



Public Works and Environmental Services Department
BUILDING CODE DIVISION | BUILDING PERMITTING

2307 West Broward Boulevard, Suite #300, Fort Lauderdale, Florida 33312 • 954.765.4400 • broward.org/building

CERTIFICATE OF COMPLETION REQUEST

The licensed Qualifier on the referenced permit must pick up the approved Certificate of Occupancy/Certificate

Permit #: _____ Date: _____

Parcel ID/Folio#: _____ Jurisdiction: _____

This Certificate of Completion is requested for:

Change of Occupancy: Yes No

Contractor Name: _____

Property Owner(s) Name: _____

Property Address: _____

Phone #: _____ Cell #: _____ E-mail: _____

Job Value: \$ _____ NOC Recorded: Yes No

Necessary Documents (Check all that apply. <i>This package must be submitted to BCD Building Permitting office prior to scheduling the Final Building inspection</i>)		Finals	Date
☐	Highway Construction & Engineering Division	Building	
☐	Final Survey	Electric	
☐	Soil Treatment (initial/final)	Mechanical	
☐	Insulation Certificate	Plumbing	
☐	Special/Threshold Inspector Certificate	BSO Fire	

NOTES:

CC Issued by: _____ Date Issued: _____





Public Works and Environmental Services Department

BUILDING CODE DIVISION | BUILDING PERMITTING

2307 West Broward Boulevard, Suite #300, Fort Lauderdale, Florida 33312 • 954.765.4400 • broward.org/building

CERTIFICATE OF OCCUPANCY REQUEST

(This form must be submitted for temporary Certificate of Occupancy requests.)

The licensed Qualifier on the referenced permit must pick up the approved Certificate of Occupancy/Certificate

Permit #: _____ Date: _____

Parcel ID/Folio#: _____

This Certificate of Occupancy is requested for:

Change of Occupancy: Yes No

General Contractor: _____

Property Owner(s) Name: _____

Property Address: _____

Phone #: _____ Cell #: _____ E-mail: _____

Necessary Documents (Check all that apply. <i>This package must be submitted to BCD Building Permitting office prior to scheduling the Final Building inspection</i>)		Finals (Copy of Permit Card showing approved inspections)	Date
☐	Highway Construction & Engineering Division	Building	
☐	Final Survey	Electric	
☐	Soil Treatment (initial/final)	Mechanical	
☐	Insulation Certificate	Plumbing	
☐	Special/Threshold Inspector Certificate	Zoning/Landscape	
☐	FEMA (Final Survey and Elevation Certificate)	BSO Fire	
☐	Residential Air Leakage Test (Blower Door Test)		
☐	Development Review Procedure Form (if conditional please verify with EMED)		
☐	Fire Marshal Final (signed)		
☐	Energy Performance Level (EPL) Card		
☐	Fire Penetration Affidavit		
☐	Water Purveyor Certificate of System Release		
☐	SWM License Release		
☐	Check Development Order for all Conditional Approvals and Holds Environmental Review Procedure Form		

NOTES:

TCO/CO Issued by: _____ Date Issued: _____

Broward Municipal Services District (BMSD)

Electronic Permitting User Guide (ePermits)

Broward County Building Code Division holds permitting jurisdiction for properties in Broward Municipal Services District (Unincorporated Broward County).

Please contact Building@broward.org for more [ePermit](#) related questions for Unincorporated Broward County.

Please note that the ePermit User account is not transferable. Only one email address can be assigned to the ePermit User account.

The screenshot shows the Broward.org website's ePermits Online section. The header features the Broward.org logo with the tagline "Our Best. Nothing Less." and a search bar labeled "Search County Government". A navigation menu includes links for Home, ePermits Partners, Help Resources, Contacts, and Feedback. The main content area is titled "ePermits Online" and contains a "Sign In" button and a "Register" button. A large white box in the center provides a welcome message and lists the capabilities of the ePermits system: accessing the new system, applying for permits, uploading plans, and paying fees. It also provides instructions for first-time users to register and sign in, and lists contact information for various departments: Asbestos (asbestohelp@broward.org), Development and Environmental Review (DERPlans@broward.org), Building Permits (building@broward.org), and All other Inquiries (ECP@broward.org). A footer section includes the Broward County Florida logo and a list of links: Broward.org, Feedback, Terms of Use, Accessibility Statement, and Subscribe. The screen ID 1000000 is visible in the bottom right corner.

Broward.org
Our Best. Nothing Less.

Search

Home ePermits Partners Help Resources Contacts Feedback

ePermits Online

[Sign In](#)
[Register](#)

Welcome to Broward County's ePermits System. Through this Portal, you can currently:

- Access our new and improved **ePermits** system that can be used to apply for a permit, upload plans and documents, and pay fees.

Please [Register](#) to request access if you are a first time user. Once access is granted you can [Sign In](#) and access ePermits system.

If you have any questions, Please contact:

Asbestos: asbestohelp@broward.org

Development and Environmental Review: DERPlans@broward.org

Building Permits: building@broward.org

All other Inquiries: ECP@broward.org

Thank you for being a valued customer of Broward County.

Screen ID: 1000000

Broward County Florida

- Broward.org
- Feedback
- Terms of Use
- Accessibility Statement
- Subscribe



Permits not eligible for BMSD ePermits

The following locations are currently not eligible for ePermits:

- Owner-Builder permits
- Fort Lauderdale Airport (FLL). Physical permit package must be submitted to:

4101 Ravenswood Road, Suite 300

Dania Beach, FL 33312

Office Hours: Monday-Friday, 7:30AM-3:30PM

- Interlocal agreement municipalities (i.e., Village of Lazy Lake, Quiet Waters Park, North Lauderdale)
- If the initial submittal was in-person, all subsequent submittals must be in person.
- Plan Review requires physical submittal.

If physical submittal is required, the physical permit package must include completed permit application(s), two sets of plans and supporting documents.

Physical permit application submittals for Unincorporated Broward County are to be submitted to:

Broward County Building Code Division

2307 West Broward Boulevard, Suite 300 (3rd Floor)

Fort Lauderdale, FL 33312

Office Hours: Monday-Friday, 8:00AM-3:30PM





Requirements

- Qualifier's license must be registered with Broward County Building Code Division. Or Qualifier must hold a Broward County Certificate of Competency or eligible business tax receipt.
- Current version of the "Broward County Uniform Permit Application(s)" must be uploaded with supporting documents for all submittals (e.g., Initial submittal, Change of Plans, Change of Contractor, Surveys, subsequent Product Approvals, etc.)
- Permit Application Fee must be paid prior to plan review.
- Once the ePermit application is accepted, all subsequent submittals for the application must be uploaded through the ePermit User account. No physical document submittals will be accepted.
- Insurance requirements: General Liability and Workers Compensation coverage must be current prior to issuance of the permit(s).
- For job values equal to or greater than \$5,000.00 or \$15,000.00 for air conditioner replacement and repairs, a Notice of Commencement must be recorded. **A current certified copy** of the recorded Notice of Commencement must be obtained. A copy must be submitted (building@broward.org) to our building department prior to scheduling the first inspection.
- Required forms: [Forms Building Code and Permits](#)
- Please add noreply@broward.org and building@broward.org to stay current on electronic mail notifications sent from Broward County Building Code Division.



Submitting an ePermit Building Permit application

1. Sign into your ePermit OneStop account with the registered ePermit email: [EPermits - Home](#)

BROWARD.org
Our Best. Nothing Less.

Search

Home ePermits Partners Help Resources Contacts Feedback

ePermits Online

[Sign In](#)
[Register](#)

Welcome to Broward County's ePermits System. Through this Portal, you can currently:

- Access our new and improved **ePermits** system that can be used to apply for a permit, upload plans and documents, and pay fees.

Please [Register](#) to request access if you are a first time user. Once access is granted you can [Sign In](#) and access ePermits system.

If you have any questions, Please contact:

Asbestos: asbestoshelp@broward.org

Development and Environmental Review: DERPlans@broward.org

Building Permits: building@broward.org

All other Inquiries: ECP@broward.org

Thank you for being a valued customer of Broward County.

Screen ID: 1000000

BROWARD COUNTY FLORIDA

- Broward.org
- Feedback
- Terms of Use
- Accessibility Statement
- Subscribe





[Sign In](#)

AccessBROWARD

[Home](#) [Sign In](#) [Register](#) [Help](#)

Sign In

If you already have an account, please enter your email and password.

Email

Password

☐ Keep me signed in

[Forgot your password?](#)

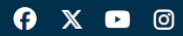
[Sign In](#)

Don't have an AccessBROWARD Account?
[Register here.](#)



- [Contact Us](#)
- [Comments and Suggestions](#)
- [Report a Complaint](#)

- [Broward.org](#)
- [Terms of Use](#)



2. Select "Submit Application".

BROWARD.org
Our Best. Nothing Less.

