, provided that such repairs shall not violate any of the provisions of the technical codes.

**103.1.4 Information Required.** Each application for a permit, with the required fee, shall be filed with the Building Official on a form furnished for that purpose, and shall contain a general description of the proposed work and its location. The application shall be signed by the owner, or his authorized agent. The building permit application shall indicate the proposed occupancy of all parts of the building and of that portion of the site or lot, if any, not covered by the building or structure, and shall contain such other information as may be required by the Building Official.

**103.1.5 Time Limitations.** An application for a permit for any proposed work shall be deemed to have been abandoned 6 months after the date of filing for the permit, unless before then a permit has been issued. One or more extensions of time for periods of not more than 90 days each may be allowed by the Building Official for the application, provided the extension is requested in writing and justifiable cause is demonstrated.

## **103.2 Drawings and Specifications**

**103.2.1 Requirements.** When required by the Building Official, two or more copies of specifications, and of drawings drawn to scale with sufficient clarity and detail to indicate the nature and character of the work, shall accompany the application for a permit. Such drawings and specifications shall contain information, in the form of notes or otherwise, as to the quality of materials, where quality is essential to conformity with the technical codes. Such information shall be specific, and the technical codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used, as a substitute for specific information. All information, drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design.

**103.2.2 Additional Data.** The Building Official may require details, computations, stress diagrams, and other data necessary to describe the construction or installation and the basis of calculations. All drawings, specifications and accompanying data required by the Building Official to be prepared by an architect or engineer shall be affixed with their official seal.

**103.2.3 Design Professional.** The design professional shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to said drawings, specifications and accompanying data, for the following:

1. All Group A, E and I occupancies.
2. Buildings and structures three stories or more high.
3. Buildings and structures 5000 sq ft (465 m<sup>2</sup>) or more in area.

For all other buildings and structures, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered.

**EXCEPTION:** Group R3 buildings, regardless of size, shall require neither a registered architect or engineer, nor a certification that an architect or engineer is not required.

**103.2.4 Structural And Fire Resistance Integrity.** Plans for all buildings shall indicate how required structural and fire resistance integrity will be maintained where a penetration of a required fire resistant wall, floor or partition will be made for electrical, gas, mechanical, plumbing and communication conduits, pipes and systems and also indicate in sufficient detail how the fire integrity will be maintained where required fire resistant floors intersect the exterior walls.

**103.2.5 Site Drawings.** Drawings shall show the location of the proposed building or structure and of every existing building or structure on the site or lot. The Building Official may require a boundary line survey prepared by a qualified surveyor.

**103.2.6 Hazardous Occupancies.** The Building Official may require the following:

1. General Site Plan. A general site plan drawn at a legible scale which shall include, but not be limited to, the location of all buildings, exterior storage facilities, permanent access ways, evacuation routes, parking lots, internal roads, chemical loading areas, equipment cleaning areas, storm and sanitary sewer accesses, emergency equipment and adjacent property uses. The exterior storage areas shall be identified with the hazard classes and the maximum quantities per hazard class of hazardous materials stored.

2. Building Floor Plan. A building floor plan drawn to a legible scale which shall include, but not be limited to, all hazardous materials storage facilities within the building and shall indicate rooms, doorways, corridors, exits, fire rated assemblies with their hourly rating, location of liquid tight rooms, and evacuation routes. Each hazardous materials storage facility shall be identified on the plan with the hazard classes and quantity range per hazard class of the hazardous materials stored.

### **103.3 Examination of Documents**

**103.3.1 Plan Review.** The Building Official shall examine or cause to be examined each application for a permit and the accompanying documents, consisting of drawings, specifications, computations and additional data, and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of the technical codes and all other pertinent laws or ordinances.

**103.3.2 Affidavits.** The Building Official may accept a sworn affidavit from a Registered Architect or Engineer stating that the plans submitted conform to the technical codes. For buildings and structures the affidavit shall state that the plans conform to the laws as to egress, type of construction and general arrangement and if accompanied by drawings showing the structural design, and by a statement that the plans and design conform to the requirements of the technical codes as to strength, stresses, strains, loads and stability. The Building Official may without any examination or inspection accept such affidavit, provided the architect or engineer who made such affidavit agrees to submit to the Building Official, copies of inspection reports as inspections are performed and upon completion of the structure, electrical, gas, mechanical or plumbing systems a certification that the structure, electrical,

gas, mechanical or plumbing system has been erected in accordance with the requirements of the technical codes. Where the Building Official relies upon such affidavit, the architect or engineer shall assume full responsibility for the compliance with all provisions of the technical codes and other pertinent laws or ordinances.

#### **103.4 Issuing Permits**

**103.4.1 Action on Permits.** The Building Official shall act upon an application for a permit without unreasonable or unnecessary delay. If the Building Official is satisfied that the work described in an application for a permit and the contract documents filed therewith conform to the requirements of the technical codes and other pertinent laws and ordinances, he shall issue a permit to the applicant.

**103.4.2 Refusal To Issue Permit.** If the application for a permit and the accompanying contract documents describing the work do not conform to the requirements of the technical codes or other pertinent laws or ordinances, the Building Official shall not issue a permit, but shall return the contract documents to the applicant with his refusal to issue such permit. Such refusal shall, when requested, be in writing and shall contain the reason for refusal.

**103.4.3 Special Foundation Permit.** When application for permit to erect or enlarge a building has been filed and pending issuance of such permit, the Building Official may, at his discretion, issue a special permit for the foundation only. The holder of such a special permit is proceeding at his own risk and without assurance that a permit for the remainder of the work will be granted nor that corrections will not be required in order to meet provisions of the technical codes.

**103.4.4 Public Right of Way.** A permit shall not be given by the Building Official for the construction of any building, or for the alteration of any building where said building is to be changed and such change will affect the exterior walls, bays, balconies, or other appendages or projections fronting on any street, alley or public lane, or for the placing on any lot or premises of any building or structure removed from another lot or premises, unless the applicant has made application at the office of the Director of Public Works for the lines of the public street on which he proposes to build, erect or locate said building; and it shall be the duty of the Building Official to see that the street lines are not encroached upon except as provided for in Chapter 22 of the Standard Building Code.

#### **103.5 Contractors Responsibilities**

It shall be the duty of every contractor who shall make contracts for the installation or repairs of building, structure, electrical, gas, mechanical or plumbing systems, for which a permit is required, to comply with state or local rules and regulations concerning licensing which the applicable governing authority may have adopted.

### **103.6 Conditions of the Permit**

**103.6.1 Permit Intent.** A permit issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter, or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the Building Official from thereafter requiring a correction of errors in plans, construction, or violations of this Code. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 6 months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 6 months after the time the work is commenced. One or more extensions of time, for periods not more than 90 days each, may be allowed for the permit. The extension shall be requested in writing and justifiable cause demonstrated. Extensions shall be in writing by the Building Official.

**103.6.2 Permit Issued On Basis of an Affidavit.** Whenever a permit is issued in reliance upon an affidavit or whenever the work to be covered by a permit involves installation under conditions which, in the opinion of the Building Official, are hazardous or complex, the Building Official shall require that the architect or engineer who signed the affidavit or prepared the drawings or computations shall supervise such work. In addition, they shall be responsible for conformity with the permit, provide copies of inspection reports as inspections are performed, and upon completion make and file with the Building Official written affidavit that the work has been done in conformity with the reviewed plans and with the structural provisions of the technical codes. In the event such architect or engineer is not available, the owner shall employ in his stead a competent person or agency whose qualifications are reviewed by the Building Official.

**103.6.3 Plans.** When the Building Official issues a permit, he shall endorse, in writing or by stamp, both sets of plans "Reviewed for Code Compliance." One set of drawings so reviewed shall be retained by the Building Official and the other set shall be returned to the applicant. The permit drawings shall be kept at the site of work and shall be open to inspection by the Building Official or his authorized representative.

### **103.7 Fees**

**103.7.1 Prescribed Fees.** A permit shall not be issued until the fees prescribed in 103.7 have been paid. Nor shall an amendment to a permit be released until the additional fee, if any, due to an increase in the estimated cost of the building, structure, electrical, plumbing, mechanical or gas systems, has been paid.

**103.7.2 Work Commencing Before Permit Issuance.** Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits, shall be subject to a penalty of 100% of the usual permit fee in addition to the required permit fees.

**103.7.3 Accounting.** The Building Official shall keep a permanent and accurate accounting of all permit fees and other monies collected, the names of persons upon whose account the same was paid, along with the date amount thereof.

**103.7.4 Schedule of Permit Fees.** On all buildings, structures, electrical, plumbing, mechanical and gas systems or alterations requiring a permit, a fee for each permit shall be paid as required at the time of filing application, in accordance with the schedule as established by the applicable governing authority. (See applicable Appendix in the technical codes for suggested fee schedules.)

**103.7.5 Building Permit Valuations.** If, in the opinion of the Building Official, the valuation of building, alteration, structure, electrical, gas, mechanical or plumbing systems appears to be underestimated on the application, permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Permit valuations shall include total cost, such as electrical, gas, mechanical, plumbing equipment and other systems, including materials and labor.

### **103.8 Inspections**

**103.8.1 Existing Building Inspections.** Before issuing a permit the Building Official may examine or cause to be examined any building, electrical, gas, mechanical or plumbing systems for which an application has been received for a permit to enlarge, alter, repair, move, demolish, install, or change the occupancy. He shall inspect all buildings, structures, electrical, gas, mechanical and plumbing systems, from time to time, during and upon completion of the work for which a permit was issued. He shall make a record of every such examination and inspection and of all violations of the technical codes.

**103.8.2 Manufacturers and Fabricators.** When deemed necessary by the Building Official he shall make, or cause to be made, an inspection of materials or assemblies at the point of manufacture or fabrication. A record shall be made of every such examination and inspection and of all violations of the technical codes.

**103.8.3 Inspection Service.** The Building Official may make, or cause to be made, the inspections required by 103.8. He may accept reports of inspectors of recognized inspection services provided that after investigation he is satisfied as to their qualifications and reliability. A certificate called for by any provision of the technical codes shall not be based on such reports unless the same are in writing and certified by a responsible officer of such service.

**103.8.4 Inspections Prior To Issuance of Certificate of Occupancy or Completion.** The Building Official shall inspect or cause to be inspected at various intervals all construction or work for which a permit is required, and a final inspection shall be made of every building, structure, electrical, gas, mechanical or plumbing system upon completion, prior to the issuance of the Certificate of Occupancy or Completion.

**103.8.5 Posting of Permit.** Work requiring a permit shall not commence until the permit holder or his agent posts the permit card in a conspicuous place on the premises. The permit shall be protected from the weather and located in such position as to permit the Building Official or representative to conveniently make the required entries thereon. This permit card shall be maintained in such position by the permit holder until the Certificate of Occupancy or Completion is issued by the Building Official.



Broward  
County

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**CITY OF COCONUT CREEK**

**4800 West Copans Road  
Coconut Creek, FL 33063**

**(954) 973-6750**

**7:30 - 4:00**

**Permits Issued during anytime during working hours.**

**STEPS:**

Initial permit: Qualifier does not have to appear in person. City requires copies of the applicable contractors license, occupational license, signed driver's license, and certificates of insurance for general liability coverage naming the city as the certificate holder as well as proof of worker's compensation insurance. Thereafter qualifier may submit permit requests if signature is notarized on the appropriate forms. All subcontractor's must apply for permits at the same time as the general contractor.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**. 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Septic tank?

YES

**BROWARD COUNTY HEALTH DEPARTMENT**, 2421 SW 6TH STREET, FT. LADUERDALE, (305) 476-4800. Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review. Note: Septic tanks are not allowed for new commercial construction or developments with greater density than one SFD per acre.

NO

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.

NO

- 2) **CITY OF COCONUT CREEK BUILDING DEPARTMENT.** Complete the application process. If water service is required it may be applied for in the same building and at the time that the building permit is applied for.

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Notes:

**CITY OF COOPER CITY**  
9900 SW 50th Place  
Cooper City, FL 33328  
Mailing address P. O. Box 290910  
Cooper City, FL 33329  
(954) 434-4300 X 227, 229, or 230  
7:00 - 4:00

Permits issued anytime during working hours.

**STEPS:**

Initial permit: Qualifier must appear in person with appropriate contractor's license, occupational license, signed driver's license, certificate of insurance for general liability coverage naming the city as the certificate holder, and proof of worker's compensation insurance. Thereafter permits may be requested by submitting requests with qualifier's signature notarized. Note: Subcontractors must apply for permits at the same time that the general contractor applies. The City requires 3 complete sets of plans, surveys, and, if needed, calculations.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**. 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of three sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of **four** sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Septic tank?

YES

**BROWARD COUNTY HEALTH DEPARTMENT**, 2421 SW 6TH STREET, FT. LAUDERDALE, (305) 476-4800. Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review.

NO

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.

NO

- 3, 4) In either order. **COOPER CITY BUILDING DEPARTMENT.** Requires three complete sets of plans and surveys, approved by the applicable agencies listed above. Expect two weeks, minimum, for review. **UTILITY DEPARTMENT.** Located at 9070 SW 51st Street, (305) 434-5519. Make application for water service and pay impact fees if applicable.

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Notes:

## CITY OF CORAL SPRINGS

9530 West Sample Road  
Coral Springs, FL 33065

(954) 344-1025

7:30 - 4:30

Permits issued and time during normal working hours

### STEPS:

Initial permit: Qualifier does not have to appear in person. The city requires copies of the appropriate contracting license, occupational license, signed driver's license, certificates of insurance for general liability with the city as certificate holder, and proof of worker's compensation insurance. Subsequent permits may be requested using the appropriate forms and with the qualifier's signature notarized. The City requires three complete sets of plans and surveys. Subcontractors are not required to apply for permits at the same time as the general contractor.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**, 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of three sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of **four** sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Note:

Generally speaking septic tanks are not allowed for new construction in Coral Springs. There some in existence and there is the possibility that isolated but undeveloped lots may be located in an area where septic tanks are still in use.

Septic tank?

YES

**BROWARD COUNTY HEALTH DEPARTMENT**, 2421 SW 6TH STREET, FT. LAUDERDALE, (305) 476-4800. Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review.



Elevator?



Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.



- 2) **CORAL SPRINGS BUILDING DEPARTMENT.** The City requires 3 complete sets of plans and surveys, stamped, and with applicable permits from the agencies above. Applications for water service and payment of impact fees, if any, will not be accepted until such time as the building permit is issued.

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Notes:



**CITY OF DANIA**  
**100 W Dania Beach Boulevard**  
**Dania, FL 33154**  
**(954) 921-8700 X 259**

**Note: Voice mail and call-back system makes it  
nearly impossible to talk to anyone one on the first try.**

**9:00 - 5:00**

**Permits Issued 10:00 - 12:00 and 2:00 - 4:00**

**STEPS:**

Initial permit: Qualifier does not have to appear in person. The City requires a copy of the appropriate contractors license, occupational license, a certificate of insurance for liability coverage issued to the "City of Dania," and proof of worker's compensation insurance or exemption therefrom.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP), 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.**

**Food/Drink for  
public?**

**YES**

**DEPT. OF BUSINESS AND PROFESSIONAL  
REGULATION (BPR), 1700 NW 64th Street, Fort  
Lauderdale. (305) 467-4888. Office hours are from 8:00  
AM until 5:00 PM. Bring a minimum of three sets of plans  
that include all electrical and plumbing work. Plan review  
takes approximately one week however the law allows 30  
days. A fee of \$75 is required when the plans are dropped  
off. The agency keeps one set of plans.**

**NO**

**Note: Septic tanks are not allowed for new construction within the City.**

**Elevator?**

**YES**

**Elevator firm obtains the permit from Elevator Inspection  
Program, 1940 N. Monroe Street, Tallahassee, 32399-1013,  
Tel (904) 488-9097. Inspections are done by inspectors  
working for the state. Single family dwellings are exempt  
from the program and do not require this permit.**

**NO**

**Dock or  
seawall?**

**YES**

Send a copy of the plans and application package to: **Submerged Lands and Environmental Resources Program**, P.O. Box 15425, West Palm Beach, FL 33416; or, bring the package to 1900 S. Congress Ave., Suite 2A, West Palm Beach, FL 33416, (407) 433-2650 ext. 142 to obtain a letter of consent to build on submerged land (usually State-owned). Letters of consent for single family dwellings are typically granted and require approximately one week to process. Plans are checked for compliance with allowed pre-empt area. Then, obtain dock or seawall permit at the City's Building Department.

**NO**

- 2) **CITY OF DANIA BUILDING DEPARTMENT.** The City requires two sealed sets of plans and surveys. It is preferred but not required that subcontractors apply for their permits at the same time as the general contractor makes application. Water service, deposits, and water-sewer impact fees are computed in the building department.

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Notes:

## TOWN OF DAVIE

6591 SW 45th Street

Davie, FL 33314

(954) 797-1130

7:30 - 3:30

Permits Issued 10:00 - 12:00 and 2:00 - 4:00

### STEPS:

Initial permit: Qualifier does not have to appear in person. The Town requires copies of the appropriate contracting licenses, occupational license, a certificate of insurance for general liability coverage naming the "Town of Davie" as the certificate holder, and proof of worker's compensation insurance or exemption therefrom.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**. 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.
- 2) **DAVIE UTILITY DEPARTMENT**. 3500 NW 76th Ave., Davie. (305) 433-4000. Plan review hours are from 9:00 AM until 5:00 PM. They require and keep one copy of the survey and a copy of the deed. A part of the Town's water system is provided by the City of Sunrise. Call the Davie Utility Department to determine if you should instead make application at Sunrise.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Septic tank?

YES

**BROWARD COUNTY HEALTH DEPARTMENT**, 2421 SW 6TH STREET, FT. LADUERDALE, (305) 476-4800. Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review.

NO

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.

NO

- 3) **DRAINAGE DISTRICT REVIEW.** You must determine which of the following drainage districts is appropriate by calling the building department or by calling the individual drainage districts.

Central Broward Drainage District  
8020 Stirling Road, Davie  
(305) 432-5110

Hours: 7:00 AM until noon; 12:30 PM until 3:30 PM

South Broward Drainage District  
6951 SW 160 Ave., Davie  
(305) 680-3337

Hours: 7:00 AM until 3:30 PM

Tindal Hammock Drainage District  
Williams, Hatfield, and Stoner Engineering  
2312 Wilton Drive, Ft. Lauderdale  
(305) 566-8341

8:00 AM until 4:30 PM appointment required

- 4) **TOWN OF DAVIE BUILDING DEPARTMENT.** Two complete sets of plans and two original surveys are required, stamped by the applicable agencies listed above. In addition the Town requires a copy of the deed or current tax bill as proof of ownership

Notes:

## CITY OF DEERFIELD BEACH

150 NE 2nd Avenue  
Deerfield Beach, FL 33441  
(954) 480-4252  
8:00 - 5:00

Permits issued anytime during normal working hours.

### STEPS:

Initial permit: Qualifier does not have to appear in person. City requires copies of the appropriate contractor's license, occupational license, signed driver's license, certificates of insurance for general liability coverage naming the city as the certificate holder, and proof of worker's compensation insurance. Subsequent permits may be requested using the appropriate forms and by having the qualifier's signature notarized.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**, 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Septic tank?

YES

**BROWARD COUNTY HEALTH DEPARTMENT**, 2421 SW 6TH STREET, FT. LAUDERDALE, (305) 476-4800. Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review.

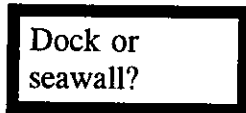
NO

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013,

Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.



Send a copy of the plans and application package to: **Submerged Lands and Environmental Resources Program**, P.O. Box 15425, West Palm Beach, FL 33416; or, bring the package to 1900 S. Congress Ave., Suite 2A, West Palm Beach, FL 33416, (407) 433-2650 ext. 142 to obtain a letter of consent to build on submerged land (usually State-owned). Letters of consent for single family dwellings are typically granted and require approximately one week to process. Plans are checked for compliance with allowed pre-empt area. Then, obtain dock or seawall permit at the City's Building Department.



- 2) **DEERFIELD BEACH BUILDING DEPARTMENT.** The City requires two sets of sealed plans and surveys. Subcontractors are not required to apply for permits at the same time that the general contractor makes application.

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Notes:

## CITY OF FORT LAUDERDALE

100 N Andrews Avenue  
Fort Lauderdale, FL 33301  
(954) 761-5191  
7:30 - 4:30

Drop off plans or obtain permits anytime during normal working hours. Walk through for simple plans M-W-F 10 AM through 3 PM, T-Th 1 PM through 3 PM.

### STEPS:

Initial permit: Qualifier does not have to appear in person. City requires inspection of original (they make copies or contractor can furnish copies) of appropriate contractor's license, occupational license, signed driver's license, and certificates of insurance for general liability coverage with city named as certificate holder, and proof of worker's compensation insurance or exemption. For a bi-annual fee of \$10 the city will put copies on file. Otherwise original documents must be presented each time that the qualifier requests a permit.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**. 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Septic tank?

YES

**BROWARD COUNTY HEALTH DEPARTMENT**, 2421 SW 6TH STREET, FT. LAUDERDALE, (305) 476-4800. Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review.

NO

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.

NO

Dock or  
seawall?

YES

Send a copy of the plans and application package to: **Submerged Lands and Environmental Resources Program**, P.O. Box 15425, West Palm Beach, FL 33416; or, bring the package to 1900 S. Congress Ave., Suite 2A, West Palm Beach, FL 33416, (407) 433-2650 ext. 142 to obtain a letter of consent to build on submerged land (usually State-owned). Letters of consent for single family dwellings are typically granted and require approximately one week to process. Plans are checked for compliance with allowed pre-empt area. Then, obtain dock or seawall permit at the City's Building Department.

NO

- 2) **City of Fort Lauderdale.** Provide two complete sets of plans and surveys to the City. Subcontractors are not required to file for permits at the same time as the general contractor.

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Notes:



## **CITY OF HALLANDALE**

**308 S Dixie Highway  
Hallandale, FL 33009**

**(954) 457-1383**

**8:00 - 5:00**

**Walk through review for small projects 8-9 AM, Monday through Friday.**

**Permits may be picked up any time during normal working hours.**

**Note: City anticipates moving to new offices in 1996. Call for  
for new address**

### **STEPS:**

Initial permit: Qualifier does not have to appear in person. City requires copies of appropriate licenses, occupational license, signed driver's license, and certificates of general liability insurance naming the City as certificate holder, and proof of worker's compensation insurance. Permit forms require notarized signature of qualifier unless qualifier appears in person.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP).** 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

**Food/Drink for  
public?**

**YES**

**DEPT. OF BUSINESS AND PROFESSIONAL  
REGULATION (BPR), 1700 NW 64th Street, Fort  
Lauderdale. (305) 467-4888.** Office hours are from 8:00  
AM until 5:00 PM. Bring a minimum of three sets of plans  
that include all electrical and plumbing work. Plan review  
takes approximately one week however the law allows 30  
days. A fee of \$75 is required when the plans are dropped  
off. The agency keeps one set of plans.



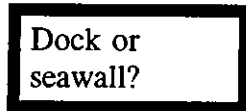
**Note: Septic tanks are not allowed for new construction.**

**Elevator?**

**YES**

**Elevator firm obtains the permit from Elevator Inspection  
Program, 1940 N. Monroe Street, Tallahassee, 32399-1013,  
Tel (904) 488-9097. Inspections are done by inspectors**

working for the state. Single family dwellings are exempt from the program and do not require this permit.



Send a copy of the plans and application package to: **Submerged Lands and Environmental Resources Program**, P.O. Box 15425, West Palm Beach, FL 33416; or, bring the package to 1900 S. Congress Ave., Suite 2A, West Palm Beach, FL 33416, (407) 433-2650 ext. 142 to obtain a letter of consent to build on submerged land (usually State-owned). Letters of consent for single family dwellings are typically granted and require approximately one week to process. Plans are checked for compliance with allowed pre-empt area. Then, obtain dock or seawall permit at the City's Building Department.



- 2) **City of Hallandale Building Department.** Complete the application process at the Building Department. The City requires two sets of plans. Subcontractors must make application for permits at the same time as the general contractor.

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Notes:

## **TOWN OF HILLSBORO BEACH**

**1210 Hillsboro Mile (Route A1A)**

**Hillsboro Beach, 33062**

**(954) 427-4011**

**8:30 - 4:30**

**Note: All plan review and inspections done by Broward County Building Department. However applications must be made at Town of Hillsboro Beach Building Department.**

### **STEPS:**

Initial permit: Qualifier does not have to appear in person. Town requires copies of applicable contractors licenses, occupational license, signed driver's license, certificates of insurance for general liability coverage naming the Town as the certificate holder, a copy of the executed contract for the work, and proof of worker's compensation insurance. Permit applications may be submitted with notarized signature of qualifier. If submitted in person without prior notarization there is a nominal fee for the notary.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**. 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Note: Septic tanks are not allowed for new construction.

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.



Dock or  
seawall?



Send a copy of the plans and application package to: **Submerged Lands and Environmental Resources Program**, P.O. Box 15425, West Palm Beach, FL 33416; or, bring the package to 1900 S. Congress Ave., Suite 2A, West Palm Beach, FL 33416, (407) 433-2650 ext. 142 to obtain a letter of consent to build on submerged land (usually State-owned). Letters of consent for single family dwellings are typically granted and require approximately one week to process. Plans are checked for compliance with allowed pre-empt area. Then, obtain dock or seawall permit at the City's Building Department.



- 2) **Town of Hillsboro Beach Building Department.** Complete the application process. Note that the Town provides water service but that sewerage is handled by Broward County Utilities. Subcontractors do not have to apply at the same time as the general contractor but their application must include a signed contract stating the dollar value of the work that they will do.

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Notes:

## **CITY OF HOLLYWOOD**

**2600 Hollywood Boulevard  
Hollywood, FL 33022  
(for mail us P. O. Box 29045)**

**(954) 921-3311**

**7:30 - 4:30**

**Note: Recording only on main number (921-3300). It is not possible to access anyone when using that extension.  
Permits issued anytime during normal working hours.**

### **STEPS:**

Initial permit: Qualifier does not have to appear in person. City requires copies of applicable contractors licenses, occupational license, signed driver's license, certificate of insurance for general liability insurance coverage naming the city as the certificate holder, and proof of worker's compensation insurance. Permit applications can be submitted with notarized signature of qualifier.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP). 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.**

**Food/Drink for public?**

**YES**

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR), 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.**

**NO**

**Septic tank?**

**YES**

**BROWARD COUNTY HEALTH DEPARTMENT, 2421 SW 6TH STREET, FT. LAUDERDALE, (305) 476-4800. Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review.**

**NO**

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.

NO

Dock or  
seawall?

YES

Send a copy of the plans and application package to: **Submerged Lands and Environmental Resources Program**, P.O. Box 15425, West Palm Beach, FL 33416; or, bring the package to 1900 S. Congress Ave., Suite 2A, West Palm Beach, FL 33416, (407) 433-2650 ext. 142 to obtain a letter of consent to build on submerged land (usually State-owned). Letters of consent for single family dwellings are typically granted and require approximately one week to process. Plans are checked for compliance with allowed pre-empt area. Then, obtain dock or seawall permit at the City's Building Department.

NO

- 2) **City of Hollywood Building Department.** Complete the application process. The City requires two complete sets of plans and surveys. Subcontractors must apply for permits at the same time as the general contractor.

Notes:

## **TOWN OF LAUDERDALE-BY-THE-SEA**

**4335 N Ocean Drive**

**Lauderdale-By-The-Sea, FL 33308**

**(954) 776-0576**

**9:00 - 4:30**

**Note: Town employs part-time personnel for both review and inspection. Some inspections may be scheduled for later afternoon (after 4 PM).**

### **STEPS:**

Initial permit: Qualifier does not have to appear in person. Town required copies of applicable contractors licenses, occupational license, signed driver's license, certificate of insurance for general liability insurance coverage naming the town as certificate holder, and proof of worker's compensation insurance. Permit application may be made with notarized signature of qualifier.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**. 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

**Food/Drink for public?**

**YES**

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

**NO**

**Note: The Town does not permit septic tanks for new construction or remodeling.**

**Elevator?**

**YES**

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.

**NO**

Dock or  
seawall?

YES

Send a copy of the plans and application package to: **Submerged Lands and Environmental Resources Program**, P.O. Box 15425, West Palm Beach, FL 33416; or, bring the package to 1900 S. Congress Ave., Suite 2A, West Palm Beach, FL 33416, (407) 433-2650 ext. 142 to obtain a letter of consent to build on submerged land (usually State-owned). Letters of consent for single family dwellings are typically granted and require approximately one week to process. Plans are checked for compliance with allowed pre-empt area. Then, obtain dock or seawall permit at the City's Building Department.

NO

- 2) **Town of Lauderdale-by-the-Sea.** Complete the application process at City Hall. The Town requires two sets of plans and surveys. The Building Official is only available in the mornings. All plan reviewers and inspectors are part time employees. Appointments will be required to meet with them and there are essentially no walk throughs. Subcontractors do not have to apply at the same time as the general contractor.

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Notes:



## **CITY OF LAUDERDALE LAKES**

**4300 NW 36th Street**

**Lauderdale Lakes, FL 33154**

**(954) 731-1212**

**8 AM -12 AM and 1 PM -3 PM**

**Permits issued anytime during normal working hours**

### **STEPS:**

Initial permit: Qualifier must appear in person with applicable licenses, occupational license, signed driver's license, general liability insurance insurance certificates naming the City as certificate holder, and proof of worker's compensation insurance. All subcontractors must be specified and permits applied for and approved prior to issuance of any building permit. Subsequent permits can be applied for using notarized qualifier's signature.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**. 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

**Food/Drink for  
public?**

**YES**

**DEPT. OF BUSINESS AND PROFESSIONAL  
REGULATION (BPR), 1700 NW 64th Street, Fort  
Lauderdale. (305) 467-4888.** Office hours are from 8:00  
AM until 5:00 PM. Bring a minimum of three sets of plans  
that include all electrical and plumbing work. Plan review  
takes approximately one week however the law allows 30  
days. A fee of \$75 is required when the plans are dropped  
off. The agency keeps one set of plans.

**NO**

**Elevator?**

**YES**

Elevator firm obtains the permit from Elevator Inspection  
Program, 1940 N. Monroe Street, Tallahassee, 32399-1013,  
Tel (904) 488-9097. Inspections are done by inspectors  
working for the state. Single family dwellings are exempt  
from the program and do not require this permit.

**NO**

- 2) **City of Lauderdale Lakes.** Complete the application process. The City requires two sets of plans and surveys. The subcontractors should apply at the same time as the general contractor. The City will not process the application until all subcontractors are identified and make application.

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Notes:

## CITY OF LAUDERHILL

2100 NW 55th Avenue

Lauderhill, FL 33154

(954) 730-3060

8:00 - 4:00

Permits issued any time during normal working hours.

### STEPS:

Initial permit: Qualifier does not have to appear in person. City requires copies of applicable contractors licenses, occupational license, signed driver's license, certificates of insurance for general liability coverage naming the City as certificate holder, and proof of worker's compensation insurance. If the value of the project exceeds \$2,500 a permit application must include a notarized copy of the contract or a notarized authorization from the owner. Permit applications can be submitted with a notarized signature of the qualifier.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP).** 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of three sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR),** 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of four sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Note: Septic tanks are not allowed in the City for new construction or remodeling.

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.



- 2) **City of Lauderdale Building Department.** The City requires three sets of plans and surveys. At the time that these are submitted the contractor must pay an application fee (currently \$25) and a fee for review by a neighborhood beautification committee (also currently \$25). Subcontractors must apply for permits at the time that the general contractor makes application.

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Notes:

## **CITY OF LIGHT HOUSE POINT**

**2200 NE 38th Street**

**Lighthouse Point, FL 33064**

**(954) 943-6509**

**8:00 - 4:00**

**Permits issued any time during normal business hours**

### **STEPS:**

Initial permit: Qualifier does not have to appear in person. The city requires copies of applicable licenses, occupational license, signed driver's license, certificates of insurance for general liability and naming the city as the certificate holder, and proof of worker's compensation insurance.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**. 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

**Food/Drink for  
public?**

**YES**

**DEPT. OF BUSINESS AND PROFESSIONAL  
REGULATION (BPR)**, 1700 NW 64th Street, Fort  
Lauderdale. (305) 467-4888. Office hours are from 8:00  
AM until 5:00 PM. Bring a minimum of three sets of plans  
that include all electrical and plumbing work. Plan review  
takes approximately one week however the law allows 30  
days. A fee of \$75 is required when the plans are dropped  
off. The agency keeps one set of plans.

**NO**

Note: Septic tanks are not permitted.

**Elevator?**

**YES**

Elevator firm obtains the permit from Elevator Inspection  
Program, 1940 N. Monroe Street, Tallahassee, 32399-1013,  
Tel (904) 488-9097. Inspections are done by inspectors  
working for the state. Single family dwellings are exempt  
from the program and do not require this permit.

**NO**

Dock or  
seawall?

YES

Send a copy of the plans and application package to: **Submerged Lands and Environmental Resources Program**, P.O. Box 15425, West Palm Beach, FL 33416; or, bring the package to 1900 S. Congress Ave., Suite 2A, West Palm Beach, FL 33416, (407) 433-2650 ext. 142 to obtain a letter of consent to build on submerged land (usually State-owned). Letters of consent for single family dwellings are typically granted and require approximately one week to process. Plans are checked for compliance with allowed pre-empt area. Then, obtain dock or seawall permit at the City's Building Department.

NO

- 2) **City of Light House Point.** Complete the application process. The City requires two sets of plans and surveys. Subcontractors are not required to apply for permits at the same time as the general contractor. Projects that entail considerable plans review may be assessed an initial plans review fee which will be credited to the final fees due at the time that the building permit is issued.

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Notes:

## CITY OF MARGATE

1001 W River Drive

Margate, FL 33154

(954) 970-3004

8:00 - 4:00

Permits issued any time during normal working hours

### STEPS:

Initial permit: Qualifier must either appear in person or provide a letter delegating an individual to provide the City with copies of the appropriate licenses, occupational license, signed driver's license, certificates of insurance for general liability coverage naming the City as certificate holder, and proof of worker's compensation insurance. The letter which authorizes an individual other than the qualifier to submit the documentation must have notarized signatures of both the qualifier and the agent. subsequent permits may be submitted with a notarized signature of the qualifier.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**. 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Note: Septic tanks are not allowed for new construction or remodeling.

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.



- 2) **City of Margate Building Department.** The City requires two sets of plans and surveys. Subcontractors for commercial projects should apply for permits at the same time that the general contractor applies for the building permit.

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Notes:



## CITY OF MIRAMAR

6700 Miramar Parkway

Miramar, FL 33154

(954) 967-1630

8:30 - 3:00

Permits issued any time during normal working hours

### STEPS:

Initial permit: Qualifier does not have to appear in person. City requires copies of appropriate contracting licenses, occupational license, signed driver's license, certificates of insurance for general liability coverage naming the City as the certificate holder, and proof of worker's compensation insurance.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**. 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Septic tank?

YES

**BROWARD COUNTY HEALTH DEPARTMENT**, 2421 SW 6TH STREET, FT. LAUDERDALE, (305) 476-4800. Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review.

NO

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.

NO

- 2) **City of Miramar Building Department.** The City requires two sets of plans and surveys. Subcontractors should apply for permits at the same time that the general contractor applies for the building permit.

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Notes:

## CITY OF NORTH LAUDERDALE

701 SW 71st Avenue

North Lauderdale, FL 33154

(954) 724-7069

8:00 - 5:00

Permits issued any time during normal working hours

### STEPS:

Initial permit: Qualifier does not have to appear in person. City requires copies of applicable contracting licenses, occupational license, signed driver's license, certificates of insurance for general coverage naming the City as the certificate holder, and proof of worker's compensation insurance. Firm or qualifier must complete an annual application form which has to bear the qualifier's signature. Signature must be notarized if not done in person.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**, 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Septic tank?

YES

**BROWARD COUNTY HEALTH DEPARTMENT**, 2421 SW 6TH STREET, FT. LAUDERDALE, (305) 476-4800. Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review.

NO

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013,

Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.



- 2) **City of North Lauderdale.** Complete the application process at the Building Department. The City requires two sets of sealed plans and surveys. While subcontractors do not have to apply with the general contractor, the building permit will not be issued until all subcontractor applications have been approved.

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Notes:

## CITY OF OAKLAND PARK

3650 NE 12th Avenue  
Oakland Park, FL 33334

(954) 561-6220

8:00 - 4:30

Permits issued any time during normal working hours

### STEPS:

Initial permit: Qualifier must appear in person with applicable contracting licenses, occupational license, signed driver's license, certificates of insurance for general liability and coverage naming the City as the certificate holder, and proof of worker's compensation insurance. Subsequent permits may be obtained using appropriate forms with qualifier's signature notarized.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**. 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Note: Septic tanks are not permitted for new construction or remodeling.

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.

NO

- 2) **City of Oakland Park Building Department.** Complete the process by applying for a permit at the City. Two sets of plans and surveys are required. Subcontractors are not required to apply for permits at the same time as the general contractor however it expedites the process.

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Notes:

## CITY OF PARKLAND

6500 Parkside Drive

Parkland, FL 33067

(954) 753-5447

8:00 - 5:00

Permits issued any time during normal working hours

### STEPS:

Initial permit: Qualifier must appear in person with appropriate contracting, occupational license, signed driver's license, certificates of insurance for general liability coverage naming the City as the certificate holder, and proof of worker's compensation insurance. Subsequent permits may be obtained by using the appropriate forms and having the qualifier's signature notarized.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**. 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of three sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of four sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Septic tank?

YES

**BROWARD COUNTY HEALTH DEPARTMENT**, 2421 SW 6TH STREET, FT. LAUDERDALE, (305) 476-4800. Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review.

NO

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013,

Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.



- 2) **City of Parkland Building Department.** Complete the application process. The City requires three complete sets of plans and surveys. Subcontractors are not required to apply for permits at the same time as the general contractor. There is an initial deposit for plan review (currently \$100) that is credited towards the fee for the building permit.

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Notes:



## **TOWN OF PEMBROKE PARK**

**3150 SW 52nd Avenue**

**Town of Pembroke Park, FL 33023**

**(954) 966-4600**

**8:00 - 4:30 (M-Th)**

**8:00 - 4:00 (F)**

**Permits issued any time during normal working hours**

**Walk-through possible by prior arrangement with Building Official**

### **STEPS:**

Initial permit: Qualifier does not have to appear in person. Town requires copies of appropriate contracting licenses, occupational license, signed driver's license, certificates of insurance for general liability and naming Town as certificate holder, and proof of worker's compensation insurance.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**, 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

**Food/Drink for  
public?**

**YES**

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

**NO**

**Septic tank?**

**YES**

**BROWARD COUNTY HEALTH DEPARTMENT**, 2421 SW 6TH STREET, FT. LAUDERDALE, (305) 476-4800. Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review.

**NO**

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.

NO

- 2) **Town of Pembroke Park Building Department.** Complete the application process at this point. The Town requires two sets of plans and surveys. There are no "up front" fees for review. Subcontractors are not required to apply for permits at the same time as the general contractor.

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Notes:

## CITY OF PEMBROKE PINES

10100 Pines Boulevard  
Pembroke Pines, FL 33026  
(954) 435-6502

7:30 - 4:45 for office entry

7:30 - 5:00 for telephone

Permits issued any time during normal business hours

### STEPS:

Initial permit: Qualifier does not have to appear in person. City requires copies of appropriate contracting licenses, occupational license, signed driver's license, certificates of insurance for general liability coverage naming the City as the certificate holder, and proof of worker's compensation insurance.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**, 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Septic tank?

YES

**BROWARD COUNTY HEALTH DEPARTMENT**, 2421 SW 6TH STREET, FT. LAUDERDALE, (305) 476-4800. Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review.

NO

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors

working for the state. Single family dwellings are exempt from the program and do not require this permit.



- 2) **City of Pembroke Pines Building Department.** Complete the application process here. There are substantial plan review fees due at the time that the plans are submitted. Currently these are \$250 per residential unit, \$350 for commercial units with and additional \$1 per square foot of commercial space. The City requires two sets of plans and surveys and prefers that the subcontractors submit their applications for permits at the same time as the general contractor. However, it is not mandatory that they do so.

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Notes:

## CITY OF PLANTATION

401 NW 70th Terrace

Plantation, FL 33317

(954) 797-2250

8:00 - 4:20

Permits issued any time during normal working hours

### STEPS:

Initial permit: Qualifier does not have to appear in person. City requires copies of appropriate contracting licenses, occupational license, signed driver's license, certificates of insurance for general liability coverage naming the City as certificate holder, and proof of worker's compensation insurance or exemption..

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**. 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of three sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of four sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Septic tank?

YES

**BROWARD COUNTY HEALTH DEPARTMENT**, 2421 SW 6TH STREET, FT. LAUDERDALE, (305) 476-4800. Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review.

NO

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.

NO

Dock or  
seawall?