Search

Home ePermits Partners Help Resources Contacts Feedback

ePermits Online

[New Application](#)
[Submit Application](#)

[Manage Application](#)
[My Projects](#)
[My Applications Status](#)
[Follow a Project](#)
[Enter BP/CO Information](#)
[Preview Application Documents](#)

[Update Application](#)
[Sign Application](#)
[Sign and Seal Documents](#)
[Upload Documents](#)
[Add Related Parties](#)
[Pay Fees](#)

[Sign Out](#)

Welcome to My Home Page for the Broward County ePermits online application system.

Select from the options on the left to submit a new application or update an existing application.

For instructions, application links, and contact information, click on **Help Resources** at the top of the page.

Signed In As: BUILDING_FB884D78

Screen ID: 100000

- Broward.org
- Feedback
- Terms of Use
- Accessibility Statement
- Subscribe



3. Select "BCS Master Permit" in the "Plan Review or Permit Type:" drop-down. Read "Terms of Use" and select "I Agree".

Search

[Home](#) [ePermits Partners](#) [Help Resources](#) [Contacts](#) [Feedback](#)

New Application

Submit Application

Manage Application

My Projects

My Applications Status

Follow a Project

Enter BP/CO Information

Preview Application Documents

Update Application

Sign Application

Sign and Seal Documents

Upload Documents

Add Related Parties

Pay Fees

Sign Out

Select an ePermit or ePlan Review

Please select the Permit or Plan Review you are applying for from drop down below:

Plan Review or Permit Type:

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Terms of Use

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct and that all work will be done in compliance with all applicable laws regulating construction and zoning.

By clicking "I Agree" you agree to the terms of use.

*** BCS Master Permit application only processing for Unincorporated Broward County.**

*** Currently only contractors can qualify to apply for a permit online ***

Signed In As: BUILDING_FB884D78

Screen ID: 23613846



- [Broward.org](#)
- [Feedback](#)
- [Terms of Use](#)
- [Accessibility Statement](#)
- [Subscribe](#)



Please note: If there is an “BCS Master Permit Application UNSUBMITTED”, select “My Application Status” and select “BCS Master Permit Application UNSUBMITTED” to use as the new submittal.

⊗ You have an UNSUBMITTED ePermit(s) for BCS Master Permit.
Please select "My Applications Status" under the Manage Application options on the left
and choose a bold UNSUBMITTED BCS Master Permit to continue.

Select an ePermit or ePlan Review

Please select the Permit or Plan Review you are applying for from drop down below:

Plan Review or Permit Type: BCS Master Permit

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Terms of Use

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct and that all work will be done in compliance with all applicable laws regulating construction and zoning.

By clicking "I Agree" you agree to the terms of use.

*** BCS Master Permit application only processing for Unincorporated Broward County.**

*** Currently only contractors can qualify to apply for a permit online ***



Search

[Home](#) [ePermits Partners](#) [Help Resources](#) [Contacts](#) [Feedback](#)

My Application

New Application

Submit Application

Manage Application

My Projects

My Applications Status

Follow a Project

Enter BP/CO Information

Preview Application Documents

Update Application

Sign Application

Sign and Seal Documents

Upload Documents

Add Related Parties

Pay Fees

Sign Out

Permit Type	ePermit ID	Application Number	Application Status	Created Date	Project Name
BCS Master Permit	UNSUBMITTED			Nov 25, 2025	

Signed In As: BUILDING_FB884D78

Screen ID: 23612876



- [Broward.org](#)
- [Feedback](#)
- [Terms of Use](#)
- [Accessibility Statement](#)
- [Subscribe](#)



- Complete the required fields (*) on the online application. When entering the Qualifier's name, enter the last name, only, and select the "Tab" key to select the applicable Qualifier.

The screenshot shows the Broward.org online application portal. The header includes the Broward.org logo with the tagline "Our Best. Nothing Less." and a search bar labeled "Search County Government". The navigation menu contains links for Home, ePermits Partners, Help Resources, Contacts, and Feedback.

The main content area features a breadcrumb trail: Project Information > Location > Related Parties > Document Upload > Sign Application. On the left, there are two columns of buttons. The first column includes "New Application", "Submit Application", "Manage Application", "My Projects", "My Applications Status", "Follow a Project", "Enter BP/CO Information", "Preview Application Documents", "Update Application", "Sign Application", "Sign and Seal Documents", "Upload Documents", "Add Related Parties", "Pay Fees", and "Sign Out". The second column contains the application form.

The application form is titled "Project Information" and includes the following fields:

- Parcel ID:** A text input field with a "GO" button. A note indicates "(ie. BCPA Property ID# 504215010130)" and a link to the "BCPA website".
- Master Permit Type:** A dropdown menu currently set to "(None)".
- Permit Information:** A section with several dropdown menus and text input fields:
 - Permit Work Type:** Dropdown menu set to "(None)".
 - Flood Zone:** Dropdown menu set to "(None)".
 - BFE:** Text input field.
 - Floor Area:** Text input field.
 - Job Value:** Text input field with an asterisk (*) indicating it is required.
 - Building Use:** Dropdown menu set to "(None)".
 - Construction Type:** Dropdown menu set to "(None)".
 - Occupancy Group:** Dropdown menu set to "(None)".
 - Present Use:** Dropdown menu set to "(None)".
 - Proposed Use:** Dropdown menu set to "(None)".
 - Description of Work:** Text input field with an asterisk (*) indicating it is required.
- Permit Holder Information:** A section with a text input field for "Qualifier's Name" and a "GO" button. A note below the field says "(Example: Lastname, Firstname)".

At the bottom of the form, there are "Back" and "Next" buttons. The footer of the page includes the Broward.org logo, a list of links (Broward.org, Feedback, Terms of Use, Accessibility Statement, Subscribe), and a small Broward County Sheriff's Office logo.

New Application

Submit Application

Manage Application

My Projects

My Applications Status

Follow a Project

Enter BP/CO Information

Preview Application Documents

Update Application

Sign Application

Sign and Seal Documents

Upload Documents

Add Related Parties

Pay Fees

Sign Out

Parcel ID: * 504205450010 (ie. BCPA Property ID# 504215010130) [BCPA website](#)

Tax Folio No: 0205-45-0010

Job Address: 2601 W BROWARD BLVD

UNINCORPORATED FL 0

Jurisdiction: Unincorporated

Legal Description: BROWARD COUNTY PUBLIC SAFETYCOMPLEX 141-47 BPARCEL A

** If Parcel info above may be incorrect, please contact us at (954) 765-4400 ext. 9815 **

Master Permit Type: * RFRP: ROOF REPAIR

Permit Information

Permit Work Type:

Flood Zone:

BFE:

Floor Area:

Job Value: * 5,000.00

*** Notice of Commencement must be recorded ***

Building Use: *

Construction Type:

Occupancy Group:

Present Use: *

Proposed Use: *

Description of Work: *

Permit Holder Information

Qualifier's Name: *

(Example: Lastname, Firstname)

Signed In As: BUILDING_FB884D78

Screen ID: 23754185



- [Broward.org](#)
- [Feedback](#)
- [Terms of Use](#)
- [Accessibility Statement](#)
- [Subscribe](#)



5. Select "Next" to proceed to the next page to enter the Property Owner details and Permit Holder License details. If the Property Owner details are not current, proceed with the submittal process. The permit details will be updated if the ePermit application is accepted.

Our Best. Nothing Less.

Search  Search County Government

[Home](#) [ePermits Partners](#) [Help Resources](#) [Contacts](#) [Feedback](#)

[Project Information](#) [Location](#) [Related Parties](#) [Document Upload](#) [Sign Application](#)

[New Application](#)
[Submit Application](#)

[Manage Application](#)
[My Projects](#)
[My Applications Status](#)
[Follow a Project](#)
[Enter BP/CO Information](#)
[Preview Application Documents](#)

[Update Application](#)
[Sign Application](#)
[Sign and Seal Documents](#)
[Upload Documents](#)
[Add Related Parties](#)
[Pay Fees](#)

[Sign Out](#)

Signed In As: BUILDING_FB884D78

Screen ID: 23754333

Verify the Parcel Address and Owner details and select a License Number

Property Owner Information

Property Owner: BROWARD COUNTY BROWARD CO GOVERNMENTAL CENTER

Owner's Address: *

City, State and Zip: *

Phone: () -

Email:

Permit Holder License

Qualifier's Name:

* Select a license number or business tax receipt (for scopes of work not requiring a license)

CC Number:

State License:

Business Tax Receipt:

[Back](#) [Next](#)



- Broward.org
- Feedback
- Terms of Use
- Accessibility Statement
- Subscribe



6. Select "Next" to proceed to the next page, if applicable, complete the fields for "Related Parties"



Search  Search County Government

[Home](#) [ePermits Partners](#) [Help Resources](#) [Contacts](#) [Feedback](#)

[New Application](#)
[Submit Application](#)

[Manage Application](#)
[My Projects](#)
[My Applications Status](#)
[Follow a Project](#)
[Enter BP/CO Information](#)
[Preview Application Documents](#)

[Update Application](#)
[Sign Application](#)
[Sign and Seal Documents](#)
[Upload Documents](#)
[Add Related Parties](#)
[Pay Fees](#)

[Sign Out](#)

Contracting Company Information
Contracting Co.:
Company Address:

Architect / Engineer's Information
Architect / Engineer's Name: *
Architect / Engineer's Address: *
City: * State: * Zip: *
Phone: * () - Email: *
Bonding Company Information
Bonding Company Name:
Bonding Company Address:
City: State: Zip:
Fee Simple Titleholder's Information (if other than owner)
Fee Simple Titleholder's Name:
Fee Simple Titleholder's Address:
City: State: Zip:
Mortgage Lender's Information
Mortgage Lender's Name:
Mortgage Lender's Address:
City: State: Zip:

[Back](#) [Next](#)

Signed In As: BUILDING_FB884D78

Screen ID: 23754010



- [Broward.org](#)
- [Feedback](#)
- [Terms of Use](#)
- [Accessibility Statement](#)
- [Subscribe](#)



7. Select "Next" to proceed to the next page to upload the applicable documents for the scope of work (permit type).

Please note at least one uploaded document must be selected as a "Supplemental Document" for the "Document Type".