YES

Send a copy of the plans and application package to: **Submerged Lands and Environmental Resources Program**, P.O. Box 15425, West Palm Beach, FL 33416; or, bring the package to 1900 S. Congress Ave., Suite 2A, West Palm Beach, FL 33416, (407) 433-2650 ext. 142 to obtain a letter of consent to build on submerged land (usually State-owned). Letters of consent for single family dwellings are typically granted and require approximately one week to process. Plans are checked for compliance with allowed pre-empt area. Then, obtain dock or seawall permit at the City's Building Department.

NO

- 2) **City of Plantation Building Department.** Complete the application process at this point. The City requires three complete sets of plans and surveys. At the time of application the subcontractor for roofing must submit their application for a permit and the general contractor must apply for a fire department permit (forms available at the building department). The City prefers but does not require that all other subcontractors apply at the same time as the general contractor. There is a small application fee (currently \$25) due upon application for a permit.

Notes:

## **CITY OF POMPANO BEACH**

**100 West Atlantic Boulevard**

**Pompano Beach, FL 33060**

**Mail to**

**P. O. Box 1300 ZIP 33061**

**(954) 786-4669**

**8:00 - 5:00**

**Permits issued any time during normal working hours**

**Walk-through for residential only**

**8:00 - 9:30 (M - W - F only)**

### **STEPS:**

Initial permit: Qualifier does not have to appear in person. City requires copies of appropriate contracting licenses, occupational license, signed driver's license, certificates of insurance for general liability coverage naming the City as the certificate holder, and proof of worker's compensation insurance.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**. 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of three sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

**Food/Drink for  
public?**

**YES**

**DEPT. OF BUSINESS AND PROFESSIONAL  
REGULATION (BPR)**, 1700 NW 64th Street, Fort  
Lauderdale. (305) 467-4888. Office hours are from 8:00  
AM until 5:00 PM. Bring a minimum of four sets of plans  
that include all electrical and plumbing work. Plan review  
takes approximately one week however the law allows 30  
days. A fee of \$75 is required when the plans are dropped  
off. The agency keeps one set of plans.

**NO**

Note: Septic tanks are not permitted for new construction or remodeling.

**Elevator?**

**YES**

Elevator firm obtains the permit from Elevator Inspection  
Program, 1940 N. Monroe Street, Tallahassee, 32399-1013,  
Tel (904) 488-9097. Inspections are done by inspectors  
working for the state. Single family dwellings are exempt  
from the program and do not require this permit.



Dock or  
seawall?



Send a copy of the plans and application package to: **Submerged Lands and Environmental Resources Program**, P.O. Box 15425, West Palm Beach, FL 33416; or, bring the package to 1900 S. Congress Ave., Suite 2A, West Palm Beach, FL 33416, (407) 433-2650 ext. 142 to obtain a letter of consent to build on submerged land (usually State-owned). Letters of consent for single family dwellings are typically granted and require approximately one week to process. Plans are checked for compliance with allowed pre-empt area. Then, obtain dock or seawall permit at the City's Building Department.



- 2) **City of Pompano Beach Building Department.** Complete the application process at City Hall. The Department requires three complete sets of plans and surveys. They prefer that all subcontractors submit applications with the general contractor but do not require it. However the master permit will not be issued until all subcontractor permits have been approved. There are application fees due at the time that the applications for permit are submitted. Current fees are \$45 for residential, \$75 for commercial.

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Notes:



## VILLAGE OF SEA RANCH LAKES

1 Gatehouse Road  
Sea Ranch Lakes, FL 33308  
(954) 943-8862  
8:00 - 4:00

Permits issued any time during normal working hours

### STEPS:

Initial permit: Qualifier does not have to appear in person. The Village requires copies of the appropriate contractors licenses, occupational license, signed driver's license, a certificate of insurance for general liability coverage naming "Village of Sea Ranch Lakes" as certificate holder and proof of worker's compensation insurance or exemption. If qualifier does not appear in person all documentation has to be notarized. There is no commercial construction in the Village.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP).** 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Note: At the present time there are no sewerage connections in the Village. All residences utilize septic tanks.

Septic tank?



**BROWARD COUNTY HEALTH DEPARTMENT, 2421 SW 6TH STREET, FT. LAUDERDALE, (305) 476-4800.** Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review.



Elevator?



Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.



Dock or  
seawall?

YES

Send a copy of the plans and application package to: **Submerged Lands and Environmental Resources Program**, P.O. Box 15425, West Palm Beach, FL 33416; or, bring the package to 1900 S. Congress Ave., Suite 2A, West Palm Beach, FL 33416, (407) 433-2650 ext. 142 to obtain a letter of consent to build on submerged land (usually State-owned). Letters of consent for single family dwellings are typically granted and require approximately one week to process. Plans are checked for compliance with allowed pre-empt area. Then, obtain dock or seawall permit at the City's Building Department.

NO

- 2) **Village of Sea Ranch Lakes Building Department.** Complete the application process. The Village requires 2 complete sets of plans and surveys. Subcontractors do not have to apply for permits at the same time as the general contractor. There are no up front application fees at the current time.

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Notes:

**CITY OF SUNRISE**  
**3801 N. University Drive**  
**Sunrise, FL 33351**  
**(954) 572-2363**  
**9:00 - 5:00**

**Permits issued any time during normal business hours**

**STEPS:**

Initial permit: Qualifier does not have to appear in person if the documentation is notarized. The City requires copies of the appropriate contracting license, occupational license, signed driver's license, a certificate of insurance for general liability coverage naming the "City of Sunrise" as the certificate holder, and proof of worker's compensation insurance or exemption therefrom.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP).** 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of three sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR),** 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Note: Septic tanks are not permitted for new construction or remodeling.

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.

NO

- 2) **City of Sunrise Building Department.** Note that the building department is not located at City Hall but rather at 3801 N University Drive, Suite 401. Complete the application process at this point. The City requires three complete sets of plans and surveys. Subcontractors are not required to apply for permits at the same time as the general contractor but are encouraged to do so. At the present time there are no up front application fees.

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Notes:

## CITY OF TAMARAC

7525 NW 88th Avenue

Tamarac, FL 33321

(954) 724-1250

7:30 - 4:30

Permits issued at any time during normal working hours

### STEPS:

Initial permit: Qualifier does not have to appear in person. The City requires copies of the applicable contractor license, occupational license, signed driver's license, a certificate of insurance for general liability coverage naming the "City of Tamarac" as the certificate holder, and proof of worker's compensation insurance or exemption therefrom.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**, 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Septic tank?

YES

**BROWARD COUNTY HEALTH DEPARTMENT**, 2421 SW 6TH STREET, FT. LAUDERDALE, (305) 476-4800. Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review.

NO

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.

NO

- 2) **City of Tamarac Building Department.** Complete the application process at this point. The City requires two complete sets of plans and surveys. Subcontractors do not have to apply at the same time as the general contractor. The only "up front" review fees for contractors are for sign permits (currently \$15).

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Notes:

## UNINCORPORATED BROWARD COUNTY

955 South Federal Highway

Fort Lauderdale, FL 33316

(954) 765-4927 for permit information

(954) 765-5074 for general information

8:00 - 12:00, 1:00 - 4:30

Permits issued any time during normal working hours. Note that the telephone number is only an entry into the voice mail system. It is practically impossible to talk to anyone on the first try.

### STEPS:

Initial permit: Qualifier does not have to appear in person. The County requires copies of the applicable contractors license, occupational license, signed driver's license, a certificate of insurance for general liability coverage naming "Broward County Board of County Commissioners" as certificate holders, and proof of worker's compensation insurance or exemption therefrom. Application for permits must be signed by the qualifier and notarized.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP)**. 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of three sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR)**, 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of four sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Septic tank?

YES

**BROWARD COUNTY HEALTH DEPARTMENT**, 2421 SW 6TH STREET, FT. LAUDERDALE, (305) 476-4800. Office hours are 8:00 AM until 4:00 PM. See Agency data for requirements for septic tanks and wells. Two weeks minimum for plan review.



Elevator?



Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.



Dock or  
seawall?



Send a copy of the plans and application package to: Submerged Lands and Environmental Resources Program, P.O. Box 15425, West Palm Beach, FL 33416; or, bring the package to 1900 S. Congress Ave., Suite 2A, West Palm Beach, FL 33416, (407) 433-2650 ext. 142 to obtain a letter of consent to build on submerged land (usually State-owned). Letters of consent for single family dwellings are typically granted and require approximately one week to process. Plans are checked for compliance with allowed preempt area. Then, obtain dock or seawall permit at the City's Building Department.



- 2) **Broward County Building Department.** The county requires two complete sets of plans and surveys. Subcontractors are not required to submit their applications at the same time as the general contractor but the master building permit will not be issued until all applications are complete. Note the next step.
- 3) **Broward County Zoning.** 115 South Andrews Ave., Ft. Lauderdale, 2nd floor in the annex. (305) 468-3444. Take a set of plans and the survey, identical to those submitted to the Building Department, to the Zoning Department for review. There will be a fee for the review determined and paid when the review is completed. When the review is complete and approved, return the approved plans to the Building Department.

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Notes:



## CITY OF WILTON MANORS

524 NE 21st Court

Wilton Manors, FL 33334

(954) 390-2180

8:00 - 5:00

Permits Issued 10:00 - 12:00 and 2:00 - 4:00

### STEPS:

Initial permit: Qualifier does not have to appear in person. The City requires copies of the appropriate contractors license, occupational license, signed driver's license, a certificate of insurance for the general coverage naming the "City of Wilton Manors" as the certificate holder, and proof of worker's compensation insurance or exemption therefrom.

- 1) **DEPARTMENT OF NATURAL RESOURCE PROTECTION (DNRP).** 218 SW 1st Avenue, Fort Lauderdale. (305) 519-1400. Minimum of two sets of plans. No plans are retained by DNRP. However, one sealed survey is retained for new construction. The process is normally a walk through. Application forms are available in the lobby and the entire process should take less than an hour. Plan review hours are from 8:00 AM until 4:00 PM.

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR),** 1700 NW 64th Street, Fort Lauderdale. (305) 467-4888. Office hours are from 8:00 AM until 5:00 PM. Bring a minimum of three sets of plans that include all electrical and plumbing work. Plan review takes approximately one week however the law allows 30 days. A fee of \$75 is required when the plans are dropped off. The agency keeps one set of plans.

NO

Note: Septic tanks are not allowed for new construction or remodeling.

Elevator?

YES

Elevator firm obtains the permit from Elevator Inspection Program, 1940 N. Monroe Street, Tallahassee, 32399-1013, Tel (904) 488-9097. Inspections are done by inspectors working for the state. Single family dwellings are exempt from the program and do not require this permit.

NO

- 2) **City of Wilton Manors Building Department.** Complete the application process at the Building Department. The City requires two complete sets of plans and surveys. Subcontractors are not required to file for permits at the same time that the general contractor however it expedites the entire process if they do.

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Notes:

## **FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)**

**District 4 (Broward County)  
3400 West Commercial Boulevard  
Fort Lauderdale, Florida 33309  
(954) 777-4383  
8:00 - 5:00**

**Application for plans examination and permit is made at 5548 NW 9th Street (Powerline Road), Fort Lauderdale, between 8:00 AM and 5:00 PM. The telephone number is (305) 776-4300.**

Any project that abuts a state road and which involves connection (driveway), development or grade changes, the addition of turning lanes or other road work, or the opening of trenches for utilities requires state permits. Additionally, property adjacent to the right of way is subject to drainage rules which ensure that the ground water run-off does not encroach on the highway. FDOT typically deals directly the architect/engineer of record, not the contractor since approval for connections and utilities is a part of the design process. However once the design phase is complete the contractor will generally obtain the permits and pay the necessary fees as the owner's agent. If the contractor is acting as the agent the agency must be in writing and notarized. The application fees for residences are minimal (currently \$50) but more substantial for commercial construction (currently \$1,000 for a single connection and \$250 for each additional connection). The Department only accepts cashier's checks or money orders and the fees are due at the time of application: they are not refundable.

If the architect/engineer has not made the appropriate liason with FDOT the contractor should ask for a consultation prior to application. There is no charge for this service. At the time of the consultation it can be determined if the architectural/engineering work has properly located the openings and otherwise met FDOT requirements.

At the time of application for the permit FDOT requires four complete sets of plans, including the site plan, for connections and utility cuts, and five complete sets for drainage. They also require the detailed calculations, percolation tests, and current photographs showing that the run-off from the 100 year flood is retained on the property. The state does not require a performance and maintenance bond for road cuts, however if the roadway is in unincorporated Broward County, the county does.

It normally takes two weeks to complete the examination of plans for a residence and four to six weeks for a small business. The permit office does not have a handout set of instructions to guide the applicant through the procedure. The usefulness of telephone and personal contact cannot be overemphasized.

The permit establishes a time for substantial construction and the latest completion date for all construction. Time allowed varies by project, is set in agreement with the architect/engineer or contractor, or is estimated by FDOT. If the dates cannot be met the

owner's agent must ask for a change, in writing, prior to the stipulated time. Otherwise the permit expires and a new permit must be obtained. The permit must be displayed prominently during construction.

The completed work may not be utilized until inspected by FDOT or until the engineer of record has provided the Department with documentation certifying that the work has been completed according to the plans and specifications.

## **SOUTH FLORIDA WATER MANAGEMENT DISTRICT**

**3301 Gun Club Road  
West Palm Beach, Florida 33416  
(407) 686-8800/(800) 432-2045  
mailing address  
P. O. Box 24680  
West Palm Beach, FL 33416-4680**

Contractors that are building sea walls, dock, or other projects that abut or encroach upon the right of way of canals are required to obtain permits for the work from the South Florida Water Management District (SFWMD). In addition, contractors constructing projects affecting surface water run-off in which two or more acres will be covered with an impervious surface (roof, parking lot, etc.) are also required to obtain a permit for that work whether or not it is contiguous to the a SFWMD right-of-way (ROW).

Information concerning the required permits and application process may be obtained at field offices located in Broward and Dade counties but application must be made at the West Palm Beach office. Application can be made through the mail however it is advisable to make contact with cognizant individuals with the SFWMD to ensure that the submission is in order. Field office locations are:

(Broward County) 8500 West Griffin Road, Davie  
Telephone 434-1100

(Dade County) 9001 NW 58th Street, Miami  
Telephone 592-5680

At the time of application for the appropriate permit the agency requires 4 complete sets of plans and surveys and the appropriate fees. The application for work affecting surface water run-off must be accompanied by appropriate calculations, permeability tests, drainage facilities, and drainage plans. Applicants should anticipate a minimum of 4 weeks for the review and approval of plans.

**Department of Natural Resource Protection (DNRP)**

**218 SW 1st Avenue**

**Ft. Lauderdale, FL 33301**

**(954) 519-1209 FAX (954) 519 1494**

**8:00 AM - 12:00 AM 1:00 PM - 4:430 PM**

**Notes: Personnel at the plans review desk will not interrupt work with patrons at the desk to answer telephone. Voice mail will record a message from the caller and calls will be returned in the order made when time is available. Plans will not be accepted for review after 4:00 PM.**

**Note that the approval stamps on the plans that are submitted are only good for 30 days. Contractors making application to a building department for new construction or remodeling must make application within that time period or re-do the DNRP application and approval process.**

Except for major projects, plans are reviewed during a walk - through procedure. Expect to spend between one and two hours, depending upon the project. **The agency has not literature or check list to use as an aid in what the requirements for approval consist of.** The filer should bring the appropriate number of plans specified by the jurisdiction where the building permit will be issued and a sealed survey showing the proposed site plan. DNRP will retain the survey but not the plans. There are numerous forms that require completion depending upon the nature of the project. Contractors may find it advisable to retain copies of these forms in their office and complete them prior to submitting the plans for approval. New construction for single family dwelling will require the following:

- Land Use Permit Division Information For Approval
- Application for Approval of Construction Plans
- Development Review Procedure

**These forms require that the applicant have information available concerning the plat name, the date recorded, the plat book, the page in the plat book, the lot, block, section, township, range, and the tax folio number.**

In addition to those applications listed above, commercial applicants need to complete an "Industrial Review Application" which requires information concerning the products, if any, that will be manufactured at the proposed construction site.

**If commercial remodeling is involved, the contractor may be required to complete a "Statement of Responsibilities Regarding Asbestos." An asbestos survey may be required.**

**Board of Rules and Appeals**  
**955 South Federal Highway (U S Route 1)**  
**Fort Lauderdale, Fl 33316**  
**(954) 765-4500**

**8:00 AM - 12:00 AM    1:00 PM - 4:30 PM**

Copies of the Broward County edition of the South Florida Building Code may be obtained from the offices of the Board of Rules and Appeals. The office will accept cash, business checks, cashiers checks, or money orders. It will not accept personal checks. Changes to the Code are automatically forwarded to each registered holder until the next revised edition is published. In addition to the printed version, a computer disk version of the code is available.

**Bureau of Elevator Inspections  
Division of Hotels and Restaurants  
Department of Business and Professional Regulation**

**319 Madison Building  
1940 N. Monroe Street  
Tallahassee, FL 32399-1013  
(904) 488-9097**

The Bureau of Elevator Inspection within the Department of Business and Professional Regulation enforces the Elevator Safety Code. People moving devices and equipment, such as Elevators, dumbwaiters, moving walks, escalators, and chairlifts, are subject to the code. Single family residences are exempt from regulation. The permit must be requested by a registered or certified elevator contractor. Two copies of approved, signed, and sealed plans are required along with the necessary permit fee. Approval time is approximately two weeks.

No inspections can be performed by Broward County, its separate building department jurisdictions, or individuals. Inspections must be requested from the State although permission may be granted to utilize individuals that are licensed to perform these inspections. Individual names may be obtained from the Bureau of Elevator Inspections.

Contractors that have been issued a temporary operation permit should be aware that an accident involving injury or death while utilizing the device under the temporary entails special reports to the Bureau.



**Division of Hotels and Restaurants  
Department of Business and Professional Regulation**

**201 W. Broward Boulevard  
Ft. Lauderdale, FL 33301  
(954) 958-5520**

Needed for Review:

- 1) Completed Form DBPR #21-010 (Revised 8/93)
- 2) A copy of the menu
- 3) Fee payment (75.00)
- 4) Three sets of plans
- 5) An additional equipment schedule and layout sheet.

Plan review guides are available. Check with the reviewer for the latest information). While most reviews are completed on a walk-through basis, the Department has 30 days to review per 61C-4.026 (1), FAC. DBPR needs to retain only the equipment schedule and layout *sheet* for the field inspector although the guidelines state that the department retains one *set* of plans.

The law allows designated representatives to submit plans. However, DBPR prefers that owners or prospective operators--not contractors or expeditors--come for the review because the department needs detailed information about the business' operation. According to the department, emphasis has shifted from the review of floor and wall surfaces to actual food preparation and storage. This shift is expected to continue with Florida's possible adoption of FDA guidelines which are considerably more rigorous than the current state rules.

Written approval for waste water disposal and water supply from the appropriate agency is not required by DBPR until the opening inspection. However, the department strongly urges owners to apply for written approvals as early as possible due to possible denial or lengthy review period.

## **Health and Rehabilitative Services**

**2421 SW 6th Avenue**

**Ft. Lauderdale, Fl**

**(954) 467-4971**

**8:00 AM - 12:00 AM and 1:00 PM - 4:30 PM**

The agency reviews applications for on site sewage treatment, septic tanks, wells, grease traps, etc. There is a check list available at the office. Contractors may find it advisable to obtain copies of the check list and appropriate application forms, fill them out in their own office, and return for the application process. **A minimum turn around time for application is two working days. There are no walk-through procedures. Normal review procedures make take as long as two weeks and contractors are advised to anticipate this amount of time is required.**

Construction plans for new or remodeled structures must be submitted together with the site plans required below so that the appropriate stamps can be put on them. Determine ahead of time the number of sets of plans that the building department will require. Building departments will not accept plans that require potable wells or septic tanks until they have been through the HRS review.

Property owners or an authorized representative must obtain and complete in full HRS 4014, page 1., which is available at the office. If the applicant is an agent rather than the property owner, then and "Owner/Agent Authorization Form," also available at the office, must be submitted. In addition, a deed of other legal document showing ownership or tenancy is required.

### **Application for Septic Tanks**

Two soil profiles in the proposed drain field are required, and the supporting documentation (the remainder of the HRS Form 4015) must be completed either by a registered professional engineer or one of the qualified members of the HRS office.

At the time of application be prepared to submit a **scaled site plan, no larger than 17" x 14"** showing the proposed site, all existing and proposed structures, the size and location of the septic tank, drain field and unobstructed reserve area, wells, surface waters, drainage ditches, water lines, obstructions, trees, patios, pools, and existing or additional proposed septic tanks.

In addition to the site plan, a **sealed survey, not larger than 17" x 14"**, is required showing a reference benchmark or elevation, road elevations, proposed site elevations, and the location of all septic tanks, wells, surface waters within 75 ft of the property lines. If there are any public wells within 200 ft of the property, these must be shown on the survey. If none of these features are located within the these distances, there must be a statement to that affect n the survey.

Applicants for residential use must submit a floor plan showing the number of bedrooms

and the square footage of the building area for each unit. Applicants for commercial permits must include a floor plan showing the square footage, all plumbing drains and fixtures, and any other pertinent calculations necessary to determine the estimated sewage flows. A statement of the intended uses for the building must be included. Commercial applicants must also include a statement from the applicable utility department as to the distance from the property to the nearest available sanitary sewers, either gravity or force main.

#### **Applicants for Potable Wells**

Applicants that require a private potable well permit should provide an additional copy of the site plan noted above for the septic system and complete a separate application form, available at the office.

#### **Fees**

Certain fees are due at the time of application and are not refundable.

a. Application for septic tank: \$25. An additional \$100 fee is collected at the time that the permit is issued.

b. Application for potable well: \$55.

All check must be made payable to the HRS/Broward County Public Health Unit.

**Submerged Lands and Environmental Resources Program  
1900 S. Congress Ave., Suite 2A  
West Palm Beach, FL 33416  
(407) 433-2650 ext. 142**

**Mailing address:  
P. O.Box 15425  
West Palm Beach, FL 33416-5425**

If the project involves building over submerged lands, such as a dock, a "Letter of Consent" must be obtained from the State for permission to build on the submerged land since such lands are normally state owned. Contractors should submit an application package which can be obtained by telephoning the office in West Palm Beach. Note that unlike DERM in Dade County, the Broward County DNRP does not have the State application blanks and provides no assistance in filling them out. The State will review the package. Consent or a request for additional information will be provided by mail. Given that the request is in order and conforms to the guidelines that the state will provide, permission is normally forthcoming. There are no fees involved for single family residences. Fees are usually required for commercial applications.

Dade  
County

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## **BAL HARBOUR VILLAGE**

**655-96 St.**

**Bal Harbour Village, FL 33154**

**(305) 866-4633**

**9:00 - 5:00**

**Permits Issued 10:00 - 12:00 and 2:00 - 4:00**

### **STEPS:**

Initial permit: Qualifier must appear in person with appropriate contractor's license, occupational license, signed driver's license, general liability insurance certificate issued to "Bal Harbour Village," and proof of worker's compensation insurance.

- 1) **METRO-DADE WATER AND SEWER AUTHORITY DEPARTMENT (WASAD), 3575 S. LeJeune Rd., Miami, FL 33133: New Business Office (305) 669-7701--** Bring plans, survey, and legal description for "WASAD Verification Form" for water connection. **Plan Review and Engineering Office (305) 669-7666--** Sewer connection approval for DERM.

**2, 3 in either order)**

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl., Miami, FL 33128 (305) 375-3330:** Approval needed that plans meet the Federal Emergency Management Agency's (FEMA) Flood Criteria Program which is administered by DERM. See agency data for additional information.

**Commercial?**

**YES**

**FIRE DEPARTMENT, 111 N.W. First St., 10th Fl., Miami, FL (305) 375-2771, 8:00 AM - 5:00 PM:** Walk-through from 8:00 AM to 11:00 AM.

**NO**

**Food/Drink for public?**

**YES**

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240, Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680, 8:00 AM- 4:30 PM:** Walk-through hours are 9:00 AM - 11:00 AM. Bring a copy of the menu, three sets of plans, an extra equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30 days to review by law.

**NO**

[Bal Harbour Village is subject to the Biscayne Bay Shoreline Review and the State's Coastal Construction Line and Department of Transportation permit processes according to information obtained from those agencies. However, the clerk specifically stated no other agency approvals are needed.]

- 4) **Bal Harbour Village:** Two sets of plans are required. Plans can be delayed up to two days if the contractor comes to the Village first and the clerk does not notice the required approvals have not been obtained. Plans are often rejected due to missing energy calculations, unclear plumbing drawings, or insufficient sprinklers. The plans may be corrected by the architect or engineer and resubmitted. Typically, the plan review process takes one or two days. Subcontractors apply for permits after the building permit is issued.

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Notes:



## **TOWN OF BAY HARBOR ISLANDS**

**9665 Bay Harbor Terrace  
Bay Harbor Islands, FL 33154  
(305) 866-6241  
9:00 - 4:00**

The Town recently prepared a booklet to assist contractors with the permit process. A copy may be obtained from the building department.

### **STEPS:**

Initial permit: A copy of the state or county license, occupational license, signed driver's license, general liability certificate of insurance naming "Bay Harbor Islands," and proof of worker's compensation insurance.

- 1) **METRO-DADE WATER AND SEWER AUTHORITY DEPARTMENT (WASAD), 3575 S. LeJeune Rd., Miami, FL 33133: Plan Review and Engineering Office (305) 669-7666--Sewer connection approval for DERM.**

**2, 3 in either order)**

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00: Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.**

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl., Miami, FL 33128 (305) 375-3330: Approval needed that plans meet the Federal Emergency Management Agency's (FEMA) Flood Criteria Program which is administered by DERM. See agency data for additional information.**

**Commercial or  
sprinklers?**

**YES**

**FIRE DEPARTMENT, 111 N.W. First St., 10th Fl., Miami, FL (305) 375-2771, 8:00 - 5:00: Walk-through from 8:00AM to 11:00AM.**

**NO**

**Food/Drink for  
public?**

**YES**

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240, Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680, 8:00 - 4:30: Walk-through hours are 9:00AM - 11:00AM. Bring a copy of the menu, three sets of plans, an extra equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30**



days to review by law.

The Biscayne Bay Shoreline Review process does not usually affect the permit process as the Town is fully developed except for a few interior lots.

- 4) **Bay Harbor Islands:** Two sets of plans required. The contractor drops off plans after all other outside agency approvals are obtained. Water connection is coordinated through the Town. Plans are often rejected because of incomplete information or because the incorrect Dade County Product Approvals were submitted. Plans may be corrected by the architect or engineer if necessary and resubmitted. Typically, the plan review process takes between two and ten days depending on the schedules of the part-time reviewers. Subcontractors apply for permits after the master building permit is issued.

**Elevator?**



**DADE COUNTY ELEVATOR SECTION, 111 N.W. First St., 10th Fl. (305) 375-2500. Call 7:00 AM to 8:00AM:** Inspections performed by Unincorporated Dade County. Single family dwellings are exempt from the State permit required by the **Bureau of Elevator Inspection, Tallahassee, FL.**

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Notes:

## VILLAGE OF BISCAYNE PARK

640 N.E. 114 St.

Biscayne Park, FL 33161

(305) 893-7490

9:00 - 4:30

The Village is residential except one church with no new construction in five years.

### STEPS:

Initial permit: Copy of license and occupancy license if State Certified or a copy of the Certificate of Competency, Dade County Occupational License and Municipal License if Dade County licensed. Proof of liability and worker's compensation insurance issued to the "Village of Biscayne Park."

- 1) **HEALTH & REHABILITATIVE SERVICES (HRS), 1725 N.W. 167 St., Miami, FL 33056 (305) 623-3551, 9:00 - Noon and 1:00 - 4:00:** The Village has no sewer system. See agency data for application requirements. Two weeks minimum for plan review.

2, 3 in either order)

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl. Miami, FL 33128 (305) 375-3330, 8:00 - 5:00:** Small projects may walk-through from 8:00 - 12:00. See agency data for additional information.

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.

Historic  
Building?

YES

**METRO-DADE OFFICE OF COMMUNITY DEVELOPMENT, HISTORIC PRESERVATION DIVISION, 111 S.W. 5 Ave., Suite 101, Miami, FL 33130 (305) 545-4231:** See agency data for application requirements.

NO

- 4) **Village of Biscayne Park:** Two sets of plans required. Drop off plans at the Village Hall for review. Typical reviews require one week because the Village uses part-time inspectors. The water utility is the City of North Miami. Minor corrections may be made to the plans by the architect or engineer. Often, contractors mistakenly sign for the homeowner on the permit application because the box is labeled "Homeowner or Agent." Agents must have power of attorney to sign for the homeowner.

Notes:

## **CITY OF CORAL GABLES**

**405 Biltmore Way, 3rd Fl.**

**Coral Gables, FL 33134**

**(305) 460-5235**

**7:30 - 3:30**

**Walk-through hours 7:30 - 9:45**

### **STEPS:**

Initial permit: A copy of the license, registration, occupational license, proof of worker's compensation insurance, and an original liability insurance certificate issued to the "City of Coral Gables."

- 1) **CITY OF CORAL GABLES:** Drop off two sets of plans prior to the noon Monday deadline at the counter for Thursdays meeting of the Board of Architects. Contractors and/or architects may want to be present for the meeting to answer any questions from the Board to avoid possible delay of the project.

**2, 3 in either order)**

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl. Miami, FL 33128 (305) 375-3330, 8:00 - 5:00:** Normal review is five days. Small projects may walk-through from 8:00 - 12:00. See agency data for additional information.

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.

**Historic  
Building?**

**YES**

**HISTORIC PRESERVATION DIVISION, City of Coral Gables Planning Department, (305) 460-5216:** Contact division for application requirements.

**NO**

**Septic tank?**

**YES**

**HEALTH & REHABILITATIVE SERVICES (HRS), 1725 N.W. 167 St., Miami, FL 33056 (305) 623-3551, 9:00 - Noon and 1:00 - 4:00:** See agency data section for application requirements. Two weeks minimum for plan review.

**NO**

Food/Drink for public?

YES

DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240, Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680, 8:00 - 4:30: Walk-through hours are 9:00 AM - 11:00 AM. Bring a copy of the menu, three sets of plans, an extra equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30 days to review by law.

NO

- 4) **CITY OF CORAL GABLES:** Contractors can expedite the process by walking plans through all reviews except zoning and structural. The City's Fire Department review is done at this step. Contractors should wait until all reviews are complete, then address problems at the same time. The architect or engineer may make minor corrections to the plans or submit new sheets prior to the issuance of the building permit. Plan reviews vary in length of time depending on the project.
- 5) **CORAL GABLES PUBLIC WORKS, 285 Aragon Ave., Coral Gables, FL 33134, (305) 460-5026, 7:30 - 5:00:** Right-of-way permits are issued after the master building permit is issued. The qualifier normally should plan on appearing in person. If this is not possible, a notarized letter containing "clear authority" must be given to the qualifier's representative to pull a permit from Public Works.

On a state road?

YES

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT), 1000 N.W. 111 Ave., Room 6215, Miami, FL, 33172 (305) 470-5367: Owner obtains permit from FDOT for construction on state roads. Process requires four weeks.

NO

Dock or seawall?

YES

DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), Coastal Resources Section, 33 S.W. 2nd Ave., 4th Fl., Miami, FL 33130 (305) 372-6575, 8:00 to 5:00: Allow two to four weeks.

Bring four sets of plans, complete Class 1 Coastal Construction Permit Application Package, and pay fee. DERM checks plans from the perspective of minimizing environmental impact, not structural soundness. At the same time, send a copy of the plans and application package to: Submerged Lands and Environmental Resources Program, P.O. Box 15425, West Palm Beach, FL 33416; or, bring the package to 1900 S. Congress Ave., Suite 2A, West Palm Beach, FL 33416 (407) 433-2650 ext. 142 to obtain a letter of consent to build on submerged land (usually State-owned). Letters of consent for single family dwellings are typically granted and require approximately one week to process. Plans are checked for compliance with allowed pre-empt area.

Then, obtain dock or seawall permit at the City's Public Works (three to five days).

Elevator?

YES

**DADE COUNTY ELEVATOR SECTION, 111 N.W. First St., 10th Fl. (305) 375-2500. Call 7:00 AM to 8:00 AM:**  
Inspections performed by Unincorporated Dade County. Single family dwellings are exempt from the **Bureau of Elevator Inspection, Tallahassee, FL** permit.

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Notes:

## VILLAGE OF EL PORTAL

500 N.E. 87th St.  
El Portal, FL 33138  
(305) 751-2406  
8:30 - 4:30

### STEPS:

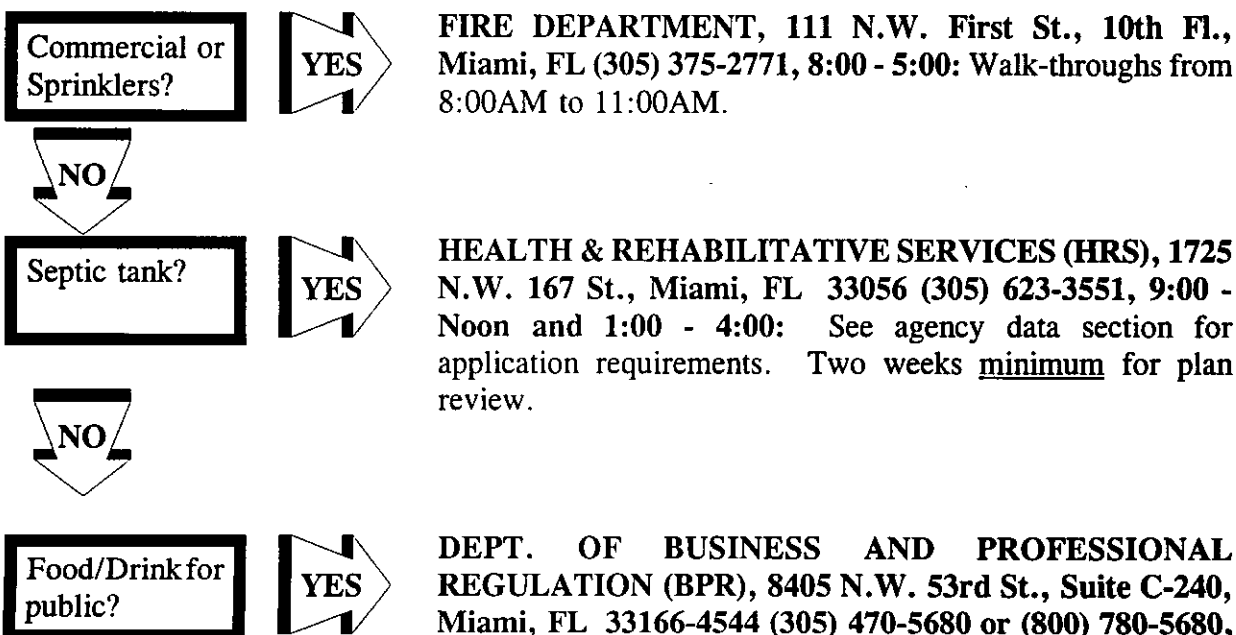
Initial permit: Notarized copies of the license, registration, and occupational license along with the driver's license or other picture identification, a certificate of insurance for general liability coverage issued to the "Village of El Portal" and proof of worker's compensation insurance.

- 1) **VILLAGE OF EL PORTAL:** Two copies of the plans are required. The village checks plans for the radon surcharge. The Village provides some literature regarding compliance to the South Florida Building Code and directs contractors to the various other agencies which must also approve the plans.

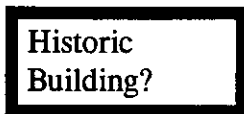
2, 3 in either order)

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl. Miami, FL 33128 (305) 375-3330, 8:00 - 5:00:** Normal review is five days. Small projects may walk-through from 8:00 - 12:00. See agency data for additional information.

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.



8:00 - 4:30: Walk-through hours are 9:00AM - 11:00AM. Bring a copy of the menu, three sets of plans, an extra equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30 days to review by law.



**METRO-DADE OFFICE OF COMMUNITY DEVELOPMENT, HISTORIC PRESERVATION DIVISION, 111 S.W. 5 Ave., Suite 101, Miami, FL 33130 (305) 545-4231: See agency data for application requirements.**



- 4) **VILLAGE OF EL PORTAL:** Drop off plans (no walk-throughs) for all other reviews including driveway cuts. Subcontractors must be pre-qualified at the same time to ensure that all subcontractors are properly licensed. Plan reviews typically require one week or less. If the plans must be revised, the contractor must pay an additional fee. The architect or engineer may make minor corrections on the original plans. Common obstacles contractors encounter in the approval process are: 1) Contractors fail to have the proper registrations, 2) Contractors are not prepared with all the required information such as the legal description of the property.

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Notes:



**FLORIDA CITY**  
404 West Palm Dr., Trailer C  
Florida City, FL 33034  
(305) 247-8222  
8:30 - 5:30

At the time of the survey, the Building Department was in the process of revising current procedures and developing literature to assist contractors through the permit process.

**STEPS:**

Initial permit: Qualifiers must appear in person with their state or county license, occupational license, driver's license, and proof of worker's compensation and liability insurance. Currently, the City accepts facsimiles from insurance companies addressed to "Florida City" as a 30-day temporary proof of insurance.

- 1) **Florida City:** Three sets of plans are required. The contractor submits plans for the required zoning site plan review and an "Exhibit D" from the City's water utility approving the water connection.
- 2) **METRO-DADE WATER AND SEWER AUTHORITY DEPARTMENT (WASAD),** 3575 S. LeJeune Rd., Miami, FL 33133: Plan Review and Engineering Office (305) 669-7666--Sewer connection approval needed for DERM.

3, 4 in either order)

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped. (The City just recently changed the procedure which had allowed the City to collect the impact fees.)

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl. Miami, FL 33128 (305) 375-3330, 8:00 - 5:00:** Normal review is five days. Small projects walk-through from 8:00 - 12:00. See agency data for additional information.

Sprinklers or  
hydrants?

YES

**FIRE DEPARTMENT, 111 N.W. First St., 10th Fl., Miami, FL (305) 375-2771, 8:00 - 5:00:** Other Fire reviews may be completed at Homestead's Building & Zoning Dept. at 790 No. Homestead Blvd. Tuesday through Thursday from 7:30 - 10:00.

NO

Septic tank?

YES

HEALTH & REHABILITATIVE SERVICES (HRS),  
10700 S.W. 200 St., Suite 312, Miami, FL (305) 256-6230  
ext 117, 8:00 - Noon and 1:00 - 4:00: See agency data for  
application requirements. Two weeks minimum for plan  
review.

NO

Food/Drink for  
public?

YES

DEPT. OF BUSINESS AND PROFESSIONAL  
REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240,  
Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680,  
8:00 - 4:30: Walk-through hours are 9:00AM - 11:00AM.  
Bring a copy of the menu, three sets of plans, an extra  
equipment schedule and layout sheet, and pay fee. Most  
plans can be walked-through; however, BPR is allowed 30  
days to review by law.

NO

- 5) **Florida City:** Drop off plans to complete permit process. Plans must be sent out for structural, mechanical, and plumbing reviews. Plan reviews typically take 10 to 14 days. Subcontractors apply for permits after the master building permit is issued. For minor plan corrections, the architect or engineer may make revisions on the plans. If new plans are necessary, the original set marked "original" is retained for the approval stamps, and the new set is marked "revised." The building department often declines approvals because contractors failed to maintain a current copy of the renewed licenses and registrations on file.

Notes:

## **TOWN OF GOLDEN BEACH**

**1 Golden Beach Drive  
Golden Beach, FL 33160  
(305) 932-0744 ext. 13  
9:00 - 5:00**

### **STEPS:**

Initial Permit: Copy of license, certificate of insurance for liability coverage issued to "Town of Golden Beach," and proof of worker's compensation insurance. State licensed (Certified): Occupancy license from any municipality. Local license (Registered): Local occupancy license.

- 1) **TOWN OF GOLDEN BEACH:** Bring three sets of plans; Complete application form.
- 2) **NORTH MIAMI BEACH WATER & SEWER, 2080 N.E. 160th St., North Miami Beach, FL 33162, (305) 948-2967:** (Golden Beach buys water from NMB.) Bring plans to obtain water connection letter for WASAD.
- 3) **METRO-DADE WATER AND SEWER AUTHORITY DEPARTMENT (WASAD), 3575 S. LeJeune Rd., Miami, FL 33133: New Business Office (305) 669-7701--** Bring plans, survey, and legal description for "WASAD Verification Form" for water connection (fees paid prior to final meter). **Plan Review and Engineering Office (305) 669-7666--**Sewer connection approval (needed for DERM).
- 4, 5 in either order)  
**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.  
  
**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl., Miami, FL 33128 (305) 375-3330:** Approval needed that plans meet the Federal Emergency Management Agency's (FEMA) Flood Criteria Program which is administered by DERM. See agency data for additional information.
- 6) **NORTH MIAMI BEACH WATER & SEWER, 2080 N.E. 160th St., North Miami Beach, FL 33162 (305) 948-2967:** Plans stamped after WASAD and DERM's approval for final connection.