If you are unable to upload documents, please email building@broward.org

Upload Documents

Project Name:

0205-45-0010

Type:

BCS Master Permit

- Upload of Environmental Review Approval Certificate:
Plans that require review from Engineering, Development and Environmental Review, Asbestos.
- * **Notice of Commencement must be recorded and upload recorded document.**

Uploading New Documents

1. Click the "+ Upload Files" button to select files you wish to upload from your computer. Alternatively, you can drag and drop your files into the designated upload area on the screen.

2. In the document type drop-down field, you must select at least one document type. Example: "Electrical, Plumbing".

3. Permit Application is mandatory.

+ Upload Files

☐ File Name

Document Type

Comments

Drop Files Here

Back

Next

The logo of the Broward County Sheriff's Office, featuring a circular seal with the text "BROWARD COUNTY" and "SHERIFF'S OFFICE" around the perimeter, and a central emblem.

8. Email confirmation will be sent to the applicant. If the ePermit application is accepted, Building Code Staff (@broward.org) will reply with an email to pay the Permit Application fee or Initial Plan Review fees (if applicable) and the master permit application number (i.e., 25-00000).

If the ePermit application is not accepted, Building Code Staff will reply with the rejection reason

For your convenience, outstanding fees can be paid online clicking [here](#)

Note: Plan review comments can be tracked by clicking [here](#) .

Corrections

Notification will be sent from noreply@broward.org if the plan review is approved or rejected.

This is an automatically generated email from Building Code Division about your Permit 24-00 , please do not respond.



noreply@broward.org

To ○

○ Building

Subsequent Plan Review fees can be paid online: [BCS - Search for Permit](#)

IMPORTANT:

If corrections are required, the document that will be replaced with the correction MUST have the same document name as the document that requires the correction (Plan Review comments)

1. Log into your ePermit User account and select “My Application Status”. Select the applicable application (0000333445 – 25-00000)
2. Select “Upload Docs” and “Upload New Version”. Upload the corrected document as the replacement to the existing document/plan using the same document name (e.g., plan.pdf)

Project	BCS Permit	Parties	Upload Docs	eSign App
---------	------------	---------	-------------	-----------

Project Name: 0205-35-0090; EFA: ELEC-FIRE ALARM; UNINCORPORATED FL 0	Type: BCS Master Permit
ePermit ID: 0000346376	Application #: 25-00666



Uploaded Documents

Instruction Text - BCS Master Permit BCS Supplemental Documents

1 item selected		+ Upload New Version	Exclude Document
File Name	Document Type		Markup
(1) Supplemental Documents			
☐ SupplementalDocument_testdoc.pdf	Supplemental Document		
(3) Existing Documents			
☐ Fire_Plan.pdf	Fire		
☐ Mechanical_Plan.pdf	Mechanical		
☒ Plumbing_Plan.pdf	Plumbing		



Uploaded Documents

Instruction Text - BCS Master Permit BCS Supplemental Documents

1 item selected

+ Upload New Version

Exclude Document

File Name	Document Type		Markup
- (1) Supplemental Documents			
☐ SupplementalDocument_testdoc.pdf	Supplemental Document		-
- (3) Existing Documents			
☐ Fire_Plan.pdf	Fire		-
☐ Mechanical_Plan.pdf	Mechanical		-
☒ Plumbing_Plan.pdf	Plumbing		

Approvals

Notification will be sent from noreply@broward.org if the plan review is approved. This notification will include the online payment [link](#).

Permits will not be issued until the permit fees are paid.

This is an automatically generated email from Building Code Division about your Permit 24-00 , please do not respond.

noreply@broward.org
To

Building

To review and download approved documents:

1. Select "My Application Status" and select the application BCS Master Permit




Our Best. Nothing Less.

Search County Government

[Home](#)
[ePermits Partners](#)
[Help Resources](#)
[Contacts](#)
[Feedback](#)

My Application

[New Application](#)
[Submit Application](#)

[Manage Application](#)

[My Projects](#)
[My Applications Status](#)
[Follow a Project](#)

[Enter BP/CO Information](#)
[Preview Application Documents](#)

[Update Application](#)
[Sign Application](#)
[Sign and Seal Documents](#)
[Upload Documents](#)
[Add Related Parties](#)
[Pay Fees](#)

[Sign Out](#)

Permit Type	ePermit ID	Application Number	Application Status	Created Date	Project Name
BCS Master Permit		25-0090	Primary Permit Issued Nov 25, 2025	0205-35-0090; EFA: ELEC-FIRE ALARM; UNINCORPORATED FL 0	

2. Select "Upload Docs". Select the "View" image under "Approved Documents" to review and download approved documents. Approved plans, documents, and permit card must be printed to scale for inspections.

[Project](#)
[BCS Permit](#)
[Parties](#)
[Upload Docs](#)
[eSign App](#)

Upload Documents

Project Name: 0205-35-0090
 Type: BCS Master Permit

- Upload of Environmental Review Approval Certificate:
Plans that require review from Engineering, Development and Environmental Review, Asbestos.
- * **Notice of Commencement must be recorded and upload recorded document.**

Approved Documents

View	Document Type	Approved Date
	Electrical	Dec 24, 2025

Supplemental Documents

Group by: ☐ Type
 Filter by: ☐ Includes Markup

File Name	Document Type	Co...	Markup
- (2) Approved Documents			



Revisions (Change of Plans)

For revisions, ePermit renewal/extension requests, ePermit cancellation requests, Change of Contractor requests, select "Revision" once logged into your ePermit account:

1. Select "Submit Application" and select "BCS Master Permit"
2. Enter the Parcel ID number and select the applicable "Master Permit Type".
3. Select "Permit Work Type", select "Revision" and enter the building permit number (e.g. 25-00000).

The screenshot shows the Broward.org ePermit application interface. The header includes the Broward.org logo and a search bar. The navigation menu has links for Home, ePermits Partners, Help Resources, Contacts, and Feedback. The main content area is titled "Project Information" and includes a sidebar with options like "New Application", "Manage Application", "Update Application", and "Sign Out". The main form fields are as follows:

- Parcel ID:** * 504205450010 [GO] (ie. BCPA Property ID# 504215010130) [BCPA website](#)
- Tax Folio No:** 0205-45-0010
- Job Address:** 2601 W BROWARD BLVD
UNINCORPORATED FL 0
- Jurisdiction:** Unincorporated
- Legal Description:** BROWARD COUNTY PUBLIC SAFETY COMPLEX 141-47 BPARCEL A
** If Parcel info above may be incorrect, please contact us at (954) 765-4400 ext. 9815 **
- Master Permit Type:** * RFRP: ROOF REPAIR
- Permit Information**
 - Permit Work Type:** Revision
 - Permit Number:** *
 - Flood Zone:** (None)
 - BFE:**
 - Floor Area:**
 - Job Value:** * 5,000.00 * Notice of Commencement must be recorded *
 - Building Use:** * Institutional
 - Construction Type:** (None)
 - Occupancy Group:** (None)
 - Present Use:** * COUNTY-OTHER THAN ABOVE
 - Proposed Use:** * COUNTY-OTHER THAN ABOVE
 - Description of Work:** *
- Permit Holder Information**
 - Qualifier's Name:** [Redacted] [GO]

At the bottom of the form are "Back" and "Next" buttons.

4. The following documents must be uploaded.
 - Completed Broward County Uniform Permit Application (current version). Only for Change of Plans (Revisions), Change of Contractor Requests (for proposed new



Contractor) and Documents that require trade review approval. The completed permit application is not required for Permit Renewal/Extension and Permit Cancellation requests.