On State Road  
A1A?

YES

**FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT), 1000 N.W. 111 Ave., Room 6215, Miami, FL, 33172 (305) 470-5367:** Owner obtains permit from FDOT for construction on State Road A1A. Process requires four weeks. (Golden Beach approves driveway cuts into other roads in the normal permit review process at Step 5.)



Seaward of  
Coastal Const.  
Control Line?



**DEPT. OF ENVIRONMENTAL PROTECTION (DEP),**  
3900 Commonwealth Blvd., Tallahassee, FL 32399, (904)  
488-3180: Contact DEP for the application and exact  
application submittals to obtain the state permit for  
construction east of A1A.



- 7) **TOWN OF GOLDEN BEACH:** Complete plan review. No walk-throughs. Subcontractors are not required to apply concurrently. If corrections must be made to the plans, the town prefers that the registered architect or engineer come to the department to make the necessary corrections. Permit process requires one week. Permits for openings can be issued separately once the Dade-County-approved materials are selected and the required Product Approval Letters are submitted. Permits for docks and seawalls are not issued concurrently with the building permit.

Dock or  
seawall?



**DEPT. OF ENVIRONMENTAL RESOURCES  
MANAGEMENT (DERM), Coastal Resources Section, 33  
S.W. 2nd Ave., 4th Fl., Miami, FL 33130 (305) 372-6575,**  
8:00 to 5:00: Allow two to four weeks for required  
approvals.

Bring four sets of plans, complete Class 1 Coastal Construction Permit Application Package, and pay fee. DERM checks plans from the perspective of minimizing environmental impact, not structural soundness.

At the same time, send a copy of the plans and application package to:  
**Submerged Lands and Environmental Resources Program, P.O. Box 15425, West  
Palm Beach, FL 33416;** or, bring the package to **1900 S. Congress Ave., Suite 2A,  
West Palm Beach, FL 33416 (407) 433-2650 ext. 142** to obtain a letter of consent to  
build on submerged land (usually State-owned). Letters of consent for single family  
dwellings are typically granted and require approximately one week to process. Plans  
are checked for compliance with allowed pre-empt area.

Then, obtain building permit for dock or seawall at Golden Beach.

Elevator?



**DADE COUNTY ELEVATOR SECTION, 111 N.W. First  
St., 10th Fl. (305) 375-2500. Call 7:00 AM to 8:00AM:**  
Inspections performed by Unincorporated Dade County.  
Single family dwellings are exempt from the State permit  
required by the **Bureau of Elevator Inspection, Tallahassee,  
FL.**

Notes:

## TOWN OF HIALEAH GARDENS

10001 N.W. 87th Ave.  
Hialeah Gardens, FL 33016  
(305) 558-4114 ext. 23  
8:30 - 11:45 and 12:45 - 5:00

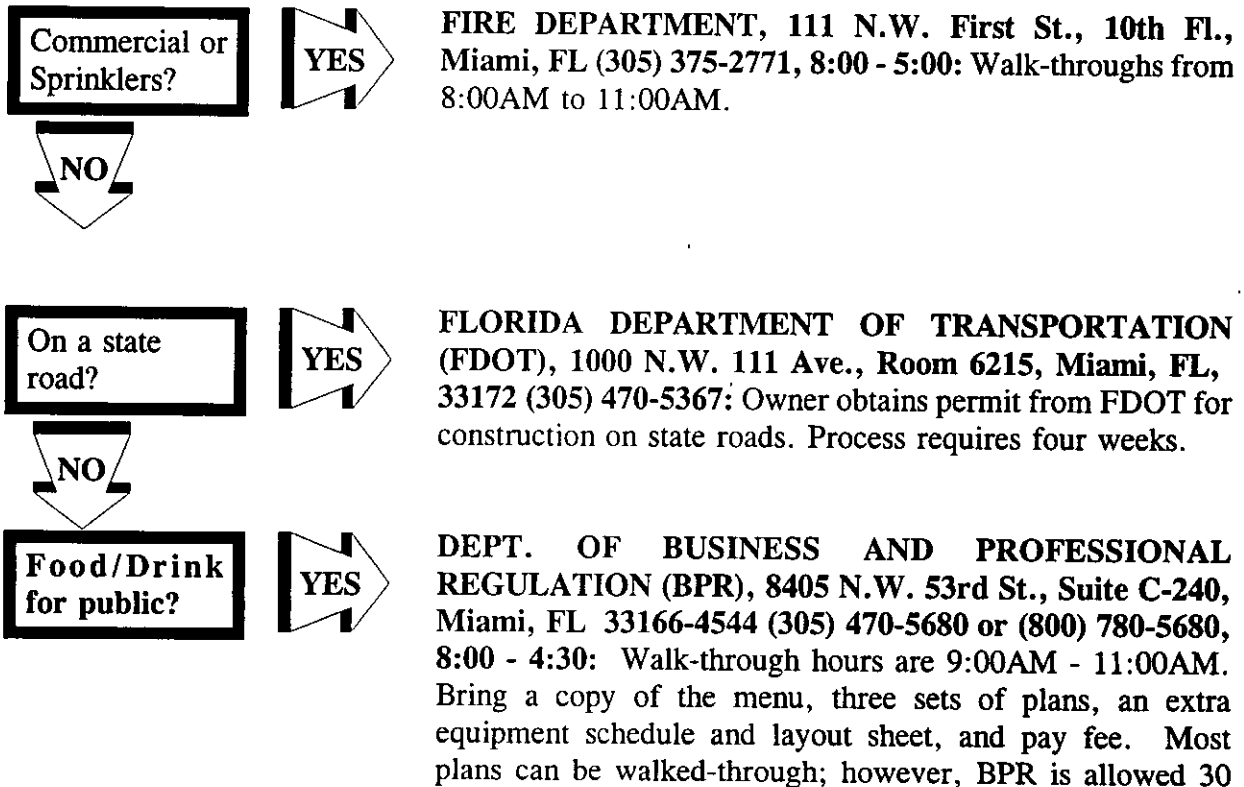
### STEPS:

Initial permit: Notarized copies of the license, registration, occupational license, and proof of worker's compensation insurance and a certificate of insurance for liability coverage issued to "Town of Hialeah Gardens."

- 1) **TOWN OF HIALEAH GARDENS:** Two sets of plans are required. The Town provides a package of literature outlining the permit process' requirements.
- 2, 3 in either order)

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl. Miami, FL 33128 (305) 375-3330, 8:00 - 5:00:** Normal review is five days. Small projects may walk-through from 8:00 - 12:00. See agency data for additional information.

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.





days to review by law.

- 4) **TOWN OF HIALEAH GARDENS:** Drop off plans for review. The building department obtains the approvals for the water connection and waste water disposal from the water department which is located next door to the building department. A typical plan review including driveway cuts is processed in 10 to 15 days, sometimes longer. Subcontractors apply for permits after the building permit is issued. If the plans must be revised, the architect or engineer may make minor corrections on the plans or a new sheet may be added to the set. Contractors must satisfy the comments of the building and zoning departments before the permit is issued--a common occurrence.

**Elevator?**



**DADE COUNTY ELEVATOR SECTION, 111 N.W. First St., 10th Fl. (305) 375-2500. Call 7:00 AM to 8:00AM:** Inspections performed by Unincorporated Dade County. Single family dwellings are exempt from the **Bureau of Elevator Inspection, Tallahassee, FL** permit.

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Notes:

## **CITY OF HIALEAH**

**501 Palm Ave.  
Hialeah, FL 33010  
(305) 883-5825  
8:30 - 5:00**

### **STEPS:**

Initial permit: Qualifier must register signature by either coming in person or having someone pick-up and return a signature card. At the time that the permit is applied for the city requires a copy of license, registration, occupational license, certificate for liability insurance issued to the "City of Hialeah," and proof of workers compensation insurance.

- 1) METRO-DADE WATER AND SEWER AUTHORITY DEPARTMENT (WASAD), 3575 S. LeJeune Rd., Miami, FL 33133: New Business Office (305) 669-7701--Bring plans, survey, and legal description for "WASAD Verification Form" for water connection. Plan Review and Engineering Office (305) 669-7666--Sewer connection approval (needed for DERM).**

**2, 3 in either order)**

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl. Miami, FL 33128 (305) 375-3330, 8:00 - 5:00: Normal review requires five days. Small projects may walk-through from 8:00 - 12:00. See agency data for additional information.**

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00: Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.**

- 4) CITY OF HIALEAH WATER AND SEWER DEPARTMENT, 3700 W. 4th Ave., Hialeah, FL 33012 (305) 556-3700, 8:30 - 11:00: Drop off three sets of plans for review by Engineering Department. The review takes approximately three to four days.**

**Food/Drink  
for public?**

**YES**

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240, Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680, 8:00 - 4:30: Walk-through hours are 9:00AM - 11:00AM. Bring a copy of the menu, three sets of plans, an extra equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30 days to review by law.**

**NO**

- 5) **CITY OF HIALEAH:** Two sets of plans and sealed surveys not more than six months old are required. Drop off plans to complete plan review. The City's Fire Department review, flood evaluation, and driveway cuts are all accomplished at this step. Walk-through hours of 8:30 - 11:00 are for projects less than \$10,000. Reviews typically require four to ten days. A city zoning impact fee is required with the permit. Subcontractors apply for permits after the building permit is issued. Contractors should not sign out plans after each comment, but address all comments at the same time to save time in the plan review process. If plan corrections are necessary--as is often the case--two sets of revised plans must go through city's process again.

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Notes:



## CITY OF HOMESTEAD

790 No. Homestead Blvd.

Homestead, FL 33030

(305) 247-1801 ext. 168

7:30 - 5:00

### STEPS:

Initial permit: Qualifier must appear in person with the original or a copy of license, proof of liability insurance issued to "City of Homestead," and proof of worker's compensation insurance. State licensed: Dade registration and occupancy license from any municipality. Dade Licensed: Certificate of competency, state registration, Dade occupancy, and Dade municipality occupancy (if applicable).

- 1) **CITY OF HOMESTEAD:** Three sets of plans required. Complete application form.
- 2) **PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped. Impact fees must be paid "up-front."
- 3) **CITY OF HOMESTEAD:** Plans stamped by City of Homestead for DERM review. Occasionally, DERM requires the water utility stamp instead of the usual City stamp.
- 4) **DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl. Miami, FL 33128 (305) 375-3330, 8:00 - 5:00:** Normal review is five days. Small projects walk-through from 8:00 - 12:00. See agency data for additional information.

Sprinklers or  
hydrants?



**FIRE DEPARTMENT, 111 N.W. First St., 10th Fl., Miami, FL (305) 375-2771, 8:00 - 5:00:** Other Fire reviews at the City's Building & Zoning Dept. Tuesday through Thursday from 7:30 - 10:00.



Septic tank?



**HEALTH & REHABILITATIVE SERVICES (HRS), 10700 S.W. 200 St., Suite 312, Miami, FL (305) 256-6230 ext 117, 8:00 - Noon and 1:00 - 4:00:** See agency data for application requirements. Two weeks minimum for plan review.



Food/Drink for  
public?

YES

DEPT. OF BUSINESS AND PROFESSIONAL  
REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240,  
Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680,  
8:00 - 4:30: Walk-through hours are 9:00AM - 11:00AM.  
Bring a copy of the menu, three sets of plans, an extra  
equipment schedule and layout sheet, and pay fee. Most  
plans can be walked-through; however, BPR is allowed 30  
days to review by law.

NO

- 5) **CITY OF HOMESTEAD:** Complete plan review. Subcontractors are not required to  
apply concurrently. Single Family Dwelling walk-through hours 7:30 - 10:00. Process  
often completed in one day for small commercial projects.

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notes:

## **INDIAN CREEK VILLAGE**

**50 Indian Creek Island**

**Indian Creek Village, FL 33154**

**(305) 865-4121**

**FAX (305) 865-2502**

**Hours 8:30 - 5:00**

**Permits issued from 9:00 - 4:00**

### **CONTRACTORS SHOULD BE AWARE THE VILLAGE STRICTLY REGULATES ALL CONSTRUCTION ACTIVITY**

**STEPS:** The Village Council must approve major additions and new construction prior to permit application. The five members are frequently unavailable for extended periods.

Copies of the following are required with the permit application:

- 1) Florida license or Dade County Certificate of Competency and/or Eligibility.
- 2) Occupational license from the county and city of your place of business.
- 3) Dade County Municipal Contractors License or registration.
- 4) Certificate of insurance with proof of worker's compensation naming Indian Creek Village as certificate holder.
- 5) Work order or contract with a verified contract figure.
- 6) All required Dade County Product Approvals.
- 7) Two sets of sealed plans and two sets of an updated survey if applicable.

The Village imposes a license fee equal to one-half the cost of the building permit in addition to Metro-Dade's published building and zoning fee schedule. A separate license is required *for each building*.

Contractors must post a \$50,000 bond conditioned on the repair and restoration of any sidewalks, streets, trees, shrubbery, gutters, curbs, utility equipment, spillage of material which may be damaged as a result of construction work.

All construction materials, including vehicles, equipment, materials, portable toilets and the like, must be contained at least ten feet from and interior to the property lines of the construction site. All materials and construction activity must be shielded from view of the street by means including temporary landscaping, screening walls, and decorative barriers approved by the village manager or building official.

Village Ordinance No. 77: Makes contractors liable for damages to "the Village or property or persons lawfully within the Village" when their "principals, supervisors, employees, agents, or subcontractors" commit an act in violation of the law. The Village has the power to stop work until the contractor has paid all damages and furnished a written statement to the Manager of the steps taken to prevent future violations of the ordinance. The ordinance also requires contractors to submit a list of subcontractors working with an effective date at the site.

Ordinance No. 81 limits construction work to the hours of 8:00 to 5:00 Monday through Friday. No work can be done on Saturdays, Sundays, or holidays. However, as an exception the Manager may authorize Saturday work upon written application stating hardship.

Ordinance No. 88 allows the building official to: 1) Require the correction of errors in plans or in construction which are found to be in violation of the South Florida Building Code or Village ordinances after permit issuance, and 2) null and void the permit if work progress does not reflect that the contractor or subcontractors have been involved in the work a minimum of 16 hours during any calendar week. The ordinance also establishes a maximum time for the completion of construction projects.

Note: Concrete trucks are limited to four cu yd; bridge weight limit is 20 tons.

1) **INDIAN CREEK VILLAGE:** Provides an extensive permit application package.

2, 3 in either order)

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl., Miami, FL 33128 (305) 375-3330:** Approval needed that plans meet the Federal Emergency Management Agency's (FEMA) Flood Criteria Program which is administered by DERM. See agency data for additional information.

Dock or  
seawall?



**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), Coastal Resources Section, 33 S.W. 2nd Ave., 4th Fl., Miami, FL 33130 (305) 372-6575, 8:00 to 5:00:** Allow two to four weeks for required approvals.

Bring four sets of plans, complete Class 1 Coastal Construction Permit Application Package, and pay fee. DERM checks plans from the perspective of minimizing environmental impact, not structural soundness.

At the same time, send a copy of the plans and application package to:  
**Submerged Lands and Environmental Resources Program, P.O. Box 15425, West Palm Beach, FL 33416; or, bring the package to 1900 S. Congress Ave., Suite 2A, West Palm Beach, FL 33416 (407) 433-2650 ext. 142** to obtain a letter of consent to build on submerged land (usually State-owned). Letters of consent for single family

dwellingings are typically granted and require approximately one week to process. Plans are checked for compliance with allowed pre-empt area.

- 4) **INDIAN CREEK VILLAGE:** Complete permit process. Zoning is approved by the council. The review process requires up to 30 days.

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Notes:

## VILLAGE OF KEY BISCAYNE

85 W. McIntyre St.  
Key Biscayne, FL 33149  
(305) 365-5512

7:30 - 4:30

Walk-through 7:30 - 11:30 except Wednesday  
(Appointments until 6:00  
to accommodate special situations)

### STEPS:

Initial permit: Qualifier must appear in person with license, proof of insurance issued to the "Village of Key Biscayne," (facsimile from the insurance company is accepted) and proof of worker's compensation insurance. State licensed: Dade Registration and occupational license from any municipality. Dade licensed: Certificate of Competency, state registration, Dade occupational license, and a Dade County municipal occupational license (if applicable).

- 1) **VILLAGE OF KEY BISCAYNE:** Two sets of plans required. The Village provides a checklist to assist contractors through the process.
- 2) **METRO-DADE WATER AND SEWER AUTHORITY DEPARTMENT (WASAD),** 3575 S. LeJeune R., Miami, FL 33133: New Business Office (305) 669-7701 Bring plans, survey, and legal description for "WASAD Verification Form" for water connection. Plan Review and Engineering Office (305) 669-7666 Sewer connection approval which is needed for DERM.

3, 4 in either order)

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520,** Miami, FL 33128, (305) 375-2723, 8:00 - 4:00: Bring permit application and plans for impact fee evaluation, payment. and to have plans stamped.

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl., Miami, FL 33128 (305) 375-3330:** Small projects walk-through. Normal review is five days. See agency data for additional information. (FEMA flood control regulations. which are usually reviewed for compliance by DERM, are reviewed by the Village at Step #5 pursuant to local ordinance.)

Septic tank?

YES

NO

**HEALTH & REHABILITATIVE SERVICES (HRS), 1725 N.W. 167 St., Miami, FL 33056 (305) 623-3551, 9:00 - Noon and 1:00 - 4:00:** See agency data section for application requirements. Two weeks minimum for plan review.

Food/Drink for  
public?

YES

DEPT. OF BUSINESS AND PROFESSIONAL  
REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240,  
Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680,  
8:00 - 4:30: Walk-through hours are 9:00AM - 11:00AM.  
Bring a copy of the menu, three sets of plans, an extra  
equipment schedule and layout sheet, and pay fee. Most  
plans can be walked-through; however, BPR is allowed 30  
days to review by law.

NO

Seaward of  
Coastal Const.  
Control Line?

YES

DEPT. OF ENVIRONMENTAL PROTECTION (DEP),  
3900 Commonwealth Blvd., Tallahassee, FL 32399, (904)  
488-3180: Contact DEP for the application and exact  
application submittals to obtain the state permit for  
construction seaward of the CCCL.

NO

- 5) **VILLAGE OF KEY BISCAIYNE:** Single drop-off point to complete plan review. The Village's own Fire Department completes the fire review or the Village contracts with the City of Miami for the fire review. If the project is on Crandon Blvd., the plans are sent to Dade County's Public Works Department for review. All other driveway cuts are approved by the Village. Plans are reviewed for flood control. The Village contacts FEMA in Atlanta to resolve any problems. Often, the Village encounters problems with incomplete site plans which do not fully detail utilities, grades, or contour distribution and problems with zoning. Small corrections may be made to the plans by the architect or engineer. Major corrections are accomplished through the addition of cut sheets attached to the plans. Subcontractors apply for permits after the building permit is issued.

Notes:

## **TOWN OF MEDLEY**

7331 N.W. 74th St.

Medley, FL 33166

(305) 887-6913

9:00 - 4:00

Walk-through hours 9:00 - 11:00

(Building and Structural only)

Virtually all construction in Medley is industrial.

### **STEPS:**

Initial permit: Qualifier may appear in person with license or provide a copy with a notarized signature, certificate of insurance issued to "Town of Medley," and proof of worker's compensation insurance. State licensed: Dade registration and occupational license from any municipality. Dade licensed: Certificate of competency, state registration, Dade occupational, and Dade municipality occupational license (if applicable).

- 1) **TOWN OF MEDLEY:** Three sets of plans are required. Complete application form.
- 2) **MEDLEY UTILITY, 10776 N.W. South River Dr., Medley, FL 33178 (305) 825-5894, 7:00 - 3:30:** Bring engineer's proposed piping. (Note: Medley's technical requirements are somewhat different than Dade County's.) Pay connection fees. Obtain approved water and waste water application which is needed for DERM. Approval process requires about seven days.

3, 4, and 5, any order)

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped. Town of Medley is subject to road and fire impact fees.

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl., Miami, FL 33128 (305) 375-3330:** Drop off plans for a normal review requires at least five working days.

**FIRE DEPARTMENT, 111 N.W. First St., 10th Fl., Miami, FL (305) 375-2771, 8:00 - 5:00:** Walk-through from 8:00AM to 11:00AM.

**Food/Drink  
for public?**

**YES**

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240, Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680, 8:00 - 4:30:** Walk-through hours are 9:00AM - 11:00AM. Bring a copy of the menu, three sets of plans, an extra



equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30 days to review by law.



- 6) **TOWN OF MEDLEY:** Complete plan review. Process requires about three days. The most common problem encountered in the permit process by the Town is inadequate structural calculations. Subcontractors are not required to apply for permits at the same time. All subcontractors must register their license with the Town and apply for a permit for whatever work they are doing on the project.

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Notes:

**CITY OF MIAMI BEACH**  
555 Hank Meyer Blvd. (17th St.)  
Miami Beach, FL 33139  
Voice Mail (305) 673-7610 ext. 0  
8:30 - 5:00  
Walk-through hours 8:30 - 10:30

Note: Projects on Biscayne Bay are subject to the Biscayne Bay Shoreline Review process (see the Developmental Impact Committee for additional information).> Normally this is done well before the contractor seeks a building permit. A copy of the Committee's resolution approving the project should have been sent directly to the Building Official. If the architectural or engineering forms involved have not completed the work then the contractor will have to do so before beginning the permit process.

**STEPS:**

Initial permit: A copy of the license, registration, occupational license, proof of worker's compensation insurance and liability insurance certificate issued to the "City of Miami Beach."

- 1) **DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl. Miami, FL 33128 (305) 375-3330, 8:00 - 5:00:** Normal review is five days. Small projects may walk-through from 8:00 - 12:00. See agency data for additional information.

**Food/Drink  
for public?**

**YES**

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240, Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680, 8:00 - 4:30:** Walk-through hours are 9:00AM - 11:00AM. Bring a copy of the menu, three sets of plans, an extra equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30 days to review by law.

**NO**

**Seaward of  
Coastal Const.  
Control Line?**

**YES**

**DEPT. OF ENVIRONMENTAL PROTECTION (DEP), 3900 Commonwealth Blvd., Tallahassee, FL 32399, (904) 488-3180:** Contact DEP for the application and exact application submittals to obtain the state permit for construction seaward of the CCCL.

**NO**

- 2) **CITY OF MIAMI BEACH:** Two sets of plans are required. The City does not allow plans to be taken from the Building Department without signatures, so all outside agency approvals must be obtained prior to the Building Department's review process. All reviews including fire, city impact fees, historic preservation staff reviews, and driveway cuts are completed at this step. Except for multi-story projects, most projects are walked-through. Subcontractors apply for permit after the master building permit is issued. The City has its own licensed elevator inspector, therefore does not rely on Dade County. The City is currently automating many aspects of its computer system such as improving the voice mail system and implementing an interactive inspection request system.
- 3) **MIAMI BEACH PUBLIC WORKS, 1700 CONVENTION CENTER DR., MIAMI BEACH, FL 33139, (305) 673-7645, 8:30 - 5:00:** Waste water connection: Bring one set of plans, completed permit application, and proof of prior use (if applicable). Public works does not issue the "Sewer Allocation Letter" until the master building permit is issued to ensure that the plans reflect what is actually to be built, not just a preliminary proposal. The plumbing subcontract permit is not issued until after the "Sewer Allocation Letter" is approved by Public Works. Driveway cuts: Public Works will check for current, proper licensing and may require a cash bond for driveway cuts to protect the City.

Dock or  
seawall?



**DEPT. OF ENVIRONMENTAL RESOURCES  
MANAGEMENT (DERM), Coastal Resources Section, 33  
S.W. 2nd Ave., 4th Fl., Miami, FL 33130 (305) 372-6575,  
8:00 to 5:00:** Allow two to four weeks for required  
approvals.

Bring four sets of plans, complete Class 1 Coastal Construction Permit Application Package, and pay fee. DERM checks plans from the perspective of minimizing environmental impact, not structural soundness.

At the same time, send a copy of the plans and application package to:  
**Submerged Lands and Environmental Resources Program, P.O. Box 15425, West  
Palm Beach, FL 33416;** or, bring the package to **1900 S. Congress Ave., Suite 2A,  
West Palm Beach, FL 33416 (407) 433-2650 ext. 142** to obtain a letter of consent to  
build on submerged land (usually State-owned). Letters of consent for single family  
dwellings are typically granted and require approximately one week to process. Plans  
are checked for compliance with allowed pre-empt area.

Then, obtain building permit for dock or seawall at Miami Beach.

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Notes:

**CITY OF MIAMI**

275 N.W. 2nd St.

Miami, FL 33128

(305) 579-6800 ext. 727

8:00 - 4:00

Walk-through hours 8:00 - 11:00

Note: Projects on Biscayne Bay are subject to the Biscayne Bay Shoreline Review process (see the Developmental Impact Committee for additional information). Normally this is done well before the contractor seeks building permit. A copy of the Committee's resolution approving the project should have been sent directly to the Planning Department. If the architectural or engineering firms involved have not completed the work then the contractor will have to do so before beginning the permit process.

**STEPS:**

Initial permit: A copy of the license, registration, occupational license, proof of worker's compensation insurance, liability insurance certificate issued to the "City of Miami," and driver's license.

- 1) **METRO-DADE WATER AND SEWER AUTHORITY DEPARTMENT (WASAD), 3575 S. LeJeune Rd., Miami, FL 33133: New Business Office (305) 669-7701--** Bring plans, survey, and legal description for "WASAD Verification Form" for water connection. **Plan Review and Engineering Office (305) 669-7666--**Sewer connection approval for DERM.

2, 3 in either order)

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl. Miami, FL 33128 (305) 375-3330, 8:00 - 5:00:** Normal review is five days. Small projects may walk-through from 8:00 - 12:00. See agency data for additional information.

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped. The County impact fees must be paid prior to the structural review.

Septic tank?

YES

**HEALTH & REHABILITATIVE SERVICES (HRS), 1725 N.W. 167 St., Miami, FL 33056 (305) 623-3551, 9:00 - Noon and 1:00 - 4:00:** See agency data section for application requirements. Two weeks minimum for plan review.

NO

**Food/Drink  
for public?**

**YES**

DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240, Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680, 8:00 - 4:30: Walk-through hours are 9:00AM - 11:00AM. Bring a copy of the menu, three sets of plans, an extra equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30 days to review by law.

**NO**

- 4) **CITY OF MIAMI, Permit Counter, First Fl.:** Two sets of plans required. The contractor is directed to departments on other floors after the permit application is put into the computer system. Depending on the project, one of several types of planning reviews is required (such as PD, a development of regional impact; PS, a special permit or the historic preservation staff review). If a right-of-way permit is needed, drop off plans or a sketch on the 4th floor from 7:00 to 12:00 or 1:00 to 4:30 for the review which requires about two days. The City's Fire Department review hours are from 8:00 - 11:30. Subcontractors apply for permits after the master building permit is issued. The length of the review process varies depending on the project. The number and types of reviews needed cannot be determined until the project is put into the computer system.

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Notes:

## VILLAGE OF MIAMI SHORES

10050 N.E. 2nd Ave.  
Miami Shores, FL 33138  
(305) 795-2204  
8:30 - 5:00

Note: The Village is 90% built-out. Most construction projects are renovations except for Barry University's one or two new projects each year.

Note: Projects on Biscayne Bay are subject to the Biscayne Bay Shoreline Review process (see the Developmental Impact Committee for additional information). Normally this is done well before the contractor seeks a building permit. A copy of the Committee's resolution approving the project should have been sent directly to the Building Official. If the architectural or engineering firms involved have not completed the work then the contractor will have to do so before beginning the permit process.

### STEPS:

Initial permit: Notarized copies of the license, registration, occupational license, certificate of liability insurance issued to the "Village of Miami Shores" (facsimile is accepted), and proof of worker's compensation insurance.

- 1) **DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl. Miami, FL 33128 (305) 375-3330, 8:00 - 5:00:** Normal review is five days. Small projects may walk-through from 8:00 - 12:00. See agency data for additional information.
- 2) **PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.

Commercial or  
Sprinklers?

YES

**FIRE DEPARTMENT, 111 N.W. First St., 10th Fl., Miami, FL (305) 375-2771, 8:00 - 5:00:** Walk-through from 8:00AM to 11:00AM.

NO

Septic tank?

YES

**HEALTH & REHABILITATIVE SERVICES (HRS), 1725 N.W. 167 St., Miami, FL 33056 (305) 623-3551, 9:00 - Noon and 1:00 - 4:00:** See agency data section for application requirements. Two weeks minimum for plan review.

NO

On a state  
road?

YES

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT), 1000 N.W. 111 Ave., Room 6215, Miami, FL, 33172 (305) 470-5367: Owner obtains permit from FDOT for construction on state roads. Process requires four weeks.

NO

Food/Drink  
for public?

YES

DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240, Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680, 8:00 - 4:30: Walk-through hours are 9:00AM - 11:00AM. Bring a copy of the menu, three sets of plans, an extra equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30 days to review by law.

NO

Historic  
Building?

YES

Village of Miami Shores, 10050 N.E. 2nd Ave., Miami Shores, FL 33138 (305) 758-2257: Check with Ronnie Galli, Secretary to the Board, for application requirements.

NO

County road  
driveway cut?

YES

PUBLIC WORKS DEPARTMENT, Permit Section, 111 N.W. First St., 14th Fl., Miami, FL 33128, (305) 375-2142, 8:00 - 4:30: Residential: Two sets of plans may be walked-through to obtain the required approval stamp. Commercial: After DERM's Water Control Section approval, drop off 1) The official office and job copies of the building and zoning plans and 2) Three copies of the paving and drainage sheets which Public Works will keep. The review requires four days.

NO

- 3) **VILLAGE OF MIAMI SHORES:** Two sets of plans are required. If the contractor goes to the Village first, the Village provides verbal assistance through the process. The water utility is not generally involved in the permit process because most projects are not new construction. A review requires one week or more depending on the availability of the contract engineer. The architect or engineer may make small corrections on the plans or add an additional detail sheet to the plan set. Contractors experience permit approval delays when, 1) Plans are technically deficient, 2) Contractors are unaware of permit requirements, and 3) The application is not completed correctly.

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Notes:



## CITY OF MIAMI SPRINGS

171 Westward Dr.

Miami Springs, FL 33166

(305) 888-0015

Fax (305) 882-0810

8:00 - 4:00

### STEPS:

Initial permit: Copy of state certification or Dade County Municipal Contractors License, copy of occupational license, a certificate of insurance for liability issued to the "City of Miami Springs," a certificate of insurance for worker's compensation issued to the "City of Miami Springs" or LES Form BCM-204, "Construction Industry Notice of Election to be Exempt" if exempt.

- 1) **CITY OF MIAMI SPRINGS:** Two sets of plans are required. The City provides a complete checklist of submittals and outside agency approvals needed to obtain a permit.

2, 3 in either order)

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl. Miami, FL 33128 (305) 375-3330, 8:00 - 5:00:** Normal review is five days. Small projects may walk-through from 8:00 - 12:00. See agency data for additional information.

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.

Commercial or  
Sprinklers?

YES

**FIRE DEPARTMENT, 111 N.W. First St., 10th Fl., Miami, FL (305) 375-2771, 8:00 - 5:00:** Walk-through from 8:00AM to 11:00AM.

NO

Septic tank?

YES

**HEALTH & REHABILITATIVE SERVICES (HRS), 1725 N.W. 167 St., Miami, FL 33056 (305) 623-3551, 9:00 - Noon and 1:00 - 4:00:** See agency data section for application requirements. Two weeks minimum for plan review.

NO

Food/Drink for  
public?

YES

DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240, Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680, 8:00 - 4:30: Walk-through hours are 9:00AM - 11:00AM. Bring a copy of the menu, three sets of plans, an extra equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30 days to review by law.

NO

On a state  
road?

YES

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT), 1000 N.W. 111 Ave., Room 6215, Miami, FL, 33172 (305) 470-5367: Owner obtains permit from FDOT for construction on state roads. Process requires four weeks.

NO

- 4) **MIAMI SPRINGS PUBLIC WORKS**, 345 N. Royal Poinciana, Miami Springs, FL 33166, (305) 887-4116, 7:00 - 3:30: Reviews plans after DERM. Bring one set of minimum-requirement plans (hand-sketched is acceptable) for Public Works to keep.
- 5) **CITY OF MIAMI SPRINGS**: Drop off plans for review. A review requires approximately two weeks in the Building Department then plans are routed to the **Zoning and Planning Division** (305) 885-4581, 8:00 - 4:45. If the project involves a historic property, the City's Historic Preservation Board reviews the project concurrently with zoning. The architect or engineer may make small changes on the plans. Otherwise, two new sets of plans must go through the entire building and zoning process. Subcontractors apply for permits after the building permit is issued.

Elevator?

YES

DADE COUNTY ELEVATOR SECTION, 111 N.W. First St., 10th Fl. (305) 375-2500. Call 7:00 AM to 8:00AM: Inspections performed by Unincorporated Dade County. Single family dwellings are exempt from the **Bureau of Elevator Inspection**, Tallahassee, FL permit.

Notes:

## CITY OF NORTH BAY VILLAGE

1841 Galleon St.

North Bay Village, FL 33141

(305) 865-0506

8:30 - 4:30

Note: Projects on Biscayne Bay are subject to the Biscayne Bay Shoreline Review process (see the Developmental Impact Committee for additional information). Normally this is done well before the contractor seeks building permit. A copy of the Committee's resolution approving the project should have been sent directly to the Building Official. If the architectural or engineering firms involved have not completed the work then the contractor will have to do so before beginning the permit process.

### STEPS:

Initial permit: Qualifier must appear in person with the original or a copy of license, proof of insurance issued to "City of North Bay Village," and proof of worker's compensation insurance. State certified: Dade registration and occupancy license from any municipality. Dade Licensed: Certificate of competency, state registration, Dade occupancy, and Dade municipality occupancy (if applicable).

- 1) **CITY OF NORTH BAY VILLAGE:** Three sets of plans are required if a structural review is necessary. Complete permit application.

### 2, 3 in either order)

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl., Miami, FL 33128 (305) 375-3330:** Approval needed that plans meet the Federal Emergency Management Agency's (FEMA) Flood Criteria Program which is administered by DERM. See agency data for additional information.

Commercial or  
Sprinklers?

YES

**FIRE DEPARTMENT, 111 N.W. First St., 10th Fl., Miami, FL (305) 375-2771, 8:00 - 5:00:** Walk-through from 8:00AM to 11:00AM.

NO

Food/Drink for  
public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240, Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680, 8:00 - 4:30:** Walk-through hours are 9:00AM - 11:00AM. Bring a copy of the menu, three sets of plans, an extra

equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30 days to review by law.



- 4) **CITY OF NORTH BAY VILLAGE:** Complete plan review. The Building Official is also the Director of Public Works and is authorized to approve water and waste water connections. As a result, DERM does not usually need specific authorization letters or stamps from the utility. Driveway cuts are also approved by the Building Official. If small changes to the plans are necessary, architects or engineers are allowed to reline the plans or prepare an insert so that the stamped sheets are retained. The time required for plan review varies depending on the required review components. Common causes for rejection are failure to follow the new codes and plans lacking necessary zoning information and flood elevation determinations. No formal hours for walk-through. However, some building reviews which do not require multi-trades are accommodated. Structural review of docks completed prior to DERM review.

Dock or  
seawall?



**DEPT. OF ENVIRONMENTAL RESOURCES  
MANAGEMENT (DERM), Coastal Resources Section, 33  
S.W. 2nd Ave., 4th Fl., Miami, FL 33130 (305) 372-6575,  
8:00 to 5:00: Allow two to four weeks for required  
approvals.**

Bring four sets of plans, complete Class 1 Coastal Construction Permit Application Package, and pay fee. DERM checks plans from the perspective of minimizing environmental impact, not structural soundness.

At the same time, send a copy of the plans and application package to:  
**Submerged Lands and Environmental Resources Program, P.O. Box 15425, West  
Palm Beach, FL 33416; or, bring the package to 1900 S. Congress Ave., Suite 2A,  
West Palm Beach, FL 33416 (407) 433-2650 ext. 142 to obtain a letter of consent to  
build on submerged land (usually State-owned). Letters of consent for single family  
dwellings are typically granted and require approximately one week to process. Plans  
are checked for compliance with allowed pre-empt area.**

Notes:

## **CITY OF NORTH MIAMI**

12400 N.E. 8th Ave.  
North Miami, FL 33161  
(305) 893-6511 ext. 179  
8:30 - 4:00

### **STEPS:**

Initial permit: A copy of the license, registration, occupational license, proof of worker's compensation insurance, and liability insurance certificate issued to the "City of North Miami."

- 1) **METRO-DADE WATER AND SEWER AUTHORITY DEPARTMENT (WASAD), 3575 S. LeJeune Rd., Miami, FL 33133: New Business Office (305) 669-7701--** Bring plans, survey, and legal description for "WASAD Verification Form" for water connection. **Plan Review and Engineering Office (305) 669-7666--**Sewer connection approval for DERM.

2, 3 in either order)

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl., Miami, FL 33128 (305) 375-3330:** Normal review is five days. Small projects may walk-through from 8:00 - 12:00. See agency data for additional information.

Commercial?

YES

**FIRE DEPARTMENT, 111 N.W. First St., 10th Fl., Miami, FL (305) 375-2771, 8:00 - 5:00:** Walk-through from 8:00AM to 11:00AM.

NO

Food/Drink for public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240, Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680, 8:00 - 4:30:** Walk-through hours are 9:00AM - 11:00AM. Bring a copy of the menu, three sets of plans, an extra equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30



days to review by law.

On a state  
road?



**FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT), 1000 N.W. 111 Ave., Room 6215, Miami, FL, 33172 (305) 470-5367: Owner obtains permit from FDOT for construction on state roads. Process requires four weeks.**



- 4) **CITY OF NORTH MIAMI:** Two sets of plans are required. Drop off plans for review. Driveway cuts are reviewed at this time. The City's water utility is not involved in the permit process. A typical review takes three to four weeks. Subcontractors apply for permits after the building permit is issued. If minor plan revisions are necessary, the architect or engineer may correct the sheet. The City often observes contractors experiencing difficulties with the City's permit system due to the lack of a unified, county-wide permit application and permit requirement system.

Elevator?



**DADE COUNTY ELEVATOR SECTION, 111 N.W. First St., 10th Fl. (305) 375-2500. Call 7:00 AM to 8:00AM: Inspections performed by Unincorporated Dade County. Single family dwellings are exempt from the Bureau of Elevator Inspection, Tallahassee, FL permit.**

Notes:

## **CITY OF NORTH MIAMI BEACH**

**17011 N.E. 19 Ave.**

**North Miami Beach, FL 33162**

**(305) 948-2965**

**8:00 - 4:00**

### **STEPS:**

Initial permit: Qualifier must appear in person with driver's license, certificate of liability insurance issued to "City of North Miami Beach," and proof of worker's compensation insurance. State certified: Dade registration and occupancy license from any municipality. Dade licensed: Certificate of competency, state registration, Dade occupancy, and Dade municipality occupancy (if applicable).

- 1) **NORTH MIAMI BEACH WATER & SEWER, 2080 N.E. 160th St., North Miami Beach, FL 33162, (305) 948-2967:** Bring plans to obtain water connection letter needed for WASAD.
- 2) **METRO-DADE WATER AND SEWER AUTHORITY DEPARTMENT (WASAD), 3575 S. LeJeune Rd., Miami, FL 33133: New Business Office (305) 669-7701** Bring plans, survey, and legal description for "WASAD Verification Form" for water connection. **Plan Review and Engineering Office (305) 669-7666** Obtain sewer connection approval which is needed for DERM.

**3, 4 in either order)**

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl., Miami, FL 33128 (305) 375-3330:** Normal review is five days. Small projects walk-through from 8:00 - 12:00. See agency data for additional information.

- 5) **NORTH MIAMI BEACH WATER & SEWER, 2080 N.E. 160th St., North Miami Beach, FL 33162 (305) 948-2967:** Plans stamped for final connection approval after WASAD and DERM's approval.

**Commercial or  
Sprinklers?**

**YES**

**FIRE DEPARTMENT, 111 N.W. First St., 10th Fl., Miami, FL (305) 375-2771, 8:00 - 5:00:** Walk-through from 8:00AM to 11:00AM.

**NO**

Septic tank?

YES

**HEALTH & REHABILITATIVE SERVICES (HRS), 1725 N.W. 167 St., Miami, FL 33056 (305) 623-3551, 9:00 - Noon and 1:00 - 4:00:** See agency data section for application requirements. Two weeks minimum for plan review.

NO

Food/Drink for public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240, Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680, 8:00 - 4:30:** Walk-through hours are 9:00AM - 11:00AM. Bring a copy of the menu, three sets of plans, an extra equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30 days to review by law.

NO

On a state road?

YES

**FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT), 1000 N.W. 111 Ave., Room 6215, Miami, FL, 33172 (305) 470-5367:** Owner obtains permit from FDOT for construction on state roads. Process requires four weeks.