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION		Revised 11-14-2025
Select One Trade: ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Other		
Private Provider? ☐ YES ☐ NO If yes, attach Form # 61G20-2.005-2002.01		
Application Number:		Application Date:
1	Job Address:	Unit: City:
	Tax Folio No.:	Flood Zn: BFE: Floor Area: Job Value:
	Building Use:	Construction Type: Occupancy Group:
	Present Use:	Proposed Use:
	Description of Work:	
	☐ New ☐ Addition ☐ Repair ☐ Alteration ☐ Demolition ☐ Revision ☐ Other:	
	Legal Description: ☐ Attachment	
2	Property Owner:	Phone: Email:
	Owner's Address:	City: State: Zip:
3	Contracting Co.:	Phone: Email:
	Company Address:	City: State: Zip:
	Qualifier's Name:	☐ Owner-Builder License Number:
	☐ License Exempted per F.S. 489.117(4)(a)1	Business Tax Receipt Number:



BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Job Address:

Unit:

City:

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

X

Signature of Property Owner or Agent (Including Contractor)

STATE OF FLORIDA
COUNTY OF

Sworn to (or affirmed) and subscribed before me by means of
physical presence or online notarization, this day of
, 20 by

(Type/Print Property Owner or Agent Name)

NOTARY'S SIGNATURE as to Owner or Agent's Signature

Notary Name

(Print, Type or Stamp Notary's Name)

Personally Known

Produced Identification

Type of Identification Produced

X

Signature of Qualifier

STATE OF FLORIDA
COUNTY OF

Sworn to (or affirmed) and subscribed before me by means of
physical presence or online notarization, this day of
, 20 by

(Type/Print Qualifier or Agent Name)

NOTARY'S SIGNATURE as to Qualifier or Agent's Signature

Notary Name

(Print, Type or Stamp Notary's Name)

Personally Known

Produced Identification

Type of Identification Produced

APPROVED BY:

FOR OFFICE USE ONLY

Permit Officer

Issue Date:

FOR OFFICE USE ONLY

Code in Effect:

FOR OFFICE USE ONLY



Permit Statuses

- Submitted – ePermit application was received and under review.
- Plan Review – documents under applicable trade review.
- Waiting for Customer – Plan Review was rejected, and comments need to be addressed.
- Customer has Plans – ePermit document(s) was not accepted and is pending correction in ePermit User account. Physical pickup is not required for ePermits
- Closed – Plan Review approved and completed.
- Reviews Complete – Plan Review has been approved, and pricing is pending.
- Pending or Waiting for Payment – Payment required. Please see attached Fee Statement for outstanding fees. For your convenience, outstanding fees can be paid online by clicking [here](#).
- Ready to Issue – completed permit application is required for the sub-permit prior to pricing and issuance.
- Permit Issued – the permit is issued.
- Permit Final – Approved Inspections performed, and sub-permit is closed.
- Completed – Master Permit is closed.

Schedule Inspections

After the permit is issued, inspections can be scheduled online: [BCS - Request Inspection](#). A Phone Access Code is required. The Phone Access Code is located on the Fee Statement. Please see the example below.

Building Code Division

2307 West Broward Boulevard | Suite 300 ~ Fort Lauderdale, FL 33312 ~ Phone 954-765-4400

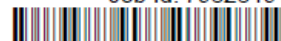
Permit Number:

Processed Date: 08/26/2025

Job Id: 79828491

Permit Type:

P002: PLBG: SEWER HOOK-UP Primary



Phone Access Code: 3816264

CALL 954-497-1320 to schedule inspection

Do not let your permit expire: [Building Permits Permit Renewal](#)



Broward County's ePermit's Help Guide.

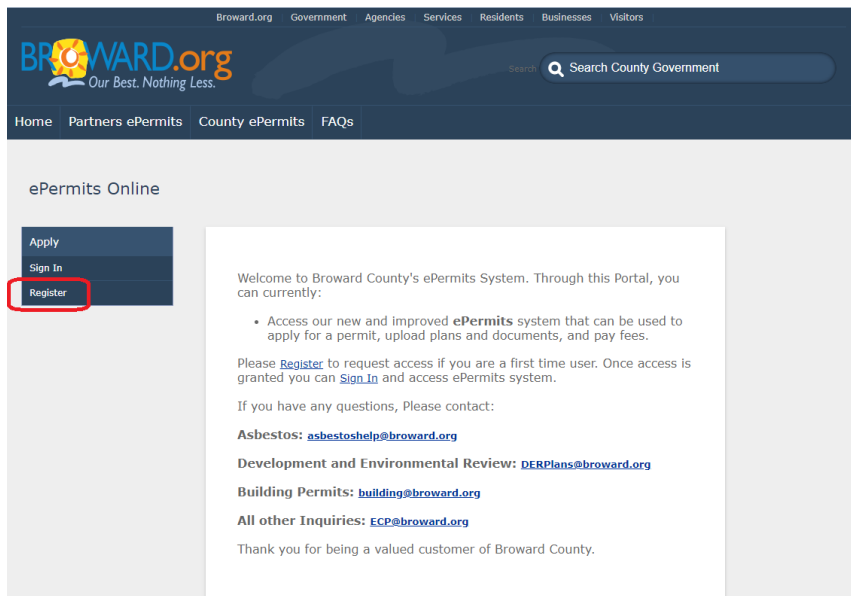
Table of Contents

How to create an ePermit account	2
Guide for how to Manage an Application	4
My Projects	4
My Applications	4
Follow a Project	5
Guide for how to Update an Application	6
Sign Application	6
Sign and Seal Documents	7
Upload Documents	8
Add Related Parties	9
Pay Fees	10

Broward County's ePermit's Help Guide.

How to create an ePermit account

1. Go to <https://dpepp.broward.org/EPermitsAPP/Default.aspx>
2. Click **“Register”**



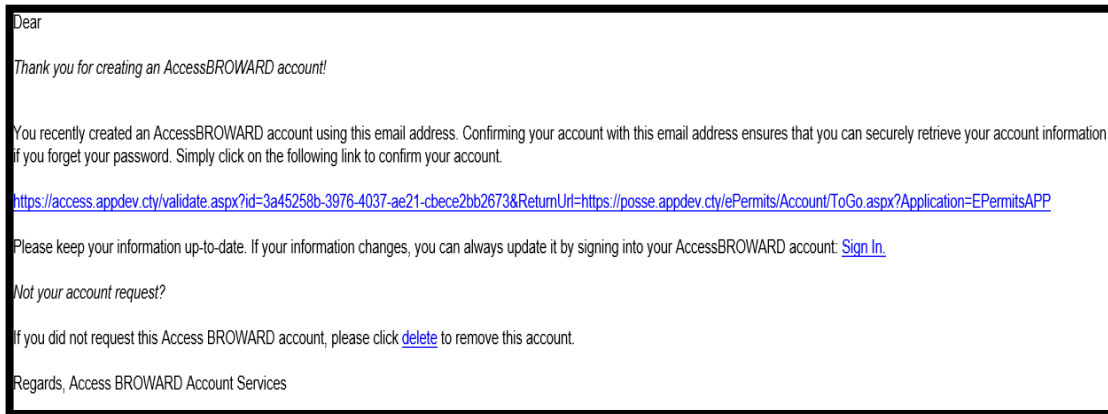
3. Fill in all pertinent information for a login. Click **“Create My Account”**
Please choose a generic email address that you will have access to when creating the profile and avoid selecting an address for a specific individual as this may present future issues if that person is no longer with the organization. E.g. (business@businessname.com)

A registration form with three input fields: 'Email', 'Password', and 'Reenter Password'. Below the fields is a blue button labeled 'Create My Account'.

4. You will see the following message after registering.

You're almost finished. You have successfully created your account and an email was sent to [email address]. Please check your email and click on the link to confirm your AccessBROWARD account. You will be able to sign in after you confirm your new account.

5. You will then get an email asking for you to click on the link to validate your new account.



6. Once you click the link, you will be asked to create your profile. Enter the information requested and click “Create Profile”.

Create Profile

Create your AccessBROWARD Profile to continue.

First Name

Last Name

Postal Code

[Create Profile](#)

7. You will see the screen below with the message in green saying your account has been validated.

Your AccessBROWARD account is now validated and ready for use. Simply sign in to continue.

BROWARD.org
Our Best. Nothing Less.

AccessBROWARD

Home [Sign In](#) [Register](#) [Help](#)

Sign In

If you already have an account, please enter your email and password.

Email

Password

☐ Keep me signed in

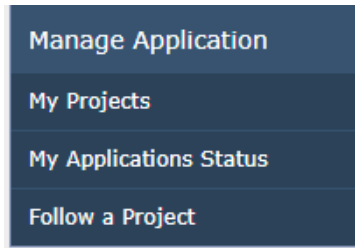
[Forgot your password?](#)

[Sign In](#)

Don't have an AccessBROWARD Account?
[Register here.](#)

Guide for how to Manage an Application

This guide will assist on how to manage your submitted ePermit application under the **Manage** section on the ePermits home page. This section provides instant access to submitted applications, projects you may be following, and access to follow other existing projects.



My Projects

- When you select this option, you will see a list of projects that either you submitted or follow. This will include the project name, created date, and created by information. You can drill down into each project by selecting/clicking it to see more information.

Initial project information.

Project Name	Created Date	Created By
1320 NE 16TH ST - FAMILY DWELLING	Dec 26, 2023	DANIAHOME
19TH St. Townhomes Fort Lauderdale Habitat for Humanity	Jan 24, 2024	MCARTOSSA-KEITHTEAM

Additional information when selected.

Permit Type	ePermit ID	ePermit Status	Application Number	License Status	Created Date	Project Name
Development and Environmental Review	0000272420	SUBMIT	448766	Fees Satisfied	Dec 26, 2023	1320 NE 16TH ST - FAMILY DWELLING

- Here you can see the type of ePermit submitted, ePermit number, status, application number (if applicable), application status, created date and project name.
- Further selecting the permit will then give all the information that was provided for the application. You can view documents, related parties, signatures.

Project

Parties

eSign & Seal (SHA-1)

View Docs

eSign App

Approval Certificates

Details

Details

Project Name:

1320 NE 16TH ST - FAMILY DWELLING

Type:

Development and Environmental Review

ePermit ID:

0000272420

Application Number:

448766

Folio Number:

494234028160

Street Number

Pre Direction

Street Name

Street Type

Unit Number

City

Zip Code

Zip Extension

Alternate Location

1320

NE

16

ST

A&B

Fort Lauderdale

33304

My Applications Status

- When you select this option, you are given a list of all the applications you submitted. This is different than My Projects since it does not provide any information about projects you are following. You will see the same information as if you selected the project.

Permit Type	ePermit ID	ePermit Status	Application Number	License Status	Created Date	Project Name
AQ Air License	0000010365	FINISH			Sep 28, 2015	Test Roldee

From My Applications you can also see all the information you provided in the application, and see additional options like:

- Upload Docs – Here you can upload any additional documents requested by the permitting section like updated plans or applications.
- eSign & Seal (SHA-1) – this option lets you generate a SHA-1 for any documents that require a Sign & Seal.
- eSign Application – this option lets you see if an application is missing a signature or lets you view the signature on an application.

Project	Upload Docs	eSign & Seal (SHA-1)	View Docs	Details	Details
---------	-------------	----------------------	-----------	---------	---------

Project Name: AO-140003
 Type: AQ Air License
 ePermit ID: 0000057633
 Application Number: None
 Folio Number:

Follow a Project

This option gives you the ability to follow an existing project that was submitted by another party (E.g. submitted by engineer or a different employee in the same company). If you know the name of the project, you can enter it in the search bar and select **“Search”**.

Project Name:

Use '%' for partial searches. For example, to find all projects with "Development" in the Project Name, search for Project Name: "%Development%".

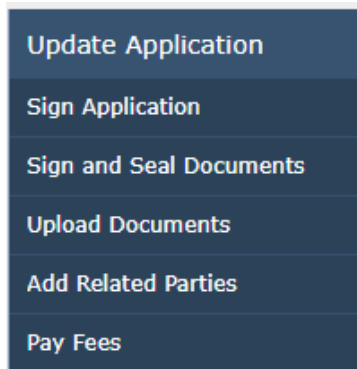
Notice the use of the % when you are doing a partial search. This gives you more results as shown below.

Relate Project?	Project Name
☒	20th FLOOR LAW OFFICE LOBBY RENOVATION
☐	20th Floor Corridor
☐	20th Floor Corridor at 110 East Broward

Check the project you want to select, and press **“Submit”**. After pressing submit the check will disappear and you can now select the project you are interested in.

Project Name	Created Date	Created By
1320 NE 16TH ST - FAMILY DWELLING	Dec 26, 2023	DANIAHOME
19TH St. Townhomes Fort Lauderdale Habitat for Humanity	Jan 24, 2024	MCARTOSSA-KEITHTEAM
19TH St. Townhomes Fort Lauderdale Habitat for Humanity	Jan 24, 2024	MCARTOSSA-KEITHTEAM
20th FLOOR LAW OFFICE LOBBY RENOVATION	Dec 10, 2018	Monica Nunez

Guide for how to Update an Application



- Update Application
- Sign Application
- Sign and Seal Documents
- Upload Documents
- Add Related Parties
- Pay Fees

Sign Application

- You will use this option if you need to sign an ePermit application, or if the application requires an additional signature for a related party(ies).



Sign Application

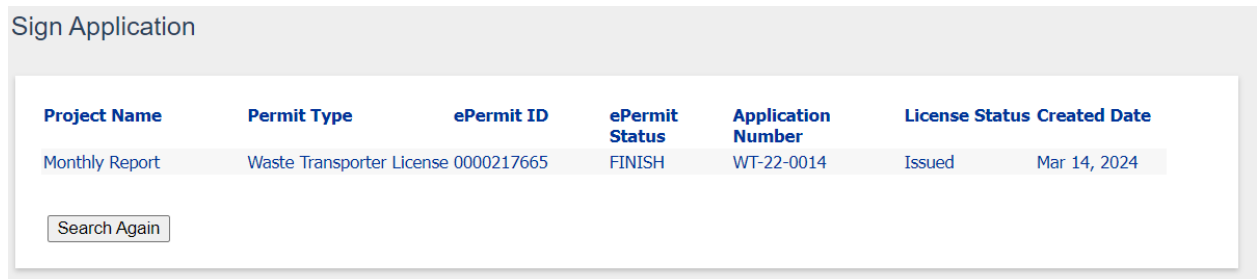
Enter one of the following fields to search:

Project Name:

ePermit ID:

Application Number:

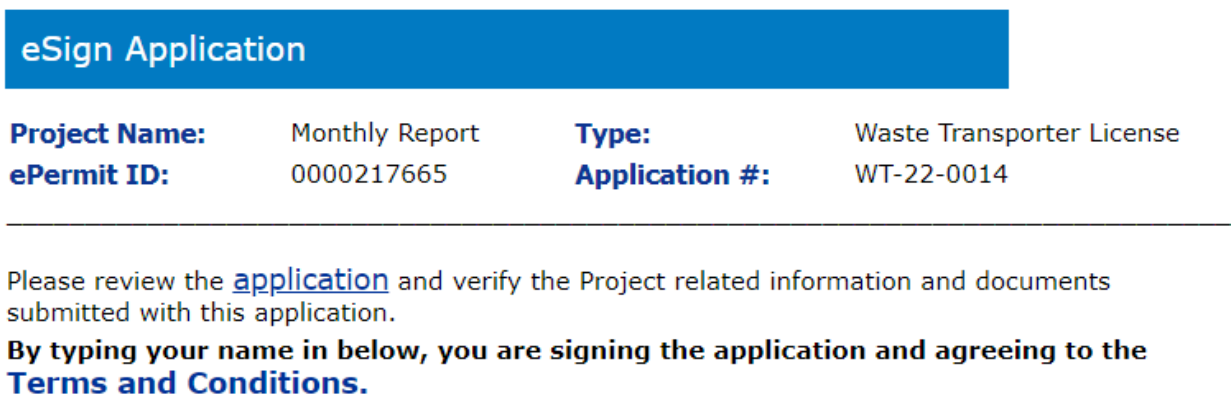
Use '%' for partial searches. For example, to find all projects with "Development" in the Project Name, search for Project Name: "%Development%".



Sign Application

Project Name	Permit Type	ePermit ID	ePermit Status	Application Number	License Status	Created Date
Monthly Report	Waste Transporter License	0000217665	FINISH	WT-22-0014	Issued	Mar 14, 2024

- If a signature is required, you will see the option to sign as shown below.



eSign Application

Project Name:	Monthly Report	Type:	Waste Transporter License
ePermit ID:	0000217665	Application #:	WT-22-0014

Please review the [application](#) and verify the Project related information and documents submitted with this application.

By typing your name in below, you are signing the application and agreeing to the [Terms and Conditions](#).

Sign and Seal Documents

- This option allows you to generate a sign and seal document (SHA-1) if it is required by the document type you uploaded. You can search by project name, ePermit number, and application number.
FYI: (Only Development and Environmental Review permits use application numbers)

Sign and Seal Documents

Enter one of the following fields to search:

Project Name:

ePermit ID:

Application Number:

Use '%' for partial searches. For example, to find all projects with "Development" in the Project Name, search for Project Name: "%Development%".

Search

- Once you click **“search”**, your application will appear, and you can select it.

Sign and Seal Documents

Project Name	Permit Type	ePermit ID	ePermit Status	Application Number	License Status	Created Date
Monthly Report	Waste Transporter License	0000217665	FINISH	WT-22-0014	Issued	Mar 14, 2024

Search Again

- You will be taken to the screen shown below where you will need to select the document you want to print and click **“Print Report”**.