NO

- 6) **CITY OF NORTH MIAMI BEACH:** Complete plan review. One point drop-off for all other reviews including driveway cuts. No walk-through. Subcontractors apply for permits after the master permit is issued. The architect or engineer may make minor corrections on the plans. The permit process typically requires one week.

Notes:



## **CITY OF OPA-LOCKA**

12950 LeJeune Rd.  
Opa-Locka, FL 33054  
(305) 953-2827  
8:30 - 4:30

### **STEPS:**

Initial permit: Notarized copies of the license, registration, occupational license, driver's license or other picture identification, liability insurance certificate issued to the "City of Opa-Locka" and proof of worker's compensation insurance either by mail or facsimile.

- 1) **METRO-DADE WATER AND SEWER AUTHORITY DEPARTMENT (WASAD), 3575 S. LeJeune Rd., Miami, FL 33133: New Business Office (305) 669-7701--** Bring plans, survey, and legal description for "WASAD Verification Form" for water connection. **Plan Review and Engineering Office (305) 669-7666--** Sewer connection approval for DERM.

2, 3 in either order)

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl. Miami, FL 33128 (305) 375-3330, 8:00 - 5:00:** Normal review is five days. Small projects may walk-through from 8:00 - 12:00. See agency data for additional information.

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.

**Commercial or  
Sprinklers?**

**YES**

**FIRE DEPARTMENT, 111 N.W. First St., 10th Fl., Miami, FL (305) 375-2771, 8:00 - 5:00:** Walk-through from 8:00AM to 11:00AM.

**NO**

**Septic tank?**

**YES**

**HEALTH & REHABILITATIVE SERVICES (HRS), 1725 N.W. 167 St., Miami, FL 33056 (305) 623-3551, 9:00 - Noon and 1:00 - 4:00:** See agency data section for application requirements. Two weeks minimum for plan review.

**NO**

Food/Drink for  
public?

YES

DEPT. OF BUSINESS AND PROFESSIONAL  
REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240,  
Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680,  
8:00 - 4:30: Walk-through hours are 9:00AM - 11:00AM.  
Bring a copy of the menu, three sets of plans, an extra  
equipment schedule and layout sheet, and pay fee. Most  
plans can be walked-through; however, BPR is allowed 30  
days to review by law.

NO

Historic  
Building?

YES

METRO-DADE OFFICE OF COMMUNITY  
DEVELOPMENT, HISTORIC PRESERVATION  
DIVISION, 111 S.W. 5 Ave., Suite 101, Miami, FL 33130  
(305) 545-4231: See agency data for application  
requirements.

NO

On a state  
road?

YES

FLORIDA DEPARTMENT OF TRANSPORTATION  
(FDOT), 1000 N.W. 111 Ave., Room 6215, Miami, FL,  
33172 (305) 470-5367: Owner obtains permit from FDOT for  
construction on state roads. Process requires four weeks.

NO

- 4) **CITY OF OPA-LOCKA:** Contractor goes to the City after all other outside agency approvals have been obtained. Two sets of plans are required. The city provides the same literature used by Unincorporated Dade County to assist contractors through the permit process. Plans are dropped off for all the needed reviews including driveway cuts. Walk-through is permitted for small additions only if the necessary officials are present. Plan reviews normally require 10 days. Subcontractors do not have to apply for permits concurrently. If the plans must be revised, the revised plans are treated as a new set of plans which must go through the City's entire process (with the original outside agency approvals preserved). Contractors frequently encounter problems with the county's pump station moratorium and limited sewer allocations.

Notes:

## CITY OF SOUTH MIAMI

6130 Sunset Dr.  
South Miami, FL 33143  
(305) 663-6355

### STEPS:

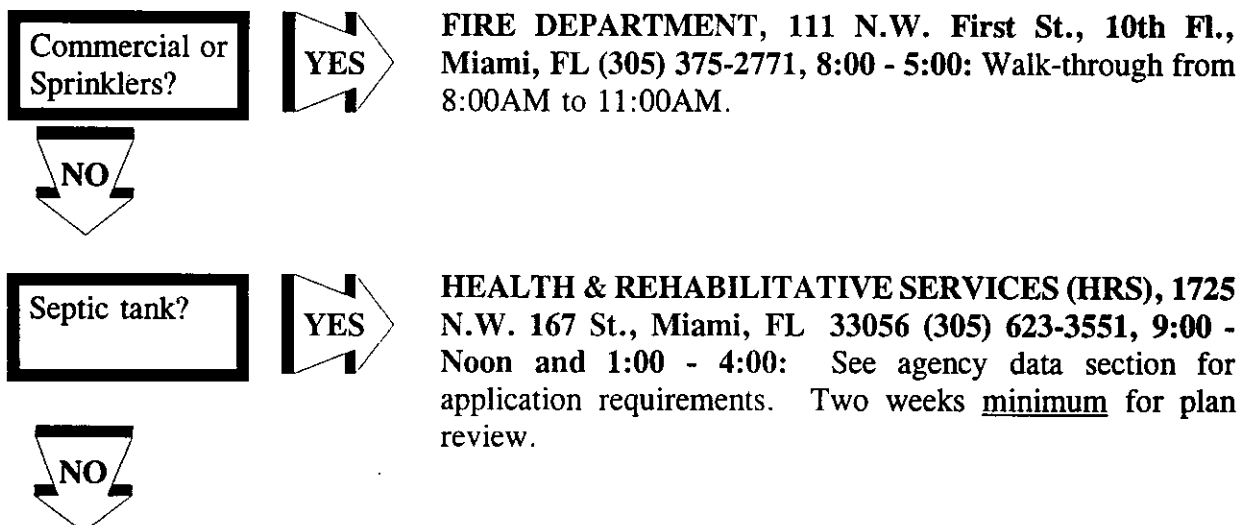
Initial permit: A copy of license, registration, occupational license, certificate of insurance for liability and worker's compensation insurance issued to the "City of South Miami."

- 1) **CITY OF SOUTH MIAMI:** Three sets of plans are required. One set goes to the City's Environmental Plan Review Board (EPVB). The City provides a checklist and booklet to assist contractors through the process. Zoning approval, which requires one day, is accomplished at this step.
- 2) **METRO-DADE WATER AND SEWER AUTHORITY DEPARTMENT (WASAD), 3575 S. LeJeune Rd., Miami, FL 33133:** New Business Office (305) 669-7701--Bring plans, survey, and legal description for "WASAD Verification Form" for water connection. Plan Review and Engineering Office (305) 669-7666--Sewer connection approval for DERM.

3, 4 in either order)

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl. Miami, FL 33128 (305) 375-3330, 8:00 - 5:00:** Normal review is five days. Small projects may walk-through from 8:00 - 12:00. See agency data for additional information.



Food/Drink for public?

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240, Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680, 8:00 - 4:30: Walk-through hours are 9:00AM - 11:00AM. Bring a copy of the menu, three sets of plans, an extra equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30 days to review by law.**

NO

On a state road?

YES

**FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT), 1000 N.W. 111 Ave., Room 6215, Miami, FL, 33172 (305) 470-5367: Owner obtains permit from FDOT for construction on state roads. Process requires four weeks.**

NO

Historic Building?

YES

**CITY OF SOUTH MIAMI HISTORIC PRESERVATION BOARD: Contact Slaven Kobola, Planner, Building and Zoning, (305) 663-6326. Plans are checked for compliance with the "Home Town Plan."**

NO

- 5) **CITY OF SOUTH MIAMI:** Drop off plans to complete all other reviews including driveway cuts. The process typically requires one week. Subcontractors may apply for permits at the same time or after the building permit is issued. The City often rejects plans due to licensing and insurance problems such as when a contractor's license has been flagged for deletion from Unincorporated Dade County's contractor list.

Elevator?

YES

**DADE COUNTY ELEVATOR SECTION, 111 N.W. First St., 10th Fl. (305) 375-2500. Call 7:00 AM to 8:00AM: Inspections performed by Unincorporated Dade County. Single family dwellings are exempt from the Bureau of Elevator Inspection, Tallahassee, FL permit.**

Notes:

## **TOWN OF SURFSIDE**

**9293 Harding Avenue**

**Surfside, FL 33154**

**(305) 861-4863**

**9:00 - 3:00**

Note: Projects on Biscayne Bay are subject to the Biscayne Bay Shoreline Review process (see the Developmental Impact Committee for additional information). Normally this is done well before the contractor seeks building permit. A copy of the Committee's resolution approving the project should have been sent directly to the Building Official Department. If the architectural or engineering firms involved have not completed the work then the contractor will have to do so before beginning the permit process.

### **STEPS:**

Initial permit: The town requires a copy of a certified contractor's license or Certificate of Competency and state registration; occupational license and Dade registration if appropriate; certificate for liability insurance issued to "Town of Surfside;" and proof of worker's compensation insurance or exempt certificate.

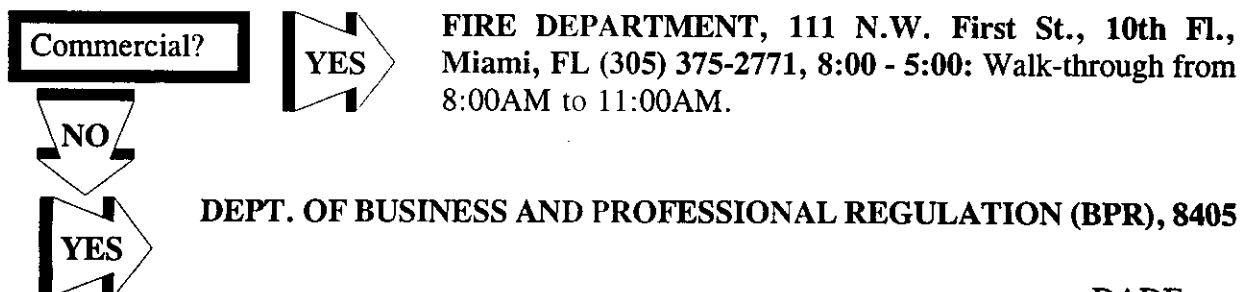
- 1) **TOWN OF SURFSIDE:** Two copies of plans and elevation surveys are required. The water utility department is in the same building.

2, 3 in either order)

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.

**METRO-DADE WATER AND SEWER AUTHORITY DEPARTMENT (WASAD), 3575 S. LeJeune Rd., Miami, FL 33133: Plan Review and Engineering Office (305) 669-7666--Sewer connection approval "Application for Sewage Allocation" (needed for DERM).** Surfside has a sewer impact fee which must be paid with the permit.

- 4) **DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl., Miami, FL 33128 (305) 375-3330:** Approval needed that plans meet the Federal Emergency Management Agency's (FEMA) Flood Criteria Program which is administered by DERM. See agency data for additional information.



Food/Drink for public?

NO

N.W. 53rd St., Suite C-240, Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680, 8:00 - 4:30: Walk-through hours are 9:00AM - 11:00AM. Bring a copy of the menu, three sets of plans, an extra equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30 days to review by law.

Seaward of Coastal Const. Control Line?

YES

DEPT. OF ENVIRONMENTAL PROTECTION (DEP), 3900 Commonwealth Blvd., Tallahassee, FL 32399, (904) 488-3180: Contact DEP for the application and exact application submittals to obtain the state permit for construction seaward of the CCCL.

NO

- 5) **TOWN OF SURFSIDE:** Complete permit process. Plan walk-through is not permitted. Structural review usually requires 10 - 14 days and up to 21 days if independent consultants are needed. If plans must be revised by the architect or engineer, the revised drawings are recirculated. Subcontractors are not required to apply for permits concurrently. The Town follows the same plan-approval process as Unincorporated Dade County.

Notes:

## CITY OF SWEETWATER

500 S.W. 109th Ave.  
Sweetwater, FL 33144  
(305) 221-0411  
8:00 - 5:00

Note: Most projects are additions or renovations to existing Single Family Dwellings, not new construction. The city is built out.

### STEPS:

Initial permit: The city requires a copy of the Dade County certificate of competency and state registration or state license, occupational license, a certificate of insurance for liability coverage issued to "City of Sweetwater," and proof of worker's compensation insurance or exemption. There is an annual registration fee of \$25.

- 1) **CITY OF SWEETWATER:** Two sets of plans and two surveys are required. Complete application form. Obtain forms for DERM review or call the City and DERM will complete the necessary forms. Water & sewer from WASAD.

2, 3 in either order)

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520, Miami, FL 33128, (305) 375-2723, 8:00 - 4:00:** Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl., Miami, FL 33128 (305) 375-3330:** Normal review is five days. Small projects may walk-through from 8:00 - 12:00.

Commercial or  
Sprinklers?

YES

**FIRE DEPARTMENT, 111 N.W. First St., 10th Fl., Miami, FL (305) 375-2771, 8:00 - 5:00:** Walk-through from 8:00AM to 11:00AM.

NO

Septic tank?

YES

**HEALTH & REHABILITATIVE SERVICES (HRS), 1725 N.W. 167 St., Miami, FL 33056 (305) 623-3551, 9:00 - Noon and 1:00 - 4:00:** See agency data section for application requirements. Two weeks minimum for plan review.

NO

YES

**DEPT. OF BUSINESS AND PROFESSIONAL REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240, Miami, FL 33166-4544 (305) 470-5680 or (800)**

Food/Drink for  
public?



780-5680, 8:00 - 4:30: Walk-through hours are 9:00AM - 11:00AM. Bring a copy of the menu, three sets of plans, an extra equipment schedule and layout sheet, and pay fee. Most plans can be walked-through; however, BPR is allowed 30 days to review by law.

- 4) **CITY OF SWEETWATER:** Complete plan review and pay fees. Subcontractors are not required to apply concurrently. No walk-through. Process requires one to two weeks because the City uses part-time plan reviewers. If plans are revised, a new permit number is issued with the letter "R" for the new plans, usually without repeating the entire permitting process.

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Notes:



## UNINCORPORATED DADE COUNTY

111 N.W. FIRST ST., 10th Fl.

Miami, FL 33128

(305) 375-2500

7:30 - 4:30

### STEPS:

Initial permit: Copy of license, registration, occupational license, and Social Security number. Certificate of insurance for liability and worker's compensation issued to "Dade County."

- 1) **METRO-DADE WATER AND SEWER AUTHORITY DEPARTMENT (WASAD), 3575 S. LeJeune Rd., Miami, FL 33133: New Business Office (305) 669-7701--** Bring plans, survey, and legal description for "WASAD Verification Form" for water connection. **Plan Review and Engineering Office (305) 669-7666--**Sewer connection approval for DERM.
- 2) **UNINCORPORATED DADE COUNTY, Permit Section, 111 N.W. First St., 10th Fl., Miami, FL 33128 (305) 375-2500, 7:30 - 4:30.** Drop off plans for all reviews (building, zoning, fire, DERM, and impact fees) *except for* Planning and Public Works driveway cuts. Residential: 14 days. Commercial: 20 days. Walk-through hours of 7:30 - 11:00 apply to renovations, not new construction.
- 3) **UNINCORPORATED DADE COUNTY, Planning Review Section, 111 N.W. First St., 12th Fl., Miami, FL 33128, (305) 375-2810, 8:00 - 5:00:** Two sets of plans are required for the site and landscape review. Walk plans through.
- 4) **UNINCORPORATED DADE COUNTY, Public Works Permit Section, 111 N.W. First St., 14th Fl., Miami, FL 33128, (305) 375-2142, 8:00 - 4:30:** Residential: Two sets of plans may be walked-through to obtain the required approval stamp. Commercial: After DERM's Water Control Section approval, drop off 1) The official office and job copies of the building and zoning plans and 2) Three copies of the paving and drainage sheets which Public Works will keep. The review requires four days.

Septic tank?

YES

NO

**HEALTH & REHABILITATIVE SERVICES (HRS), 1725 N.W. 167 St., Miami, FL 33056 (305) 623-3551, 9:00 - Noon and 1:00 - 4:00:** See agency data for application requirements. Two weeks minimum for plan review.

- 5) **UNINCORPORATED DADE COUNTY, Permit Section, 111 N.W. First St., 10th Fl., Miami, FL 33128, (305) 375-2500, 7:30 - 4:30:** Complete permit process. If small corrections are necessary, the architect or engineer may walk the plans through. Otherwise, the revised plans are dropped off again for review.

**Elevator?**

**YES**

**DADE COUNTY ELEVATOR SECTION, 111 N.W. First St., 10th Fl. (305) 375-2500. Call 7:00 AM to 8:00AM:** Inspections performed by Unincorporated Dade County. Single family dwellings are exempt from the State permit required by the **Bureau of Elevator Inspection, Tallahassee, FL.**

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Notes:

## **VIRGINIA GARDENS VILLAGE, INC.**

6498 N.W. 38th Terrace  
Virginia Gardens, FL 33166  
(305) 871-6104  
9:00 - 5:00

### **STEPS:**

Initial permit: The village requires a copy of the appropriate contractor's licenses,, an occupational license, a certificate of insurance for liability coverage issued to "Virginia Gardens Village," and proof of worker's compensation insurance or exemption..

- 1) **VIRGINIA GARDENS VILLAGE:** Two sets of plans and one copy of survey. Complete application form.
- 2) **METRO-DADE WATER AND SEWER AUTHORITY DEPARTMENT (WASAD),** 3575 S. LeJeune Rd., Miami, FL 33133: New Business Office (305) 669-7701--Bring plans, survey, and legal description for "WASAD Verification Form" for water connection (fees paid prior to final meter). **Plan Review and Engineering Office (305) 669-7666--Sewer connection approval (needed for DERM).**

3, 4 in either order)

**PUBLIC WORKS DEPARTMENT, Impact Fees, 111 N.W. First St., Suite 1520,** Miami, FL 33128, (305) 375-2723, 8:00 - 4:00: Bring permit application and plans for impact fee evaluation, payment, and to have plans stamped.

**DEPT. OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM), 111 N.W. First St., 10th Fl. Miami, FL 33128 (305) 375-3330:** Normal review is five days. Small projects walk-through from 8:00 - 12:00.

**Sprinklers or  
hydrants?**

**YES**

**FIRE DEPARTMENT, 111 N.W. First St., 10th Fl. Miami, FL 33128 (305) 375-2771, 8:00 - 5:00:** Walk-through from 8:00AM to 11:00AM.

**NO**

**Septic tank?**

**YES**

**HEALTH & REHABILITATIVE SERVICES (HRS), 1725 N.W. 167 St., Miami, FL 33056 (305) 623-3551, 9:00 - Noon and 1:00 - 4:00:** See agency data for application requirements. Two weeks minimum for plan review.

**NO**

Food/Drink for  
public?

YES

DEPT. OF BUSINESS AND PROFESSIONAL  
REGULATION (BPR), 8405 N.W. 53rd St., Suite C-240,  
Miami, FL 33166-4544 (305) 470-5680 or (800) 780-5680,  
8:00 - 4:30: Walk-through hours are 9:00AM - 11:00AM.  
Bring a copy of the menu, three sets of plans, an extra  
equipment schedule and layout sheet, and pay fee. Most  
plans can be walked-through; however, BPR is allowed 30  
days to review by law.

NO

- 5) **VIRGINIA GARDENS VILLAGE:** Drop off plans for Planning and Zoning Board,  
Village Engineer and Inspectors, and Beautification (if commercial) reviews.  
Subcontractors are not required to apply concurrently. Permit process requires a few  
days.

Elevator?

YES

**DADE COUNTY ELEVATOR SECTION, 111**  
N.W. First St., 10th Fl. (305) 375-2500. Call 7:00  
AM to 8:00AM: Inspections performed by  
Unincorporated Dade County. Single family  
dwellings are exempt from the State permit required  
by the Bureau of Elevator Inspection, Tallahassee,  
FL.

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Notes:

## CITY OF WEST MIAMI

901 S.W. 62nd Ave.

West Miami, FL 33144

(305) 266-4214

8:30 - 4:30

### STEPS:

- 1) **CITY OF WEST MIAMI:** Bring three sets of plans for zoning review. Residential projects require approximately two days. Commercial projects must be reviewed by the City Council and may require up to two months. Unincorporated Dade County completes all reviews and inspections except zoning.
- 2) **METRO-DADE WATER AND SEWER AUTHORITY DEPARTMENT (WASAD),** 3575 S. LeJeune Rd., Miami, FL 33133: New Business Office (305) 669-7701--Bring plans, survey, and legal description for water connection approval. **Plan Review and Engineering Office** (305) 669-7666--Sewer connection approval for DERM.
- 3) **UNINCORPORATED DADE COUNTY, Permit Section, 111 N.W. First St., 10th Fl., Miami, FL 33128** (305) 375-2500, 7:30 - 4:30. Initial permit: Copy of license, registration, occupational license, Social Security number, certificate of insurance for liability coverage issued to "Dade County," and proof of workers compensation insurance or exemption. Drop off plans for all reviews (building, fire, DERM, and impact fees) *except for* Planning and Public Works driveway cuts. Residential: 14 days. Commercial: 20 days.
- 4) **UNINCORPORATED DADE COUNTY, Planning Review Section, 111 N.W. First St., 12th Fl., Miami, FL 33128, (305) 375-2810, 8:00 - 5:00:** Two sets of plans are required for the site and landscape review. Walk plans through.
- 5) **UNINCORPORATED DADE COUNTY, Public Works Permit Section, 111 N.W. First St., 14th Fl., Miami, FL 33128, (305) 375-2142, 8:00 - 4:30:** Residential: Two sets of plans may be walked-through to obtain the required approval stamp. Commercial: After DERM's Water Control Section approval, drop off 1) The official office and job copies of the building and zoning plans and 2) Three copies of the paving and drainage sheets which Public Works will keep. The review requires four days.