Job 091019303-001 (0000217665)

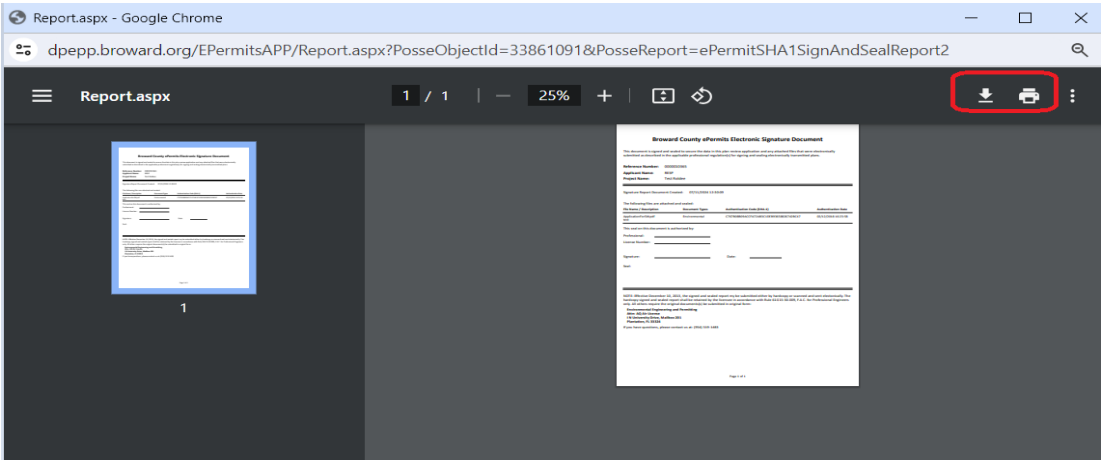
Please select documents for EPermits Electronic Signature Report

Project Name: Monthly Report Type: Waste Transporter License
ePermit ID: 0000217665 Application #: WT-22-0014

Electronic Signature Document Report?	File Name	Discipline	Upload Date
☒	test doc.pdf	Architectual	Jun 27, 2024

Print Report

- A new window with the SHA-1 will open and you can download, print, and sign it.





Public Works and Environmental Services Department

BUILDING CODE DIVISION | BUILDING PERMITTING

2307 W. Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400

This information is provided by the Broward Municipal Services District (Unincorporated Broward County) in conjunction with the Greater Fort Lauderdale Alliance's "Building One Broward" initiative.

Once completed please send to pdoty@gflalliance.org & POST on your City's Permitting web site.

	Response	Response/Comments/Notes	Description of Services
GENERAL INFORMATION			
Hours of Operation			What hours is the department open/closed for permit and inspection services?
Address		Riverbend Corporate Park 2307 West Broward Blvd., Suite 300 Fort Lauderdale, FL 33312	Address of building department
Phone Number - Building Department		(954) 765-4400	Phone number for building department
Phone Number - Permitting		(954) 765-4400 Option 1	Phone number for permitting
Phone Number - Inspections		(954) 831-4000 OR schedyule online https://dpepp.broward.org/BCS/Default.aspx?PossePresentation=SearchForPermitToRequestInspection	Phone number for inspections
Master Phone List	Yes	https://www.broward.org/Building/AboutUs/Pages/ContactUs.aspx	Is there a public phone list of Plan Reviewers, Inspectors and other building staff? If so, what is the link?
Changes Due to Covid	Yes or No	Walk-in services have resumed. However, our agency does promote and offer virtual services for meetings.	Are there changes that have been implemented due to Covid (i.e., no inside service, etc.). If so, please specify
Website		https://www.broward.org/Building/Pages/default.aspx	Building department website
FEES & PAYMENTS			
Anticipated Fees	Yes	Permit fees are 1.85% of the job value. Plan Review fees which are a hourly rate. Please see attached Fee Statement that is on our published Administrative Code. https://library.municode.com/fl/broward_county/codes/administrative_code?nodeId=CH40FEOTCHENPRGRMADE_PTVIBUC_OSED1_40.28SPFE	Is there a way to calculate anticipated fees, even if it is only an approximation? If so, how?
Timing of Payment	S or P	Payment is due when there are outstanding fees prior to a plan review (initial or subsequent), inspection, or issuance of permit	When is payment required - time of permit (S)ubmission or upon granting of (P)ermit?
Payment Types		Online (credit card, echeck, debit card). In-person (credit/debit, cash, money order, cashier's check, bank check)	What forms of payment are accepted? Online, credit/debit card, cash, check. If credit/debit card, please specify any restrictions. If check, how should it be made out?



Public Works and Environmental Services Department

BUILDING CODE DIVISION | BUILDING PERMITTING

2307 W. Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400

PERMIT APPLICATION			
Online Permit Submission	Yes	For eligible permit types (see our ePermit User Guide which is available on the following link: https://www.broward.org/Building/Forms/Pages/Building-Code-and-Permits.aspx	Is online permit submission available? <u>If so</u> : Is it REQUIRED? What is the link to the page? Include any notes about requirements.
Paper Permit Submission	Yes	physical permit application are accepted.	Is an "original" document required (as opposed to accepting a digital version that is printed)?
Number of Copies	#	two sets are required for physical plans	How many copies are required of plans, NOAs and any accompanying documents?
Additional Page(s) of Permit Application	Yes or No	It depends of the scope of work. But generally, supporting documents may be required (i.e., NOAs and Product Approvals, contractor registration, certificates of insurance, special engineer report, Development and Environmental Review certificates, Asbestos Review, Transportation Concurrency certificates, etc.)	Are there additional pages required with permit application (i.e., list of fixtures)? <u>If so</u> , please describe.
Notice of Approval Marking	Yes or No	NOAs need to be current (not expired)	Are there any special requirements on how the NOA should be marked up (color ink, highlighter, etc.)?
Plan Review without Contractor	Yes or No	Only for pre-plan reviews for applicable projects (i.e, commercial buildings)	Can plans be submitted by the owner, architect or engineer for review prior to selection of a GC?
Sub Permits with Master Building Permit Application	Yes or No	Please keep in mind that it depends of the type of permit. Depending on what is identified during the plan review, the additional sub-permit applications may or may not be required	Are sub permits required to be submitted with master building permit review application? <u>If so</u> , is TBD acceptable?
Sub Permits-Owner Signature	No	The licensed Contractor can sign as the Authorized Agent.	Is owner required to sign sub permit applications? <u>If not</u> , can owner signature be left blank or does General Contractor sign?
Sub Permits-Submission	No	If the physical permit application was submitted, the physical subpermit applications must be submitted. If it was an ePermit application, the subpermit applications must be uploaded via the User's ePermit account.	Can sub-permits be submitted electronically, by email or fax after master building permit is approved? <u>If so</u> , how is this done?



Public Works and Environmental Services Department

BUILDING CODE DIVISION | BUILDING PERMITTING

2307 W. Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400

Sub Permits Required for Master Building Permit Approval	Yes or No	The master permit can be approved and issued without the subpermit applications. The applicable subpermits are still required	Are sub permits required for the master permit to be approved and issued? <u>If so</u> , is TBD acceptable?
Single Trade Permits	Yes or No	Only in-person and ePermits (for applicable permits) submittals . Walk-thru permitting is available on Wednesdays from 8:30AM-10:30am depending on the scope of work: https://www.broward.org/Building/BuildingPermits/Pages/WALK-THRU%20PERMITS.aspx	Is there an option to fax/email permit if only one trade is involved? <u>If so</u> , how is this done and under what circumstances?
Expedited Permit Options	Yes or No	Walk-thru permitting is available on Wednesdays from 8:30AM-10:30AM depending on the scope of work: https://www.broward.org/Building/BuildingPermits/Pages/WALK-THRU%20PERMITS.aspx	Are there options are available for expedited processing or permit walk throughs? <u>If so</u> , what is the process, cost, and any restrictions for each?
Early Start	Yes or No	Depends on scope of work and requires approval from Building Official. Early Start request form is available on our website: https://www.broward.org/Building/Forms/Pages/Building-Code-and-Permits.aspx	Is there an Early Start permit option? <u>If so</u> , what is the process?
DOCUMENTS TO ACCOMPANY PERMITS			
Contract	Yes or No	It depends on the scope of work and the stated job value is taken into consideration.	Is a copy of the Contractor's agreement with the owner required?
Schedule of Values	Yes or No	If there is a dispute with the stated job value, RS Means will be used	Is a Schedule of Values required?
Notice of Commencement (NOC)	I	For job values equal to or greater than \$2,500.00, a Notice of Commencement must be recorded. Two certified copies of the recorded Notice of Commencement must be obtained. One copy must be submitted to our agency prior to scheduling the first inspection. The second copy must remain on the property during inspections.	When is NOC required--at permit (S)ubmission, at permit (A)pproval, or prior to first (I)nspection?
Asbestos Survey		Depends on the scope of work (i.e., Reroof, demolition, etc.). The asbestos review certificate must be submitted with the permit package prior to plan review.	Under what circumstances is an asbestos survey required? How recent does it need to be? Under what circumstances is a formal exemption required?
Owner Acknowledgement	Yes or No	The Property Owner can acknowledge (authorize) on the permit application and if applicable, Owner-Builder Statement Affidavit (for Owner-Builder permits) which is available of our webpage: https://www.broward.org/Building/Forms/Pages/Building-Code-and-Permits.aspx	Is any type of Owner Acknowledgement required to accompany the permit? <u>If so</u> , what is the link to the form?