Septic tank?

YES

NO

**HEALTH & REHABILITATIVE SERVICES (HRS), 1725 N.W. 167 St., Miami, FL 33056 (305) 623-3551, 9:00 - Noon and 1:00 - 4:00:** See agency data for application requirements. Two weeks minimum for plan review.

- 6) **UNINCORPORATED DADE COUNTY, Permit Section, 111 N.W. First St., 10th Fl., Miami, FL 33128, (305) 375-2500, 7:30 - 4:30: Complete permit process.**

**Elevator?**

**YES**

**DADE COUNTY ELEVATOR SECTION, 111 N.W. First St., 10th Fl. (305) 375-2500. Call 7:00 AM to 8:00AM: Inspections performed by Unincorporated Dade County. Single family dwellings are exempt from the State permit required by the Bureau of Elevator Inspection, Tallahassee, FL.**

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Notes:

**BUILDING CODE COMPLIANCE DEPARTMENT**

**140 W. Flagler St., Suite 1603**

**Miami, FL 33130-1563**

**(305) 375-2901**

**Fax: (305) 375-2908**

**8:00 - 5:00**

1994 South Florida Building Code \$100. (includes shipping and handling)

Two year subscription for amendments. \$30.

Visa and MasterCard are accepted. You may also FAX order with a credit card number, expiration date, signature, and amount that you authorize for the charge.

Contact the Department to obtain a current list of approved products with the manufacturer's name and telephone number. The Product Control Approval letters which must be submitted in duplicate with the permit application are obtained from the manufacturing firm, not the County.

## **DEPARTMENT OF ENVIRONMENTAL RESOURCES (DERM)**

33 S.W. 2nd Ave.

Miami, FL 33130-1540

8:00 - 5:00

Main switchboard: (305) 372-6789

DERM has broad powers in the permit process. Except for very minor projects, all plans must be reviewed and approved by DERM before a building permit is issued. DERM is organized into six divisions with 17 sections. Major sections of DERM affecting approval for Group G-2 and Group I are:

### **AIR SECTION, 9th Fl., (305) 372-6925**

Reviews plans and issues inspection, construction, and operating permits. Conducts asbestos review for all commercial projects, asbestos survey for every property. For projects completed after 1989, a letter from the architect or engineer is acceptable proof that asbestos was not used in the original construction.

### **COASTAL RESOURCES SECTION (DOCK/SEAWALL), 4th Fl., (305) 372-6575**

Administers the coastal wetlands construction and dredge and fill program including environmental assessments, permit negotiations, compliance monitoring and enforcement, and administers the marine facilities program.

A Class 1 Construction Permit is required, to build a dock or seawall in Dade County. The Section reviews plans from the perspective of minimum impact, not a building structure review. The applicant needs four sets of plans and a completed application. The plans must be in accordance with the application guidelines. If the project is in a municipality, a letter is required from the municipality's zoning department which states that the proposed work does not violate any zoning laws.

If the project falls under Short Form Class 1 Projects, two to three weeks are needed for approval. Standard Form Projects (such as docks protruding into the waterway more than 20% of the waterway's width) require ten weeks to over one year.

### **HAZARDOUS FACILITIES SECTION, 6th Fl., (305) 372-6600**

Reviews and approves plans for construction and certificates of occupancy of pollution control equipment and facilities.

### **STORAGE TANK PERMITTING SECTION, 7th Fl., (305) 372-6716**

Manages the operating permit program for storage tanks. Inspects the installation and removal of storage tanks.



**WASTE WATER SECTION, 5th Fl., (305) 372-6500**

Monitors compliance with well field protection ordinance. Proposes special sewer taxing districts and enforces sewer connection requirements.

**WATER CONTROL SECTION, 2nd Fl., (305) 372-6681**

Reviews all subdivision drainage projects for environmental impacts and storm water drainage projects. Administers Dade County and Federal Flood Criteria Programs (FEMA).

**UPLAND AND FRESHWATER RESOURCES SECTION, 4th Fl., (305) 372-6599**

Administers the fresh water wetlands construction and dredge and fill program including environmental assessments, permit negotiations, compliance monitoring and enforcement. For tree removal permits contact Cathy Fanning at (305) 372-6599.

**PLAN REVIEW SECTION**

**111 N.W. First St., 10th Fl.**

**Miami, FL 33128**

**(305) 375-3330**

**8:00 - 5:00**

**Walk-through hours: 8:00 - 12:00**

The Plan Review Section is the entry point for all projects. The application for DERM's approval requires an engineer's report, blueprints, specifications, processes, *and* additional information as required. Contractors must be aware that each project is case and zone specific.

Contractors should check that the water and waste water connections have been approved by the appropriate utility prior to submitting the plans to DERM. If the project cannot connect to the waste water system, DERM will place an estoppel notice. Generally, the utility will provide the required plumbing section form to submit to DERM.

**DERM - South Dade Government Center Branch**

**10710 S.W. 211 St., Room 105**

**Miami, FL 33189**

**(305) 233-0614 ext. 4009**

**7:30 - 4:30**

DERM processing for residential additions, alterations, or repairs only.

**DEVELOPMENTAL IMPACT COMMITTEE  
BISCAYNE BAY SHORELINE DEVELOPMENT REVIEW PROGRAM**

**111 N.W. First St., Suite 1210  
Miami, FL 33128-1970  
(305) 375-2589  
8:00 - 5:00**

Authorized by Chapter 33B of the Dade County Code, the Development Impact Committee affects the permit process in the municipalities around Biscayne Bay. The Committee reviews proposed projects along the shoreline of Biscayne Bay from S.W. 174th St. north to the county line. Projects are reviewed for stricter setbacks, additional landscaping, and the public's view corridor to the bay. The process involves staff meetings, a report, and presentation to the committee which meets when necessary. If a project has been planned in accordance with the Review Manual, the review requires about two months. Normally, the process is completed during the design stage with developers, architects, and engineers. When approved, a copy of the resolution containing the project's requirements, as determined by the Committee, is sent directly to the Building Official or Planning Department of the appropriate municipality. Occasionally, a project reaches the contracting stage without the required copy of resolution thereby involving the contractor.

**BUREAU OF ELEVATOR INSPECTION,  
DIVISION OF HOTELS & RESTAURANTS,  
DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION**

**319 Madison Building  
1940 N. Monroe St.  
Tallahassee, FL 32399-1013  
(904) 488-9097**

Bob Schoen, of the Bureau of Elevator Inspection, enforces Florida's Elevator Safety Code (Chapter 399 of the Florida Statutes). Elevators, escalators, dumbwaiters, moving walks, and chairlifts are subject to the code. Single family residences are exempt from the regulations. A registered elevator company must apply for the required permit. The application is submitted with two copies of the plans and the required fee. The approval process requires approximately two weeks.

Dade County has four individuals in three jurisdictions who are licensed by the State to perform the required inspections:

- 1) Unincorporated Dade County (UDC), John Minor and Harold Schoendroff
- 2) City of Miami Beach, Paul Gioia
- 3) City of Miami, Justo Gomez

Construction projects in other Dade County municipalities must use UDC inspectors. UDC elevator inspectors can be reached by calling (305) 375-2500 between 7:00AM and 8:00AM.

General contractors who have been issued a temporary operation permit should be aware that an elevator accident resulting in bodily injury or death must be reported to the Division within five working days.

## **FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)**

**1000 N.W. 111th Ave., Room 6215**

**Miami, FL 33172**

**(305) 470-5367**

**8:00 - 5:00**

Any project that abuts a state road and which involves a connection (driveway), development or grade changes, the addition of turning lanes or other road work, or the opening of trenches for utilities, requires state permits. Additionally, property adjacent to the right of way is subject to drainage rules which ensure that the ground water run-off does not encroach on the highway. FDOT typically deals directly the architect/engineer of record, not the contractor since approval for connections and utilities is a part of the design process. However once the design phase is complete the contractor will generally obtain the permits and pay the necessary fees as the owner's agent. The application fees for residences are minimal (currently \$50) but more substantial for commercial construction (currently \$1,000 for a single connection and \$250 for each additional connection). The Department only accepts cashier's checks or money orders and the fees are due at the time of application: they are not refundable. If the contractor is acting as the owner's agent, the agency must be in writing and notarized.

If the architect/engineer has not made the appropriate liaison with FDOT the contractor should ask for a consultation prior to application for permits. There is no charge for this service. At the time of the consultation it can be determined if the architectural/engineering work has properly located the openings and otherwise met FDOT requirements.

At the time of application for the permit FDOT requires four complete sets of plans including the site plan for connections and utility cuts, and five complete sets for drainage. They also require the detailed calculations showing that the run-off from the 100 year flood is retained on the property, including percolation tests and photographs of existing conditions. The state does not require a performance or a maintenance bond for road cuts. Two copies of proof of ownership (deed) or long term lease and two sealed surveys of the property are required for the drainage permit and one copy of the deed/lease and four sealed surveys are required for driveway connections.

It normally takes four weeks to complete the examination of plans for a residence and four to six weeks for a small business. The permit office has a handout set of instructions to guide the applicant through the procedure. The usefulness of telephone and personal contact cannot be overemphasized.

The permit establishes a time for substantial construction and the latest completion date for all construction. Time allowed varies by project, is set in agreement with the architect/engineer or contractor, or is estimated by FDOT. If the dates cannot be met the owner's agent must ask for a change, in writing, prior to the stipulated time. Otherwise the permit expires and a new permit must be obtained. The permit must be displayed prominently during construction.

The completed work may not be utilized until inspected by FDOT or until the engineer of record has provided the Department with documentation certifying that the work has been completed according to the plans and specifications.

**HISTORIC PRESERVATION DIVISION  
METRO-DADE OFFICE OF COMMUNITY DEVELOPMENT**

**111 S.W. 5 Ave., Suite 101  
Miami, FL 33130  
(305) 545-4231  
FAX (305) 545-4262  
8:00 - 4:00**

If the project is located on a historic site, a hold is placed on the permit. Before a permit is issued, a "Certificate of Appropriateness" must be obtained from Unincorporated Dade County or the municipality if the municipality has established its own board. If under UDC's authority, the applicant for new construction must: Complete a five-page application and submit 3" x 5" photos of the site, site plan, elevations, floor plan, and landscape plan.

The application is reviewed to determine if the project will be classified as Regular or Special. Certificates for Regular projects usually require an hour-long meeting with the staff. Special projects must appear before the full Board which meets the third Wednesday of each month at 3:00. Therefore, depending on the application's classification and timing, approval could take over a month.

Removing the permit's hold is the responsibility of Unincorporated Dade County's Building & Zoning Department Enforcement, Unsafe Structures Section. Due to Hurricane Andrew, the Section has temporarily moved to South Dade and expects to remain in South Dade for about two years. The new address is:

**Dade County Building & Zoning Enforcement  
Unsafe Structures Section  
13764 S.W. 152 St.  
Miami, FL 33177  
(305) 234-4400  
FAX (305) 234-4499  
8:00 - 5:00**

Usually, the certificate is faxed to Unsafe Structures, releasing the hold on the permit, so the contractor does not have to personally appear at the Unsafe Structures Section.

## **HISTORIC PRESERVATION BOARDS IN DADE COUNTY**

### **CORAL GABLES**

Ellen Uguccioni (305) 460-5216  
Historic Preservation Division FAX (305) 460-5371  
Planning Department  
405 Biltmore Way  
Coral Gables, FL 33144

### **HIALEAH**

Daniel L. DeLoach (305) 883-5820  
City Clerk, City of Hialeah FAX 883-5814  
501 Palm Avenue  
Hialeah, FL 33010

### **HOMESTEAD**

Tammy Reed (305) 247-1801 ext. 296  
Historic Preservation Officer FAX (305) 247-3067  
City of Homestead Planning and Development Department  
790 N. Homestead Blvd.  
Homestead, FL 33030

### **MIAMI**

Sarah Eaton (305) 579-6086  
Historic Preservation Officer FAX (305) 358-1452  
City of Miami Planning Department  
275 N.W. 2nd St.  
Miami, FL 33128

### **MIAMI BEACH**

Nancy Liebman (305) 538-0082  
Miami Beach Historic Preservation Board FAX (305) 538-0042  
16 Island Ave., #7-C  
Miami Beach, FL 33139

Dean Grandin, Deputy Director (305) 673-7550 (No Fax)  
Planning, Design and Historic Preservation Services  
City of Miami Beach  
1700 Convention Center Drive  
Miami Beach, FL 33139

### **MIAMI SHORES**

Ronnie Galli, Secretary to the Board (305) 758-2257  
City of Miami Shores FAX (305) 756-8972  
10050 N.E. 2nd Ave.  
Miami Shores, FL 33138

MIAMI SPRINGS

Irene Priess  
Secretary for Public Works Department  
City of Miami Springs  
201 Westward Drive  
Miami Springs, FL 33166

(305) 885-4581  
FAX (305) 887-8307

OPA-LOCKA

Winnifred Amdor  
Chairman of the City Board of Historic Preservation  
City of Opa-Locka  
1305 Sesame St.  
Opa-Locka, FL 33054

(305) 681-1340 (No Fax)

SOUTH MIAMI

Slaven Kobola, Planner  
Building & Zoning  
6130 Sunset Drive  
South Miami, FL 33143

(305) 663-6326  
FAX (305) 666-4591

**DIVISION OF HOTELS AND RESTAURANTS - District 1  
(Dade County)  
FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL  
REGULATION (BPR)**

**8405 N.W. 53rd St., Suite C-240**

**Miami, FL 33166-4544**

**(800) 780-5680; (305) 470-5680**

**FAX (305) 470-6746**

**8:00 - 4:30**

**Walk-through hours: 9:00 - 11:00**

Needed for Review:

- 1) Completed Form BPR #21-010 (Revised 8/93)
- 2) A copy of the menu
- 3) Fee payment (75.00)
- 4) Three sets of plans
- 5) An additional equipment schedule and layout sheet.

Plan review guides are available in the lobby. BPR will not mail publications. (Note: Not all publications available in the lobby are updated with changes to the Administrative Code. Check with the reviewer for the latest information). While most reviews are completed in 30 minutes, BPR has 30 days to review per 61C-4.026 (1), FAC. BPR needs to retain only the equipment schedule and layout *sheet* for the field inspector although the guidelines state that the department retains one *set* of plans.

The law allows designated representatives to submit plans. However, BPR prefers that owners or prospective operators--not contractors or expeditors--come for the review because the department needs detailed information about the business' operation. According to the department, emphasis has shifted from the review of floor and wall surfaces to actual food preparation and storage. This shift is expected to continue with Florida's possible adoption of FDA guidelines which are considerably more rigorous than the current state rules.

Written approval for waste water disposal and water supply from the appropriate agency is not required by BPR until the opening inspection. However, the department strongly urges owners to apply for written approvals as early as possible due to possible denial or lengthy review period.



**DEPARTMENT OF HEALTH AND REHABILITATIVE  
SERVICES (HRS)  
DISTRICT XI**

**1725 N.W. 167th St.  
Miami, FL 33056  
(305) 623-3551  
FAX (305) 623-3620  
9:00 - Noon and 1:00 - 4:00**

with a branch office serving the County south of S.W. 88th Street at:

**South Dade Government Center  
10700 S.W. 200 St., Suite 312  
Miami, FL 33189  
(305) 256-6230 ext. 117  
8:00 - Noon and 1:00 - 4:00**

The contractor can take one of two approaches in having a septic tank or well system approved by HRS. If requested, HRS will make the appropriate review in accordance with the following:

On-Site Sewage Disposal System (O.S.D.S.) review by HRS. The contractor must show or complete:

- 1) All underground utilities within the property located on the surveys
- 2) complete HRS Application Form #4015
- 3) complete the HRS well form
- 4) provide a copy of the site plan
- 5) provide a copy of the floor plan for the structures
- 6) provide sealed survey showing a location sketch for the structure(s) and land spot elevations with at least one elevation shown at the proposed site of the drain field.
- 7) provide a county process number if in Unincorporated Dade County (because HRS is linked with UDC's computer system).

If the contractor elects to have a private engineering firm provide the necessary engineering analysis, then the contractor/firm will have to provide:

- 1) a completed HRS Application Form #4015
- 2) a completed well form

- 3) a copy of the site plan
- 4) a copy of the floor plan
- 5) a sealed survey showing a location sketch of the structure(s) and land spot elevations with at least one given at the proposed site of the drain field.
- 6) a county process number if in Unincorporated Dade County (because HRS is linked with UDC's computer system).
- 7) Site evaluation with:
  - a) Soil profile from 0" to 72"
  - b) Water table at the time of the soil profile
  - c) Average yearly highest ground water level
  - d) Ten year floor criteria
  - e) Total square footage of unobstructed area on and surrounding the proposed location of the drain field.

After review and approval which requires a minimum of two weeks, the applicant must return with the official job copy blueprint set to have all the requirements stamped on the plans. If the applicant fails to return with the plans, HRS Construction Approval Form #4016 is the only acceptable proof of an O.S.D.S. Installation Permit.

Depending on funding, HRS has other offices open to service Dade County. The HRS office at 111 N.W. First St., 10th Fl., Miami, FL was closed early October 1994. However, a new office serving Dade County south of S.W. 88th Street was opened the same month. Since the agency continuously evaluates the public's needs and funding levels change unpredictably, confirm current branch office locations.

**SUBMERGED LANDS AND ENVIRONMENTAL RESOURCES PROGRAM**

**1900 S. Congress Ave., Suite 2A  
West Palm Beach, FL 33416  
(407) 433-2650 ext. 142**

**Mailing address:  
P.O. Box 15425  
West Palm Beach, FL 33416**

If the project involves building over submerged lands such as a dock, a "Letter of Consent" must be obtained from the State for permission to build on the submerged land which is usually State-owned. Contractors submit the application package which has been compiled with the assistance of the Department of Environmental Resources Management (DERM). (See DERM Coastal Resources Section, Class 1 Coastal Construction Permit.) The State reviews the application for minimum impact following the guidelines contained in DERM's Class 1 permit application package.

The process runs concurrently with DERM's process for the Class 1 Coastal Construction permit and requires about one week if the proper information has been submitted. Often permission is obtained by mail because the State's field office is centrally located for six counties--Broward, Dade, Martin, Okeechobee, Palm Beach, and St. Lucie. Permission to build on State-owned land is usually granted. No fee is required for single family residences. However, fees are always required for commercial uses.

## **SOUTH FLORIDA WATER MANAGEMENT DISTRICT**

**3301 Gun Club Road  
West Palm Beach, Florida 33416  
(407) 686-8800/(800) 432-2045  
mailing address  
P. O. Box 24680  
West Palm Beach, FL 33416-4680**

Contractors that are building sea walls, dock, or other projects that abut or encroach upon the right of way of canals are required to obtain permits for the work from the South Florida Water Management District (SFWMD). In addition, contractors constructing projects affecting surface water run-off in which two or more acres will be covered with an impervious surface (roof, parking lot, etc.) are also required to obtain a permit for that work whether or not it is contiguous to the a SFWMD right-of-way (ROW).

Information concerning the required permits and application process may be obtained at field offices located in Broward and Dade counties but application must be made at the West Palm Beach office. Application can be made through the mail however it is advisable to make contact with cognizant individuals with the SFWMD to ensure that the submission is in order. Field office locations are:

(Broward County) 8500 West Griffin Road, Davie  
Telephone 434-1100

(Dade County) 9001 NW 58th Street, Miami  
Telephone 592-5680

At the time of application for the appropriate permit the agency requires 4 complete sets of plans and surveys and the appropriate fees. The application for work affecting surface water run-off must be accompanied by appropriate calculations, permeability tests, drainage facilities, and drainage plans. Applicants should anticipate a minimum of 4 weeks for the review and approval of plans.