Public Works and Environmental Services Department

BUILDING CODE DIVISION | BUILDING PERMITTING

2307 W. Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400

Association Approval	Yes or No	If the property management is authorized to sign and the Authorized Agent on the permit application.	Is a document from the association saying work is approved required? <u>If so</u> , what is the link to the form?
Power of Attorney	O	Power of attorneys have to be originals/certified copies.	What types of Power of Attorney documentation are accepted? <u>Indicate all that apply</u> : (O)riginal, (C)opy/Electronic, (R)ecorded
Drawings for "Like-to-Like" Upgrades		All architectural and engineer drawings require sign and seal	Do "like-to-like" upgrades require signed and sealed drawings?
Signed & Sealed Drawing Value Threshold	Yes or No	For residential, building code says \$15k but if there's anything structural then it cannot be signed by contractor. Must be signed and sealed by engineer	Is there a dollar cutoff under which the contractor can sign the drawings? <u>If so</u> , what is it?
Drawing Requirements		All architectural and engineer drawings must be sign and seal	Please indicate any notes regarding requirements for drawings.
CONTRACTOR REGISTRATION			
Registration Form	Yes	"Florida Contractor License Verification" https://www.broward.org/Building/Forms/Pages/Building-Code-and-Permits.aspx	Is a specific form required for contractor registration? <u>If so</u> , what is the link?
Registration Fee	No		Is there a fee associated with contractor registration? <u>If so</u> , how much and how often does it need to be paid?
Registration Updates	B/E/F/P	We do not require a business tax receipt for registration. Certificates of Insurance can be emailed, faxed, or mailed (USPS)	How can insurance certificate, license and business tax updates be submitted? <u>Indicate all that apply</u> : (B)uilding Dept, (E)mail, (F)ax, (P)ortal
PLAN REVIEW & REVISION PROCESS			
Permit Status Notification	Yes	If the email address is provided for the Property Owner and Contractor(s), an email notification will be sent when plan reviews are completed and when a permit is approved. If an email address is not provided, our agency will notify by telephone.	Is the permit submitter automatically notified of changes in the status of the permit? <u>If so</u> , how are status notifications handled - email, postcard, other?
Online Review of Status	Yes	Except for Zoning, https://dpepp.broward.org/BCS/Default.aspx?PossePresentation=SearchForMasterPermit	Can review status and comments be seen online? <u>If so</u> , what is the site?



Public Works and Environmental Services Department

BUILDING CODE DIVISION | BUILDING PERMITTING

2307 W. Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400

Response Submission During Review	No	The Plan Review must be completed by all applicable trades prior to submitting corrections	Can responses be submitted prior to the entire review being completed?
Response Submission Options		If ePermits, corrections must be submitted through ePermit portal. If physical plans, physical corrections must be submitted	What options are available to provide responses? In person resubmission, email, fax, etc.
Impact of Revisions on Inspections	No.	Inspections may continue for related sub-permits	Are inspections stopped during the revision process?
INSPECTION SCHEDULING			
Scheduling Deadline		Inspections scheduled after 3PM, are scheduled for the following business day.	When is the deadline to schedule an inspection?
Online Scheduling	Yes	https://dpepp.broward.org/BCS/Default.aspx?PossePresentation=SearchForPermit	Can inspections be scheduled online? If so, what is the link?
Automated Scheduling	No		Can inspections be scheduled via an automated phone system? If so, what is the number?
Phone Scheduling	Yes	(954) 831-4000	What is the phone number to call in inspection requests?
Access Numbers	Yes or No	Yes, for online scheduling. This is a Phone Access Code which is located on the Fee Statements that are provided for payments	Is a PIN, invoice or other number (besides a permit number) required to schedule an inspection? <u>If so</u> , where is it found?
Inspection Code Numbers	Yes or No	The inspection codes are listed on the back of the permit card. However, it is not required; only the inspection type.	Does each inspection type need to be requested by a specific code? <u>If so</u> , please include a link to the list of codes.
Call in for Approximate Time		8:00AM	What time can you call in the morning to find out approximate time of inspection?
Update Notification	Yes or No	The inspections are assigned on the day of the inspection. Customers can call our Call Center to obtain the name of the assigned Inspector. The Inspectors County phone can be provided to obtain an approximate time for his/her visit.	Is there a system in place to send notifications as to approximately when an inspection will be on that day?
CLOSEOUT			
Certificate of Completion	Yes or No	It depends of the permit type and scope of work. The Certificate of Completion request form is located on our webpage: https://www.broward.org/Building/Forms/Pages/Building-Code-and-Permits.aspx	Is a Certificate of Completion provided on residential projects? <u>If so</u> , what is the process for requesting?



Public Works and Environmental Services Department

BUILDING CODE DIVISION | BUILDING PERMITTING

2307 W. Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400

OTHER/NOTES			
Trash Required	Yes or No	Our agency has no restrictions with trash haulers.	Are there any restrictions on trash haulers that must be used? <u>If so</u> , please specify.
Notes		Depending of the permit type, Development and Environmental Review may be required, prior to submitting the permit package to our building department. <u>These reviews are</u>	Please indicate any notes.

40.27. General Fees Schedule.

Fee

- a. Service Charges to Municipalities and Agencies as per Interlocal Agreements.
- b. Overtime for Florida Building Code (FBC) Inspections and/or Plan Reviews. For any inspections and/or plan reviews requested to be performed before 7:30 A.M. or after 4:00 P.M., Monday through Friday, or any hour during a holiday, a special overtime fee will be charged for each inspector and/or plan reviewer of each trade required for the inspection and/or plan review and added to the permit fee. Minimum charge per hour or fraction thereof, with a minimum of three (3) hours to be charged:

Inspector\$132.00

Plan Examiner\$147.00

- c. Miscellaneous:
 1. Microfilm prints, per sheet\$1.00
 2. Photostat copies:
 - (a) First fifty (50) copies no larger than 8½" × 14"N/C
 - (b) Each additional copy\$0.15
 - (c) 2-sided copies (duplex):
 - (1) First side\$0.15
 - (2) Second side\$0.05
 3. Scanned copies, per sheet\$3.00

Assistance is to be charged at the rate of \$50.00 per hour for research, processing, formulating, or printing computer-generated reports from automated data, including but not limited to chronological listings of permit applications, historical reports, etc. Record research requests shall require a pre-application fee of \$30.00 to initiate search.

4. DVD or flash drive\$10.00
- d. All Permits:
 1. At application, a nonrefundable minimum permit fee and any assessable plan review fees per the Plan Review Fee Schedule, Exhibit 40A, will be assessed pending issuance of final documents. These fees are necessary to cover the administrative costs of the preliminary processing.
 2. Training and continuing education fees:
 - (a) \$0.02 per \$1.00 of permit and plan review fee.
 - (b) All fees shall be reserved for training and continuing education for the employees of the Division, which will include any material, equipment, code books, code reference materials, attending conferences, and any other miscellaneous expenses, including travel expenditures.
 - (c) Public awareness fee:
\$0.005 per \$1.00 of permit and plan review fee
 - (d) All fees shall be reserved for public awareness of the Florida Building Code.
 3. Related Service Charges:

-
- (a) Preapplication plan review based on time consumed (per hour)\$98.00
 - (b) Preinspection\$100.00
 - (c) Reinspection for the same violation may be charged\$100.00

Subsequent reinspections for the same violation may be charged in multiples of \$100.00 for the 2nd, 3rd, and so on.

2nd reinspection\$200.00

3rd reinspection\$300.00

4th reinspection\$400.00

- (d) Minor change of plans after permits are issued:
 - (1) Per hour or fraction thereof\$98.00
 - (2) If proposed change represents a major alteration of floor plan and/or the configuration of the structure involving extensive reexamination computation, the original permit shall be voided, and a new permit applied for, one-half (½) of the original permit fee may be applied to the new permit.
 - (e) Replacement of plans, review each trade\$50.00
 - (f) Permit Card replacement\$50.00
 - (g) When more than two sets of plans and/or specifications are submitted for review, a surcharge or \$4.00 per sheet for each additional set will be added to the permit fee.
- 4. Permit extensions\$50.00
 - 5. Expired permit—Minimum\$125.00
 - (a) A permit may be renewed within one hundred eighty (180) days after expiration on payment of one-half (½) of the original permit fee. (If ½ of the fee is less than the minimum fee, the minimum fee will be required.)
 - (b) After one hundred eighty (180) days, a new permit must be applied for and all associated stamps and approvals must be obtained. Any and all new regulations, including but not limited to changes in the Florida Building Code, must be complied with and full fees must be paid.
 - (c) On projects such as extensions, additions, carport enclosures, pools, fences, driveways, roofs, etc., a fee will be determined predicated on the number of inspections required by the Division to finalize the improvement at a rate per inspection of\$100.00
 - (d) In the event the total monies for the number of inspections exceeds the cost of the permit renewals indicated in (a) and (b) of this subsection, the greater amount shall apply.
 - 6. Change of Contractor\$75.00
 - 7. Conference with Plan Reviewers, per hour, per discipline\$98.00
 - 8. Property research fee, each request, each address\$50.00
 - 9. Violations (work without permits)Double Fee
 - 10. Permit Application Processing fee to be paid at time of permit application submittal. This fee is nonrefundable and in addition to applicable permit fees\$125.00
 - 11. Minimum permit fee\$125.00

Minimum roofing permit fee\$250.00

12. Private Provider fee:

- (a) If a private provider is retained by an owner or a contractor for inspections only pursuant to Section 553.791, Florida Statutes, the total permit fee (as calculated by Sections 40.29-40.32) will be reduced by \$100.00 for each inspection that will be performed by the private provider.
- (b) If a private provider is retained by an owner or a contractor for both plan review and inspections pursuant to Section 553.791, Florida Statutes, the permit fee will be based on the cost actually incurred, on a per-hour basis billable at the most current rates:
 - (1) Clerical intake and permit processing per hour or fraction thereof (subject to an annual increase in an amount not to exceed five percent (5%) per year, to address increases in operating and labor costs)\$37.70
 - (2) Building Official review per hour or fraction thereof (subject to an annual increase in an amount not to exceed five percent (5%) per year, to address increases in operating and labor costs)\$99.80
 - (3) In addition to the fees outlined in (1) and (2) above, the Certificate of Occupancy - Certificate of Completion/Temporary Certificate of Occupancy fees outlined in Section 40.29(a) shall apply.
- e. Applicable fees, as set forth in this section, may be waived or reduced as provided by Section 5-184(b)(4) of the Broward County Code of Ordinances [and Section 27.237 of this Administrative Code] for the development of affordable housing.

(2004-490, 5-25-04; 2004-491, 5-25-04; 2005-821, 10-25-05; 2008-311, 5-13-08; 2013-364, 6-24-14; 2015-016, 1-13-15; 2022-496, 10-11-22; 2024-062, 2-20-24; 2025-038, 2-25-25, eff. 5-1-25)

40.28. Special Fees.

- a. A surcharge fee consistent with Section 43.1 of the Administrative Code shall be collected on behalf of the Broward County Board of Rules and Appeals.
- b. Pursuant to Section 553.721, Florida Statutes, as amended, a surcharge fee shall be collected for the Department of Commerce at the rate of one percent (1%) of the permit fees associated with the enforcement of the Florida Building Code, as defined by the uniform account criteria and, specifically, the uniform account code for building permits adopted for local government financial reporting pursuant to Section 218.32, Florida Statutes, as amended. The minimum amount collected on any permit issued shall be two dollars (\$2.00), and Broward County shall retain ten percent (10%) of the surcharge collected to fund the participation of its building department in the national and state building code adoption processes and to provide education related to enforcement of the Florida Building Code.
- c. Pursuant to Section 468.631(1), Florida Statutes, as amended, a surcharge fee shall be collected for the Building Code Administrators and Inspectors Fund at the rate of one and one-half percent (1.5%) of all permit fees associated with enforcement of the Florida Building Code, as defined by the uniform account criteria and, specifically, the uniform account code for building permits adopted for local government financial reporting pursuant to Section 218.32, Florida Statutes, as amended. The minimum amount collected on any permit issued shall be two dollars (\$2.00), and Broward County shall retain ten percent (10%) of the surcharge collected to fund the participation of its building department in the national and state building code adoption processes and to provide education related to enforcement of the Florida Building Code.

-
- d. A premium service fee of two hundred fourteen dollars (\$214.00) per hour of service shall be collected from customers who wish to benefit from the delivery of enhanced plan review and/or inspection services as defined in Exhibit 40.B. This premium service fee is charged in addition to any applicable permit and plan review fees charged.
 - e. A fee of seventy-six dollars (\$76.00) per hour of service shall be collected from customers who request pre-sale surveys.
 - f. Broward County Building Safety Inspection Program:

Fee

- 1. For every application for recertification under the Broward County Building Safety Inspection Program of Section 109.14 of the Broward County amendments to the Florida Building Code, application processing fee\$350.00
- 2. For every application for subsequent recertification at ten (10) year intervals under the Broward County Building Safety Inspection Program of Section 109.14 of the Broward County amendments to the Florida Building Code, application processing fee\$350.00
- 3. For every extension request for recertification (or subsequent ten (10) year interval recertification) under the Broward County Building Safety Inspection Program of Section 109.14 of the Broward County amendments to the Florida Building Code, application processing fee\$50.00

(2004-490, 5-25-04; 2004-491, 5-25-04; 2005-821, 10-25-05; Ord. No. 2008-311, 5-13-08; 2011-410, 6-28-11; 2012-692, 10-23-12; 2024-062, 2-20-24; 2025-038, 2-25-25, eff. 5-1-25)

40.29. Building Permits Fee Schedule.

Fee

- a. Certificate of Occupancy - Certificate of Completion/Temporary Certificate of Occupancy:
 - 1. Issuing original Certificate of Occupancy - Certificate of Completion/Temporary Certificate of Occupancy/Partial Certificate of Occupancy per discipline for inspection\$50.00
- b. Structural. Permit fees shall be calculated as the greater of the followings:
 - 1. Either the minimum base permit fee\$125.00

Minimum base roofing permit fee\$250.00

- 2. Or the structural permit fee shall be charged at the rate of 3.0% of the job value for job values of \$1 to \$9,999,999.99, and 2.5% for job values over \$10,000,000.00.

The work is defined as the job value determined using the RS MEANS Manual (latest edition) for Structural, Electrical, Plumbing, and Mechanical or estimated job value provided by job applicant (whichever is greater). Permit fees include standard inspections. Permit fees do not include Plan Review(s) or re-inspection(s).

- c. Applicable fees, as set forth in this section, may be waived or reduced as provided by Section 5-184(b)(4) of the Broward County Code of Ordinances [and Section 27.237 of this Administrative Code] for the development of affordable housing.

(2004-490, 5-25-04; 2004-491, 5-25-04; 2005-821, 10-25-05; 2008-311, 5-13-08; 2024-062, 2-20-24; 2025-038, 2-25-25, eff. 5-1-25)

40.30. Electrical Permits Fee Schedule.

- a. Electrical Permit fees Permit fees shall be calculated as the greater of the following:
1. Either the minimum base permit fee.\$125.00
 2. Or the electrical permit fee shall be charged at the rate of 3.0% of the job value for job values of \$1 to \$9,999,999.99, and 2.5% for job values over \$10,000,000.00.
- The work is defined as the job value determined using the RS MEANS Manual (latest edition) for Structural, Electrical, Plumbing, and Mechanical or estimated job value provided by job applicant (whichever is greater). Permit fees include standard inspections. Permit fees do not include Plan Review(s) or re-inspection(s).
- b. Applicable fees, as set forth in this section, may be waived or reduced as provided by Section 5-184(b)(4) of the Broward County Code of Ordinances [and Section 27.237 of this Administrative Code] for the development of affordable housing.
- (2004-490, 5-25-04; 2004-491, 5-25-04; 2005-821, 10-25-05; 2008-311, 5-13-08; 2024-062, 2-20-24; 2025-038, 2-25-25, eff. 5-1-25)

40.31. Mechanical (Air Conditioning and Ventilation) Permits Fee Schedule.

- a. Mechanical Permit fees Permit fees shall be calculated as the greater of the following:
1. Either the minimum base permit fee\$125.00
 2. Or the mechanical permit fee shall be charged at the rate of 3.0% of the job value for job values of \$1 to \$9,999,999.99, and 2.5% for job values over \$10,000,000.00.
- The work is defined as the job value determined using the RS MEANS Manual (latest edition) for Structural, Electrical, Plumbing, and Mechanical or estimated job value provided by job applicant (whichever is greater). Permit fees include standard inspections. Permit fees do not include Plan Review(s) or re-inspection(s).
- b. Applicable fees, as set forth in this section, may be waived or reduced as provided by Section 5-184(b)(4) of the Broward County Code of Ordinances [and Section 27.237 of this Administrative Code] for the development of affordable housing.
- (2004-490, 5-25-04; 2004-491, 5-25-04; 2005-821, 10-25-05; 2008-311, 5-13-08; 2025-038, 2-25-25, eff. 5-1-25)

40.32. Plumbing Permits Fee Schedule.

- a. Plumbing Permit fees Permit fees shall be calculated as the greater of the following:
1. Either the minimum base permit fee\$125.00
 2. Or the plumbing permit fee shall be charged at the rate of 3.0% of the job value for job values of \$1 to \$9,999,999.99, and 2.5% for job values over \$10,000,000.00.
- The work is defined as the job value determined using the RS MEANS Manual (latest edition) for Structural, Electrical, Plumbing, and Mechanical or estimated job value provided by job applicant (whichever is greater). Permit fees include standard inspections. Permit fees do not include Plan Review(s) or re-inspection(s).

-
- b. Applicable fees, as set forth in this section, may be waived or reduced as provided by Section 5-184(b)(4) of the Broward County Code of Ordinances [and Section 27.237 of this Administrative Code] for the development of affordable housing.

(2004-490, 5-25-04; 2004-491, 5-25-04; 2005-821, 10-25-05; 2008-311, 5-13-08; 2024-062, 2-20-24; 2025-038, 2-25-25, eff. 5-1-25)

40.33. Elevators, Escalators and Other Apparatus.

- a. *Permit Fees for New Elevator Construction.* Construction or alteration of passenger and freight elevators (includes initial inspection and certificate).

Fee

1. New elevator traction - each\$2,422.00 up to three (3) landings, \$2,953.00 between four (4) and ten (10) landings, and an additional \$94.00 per landing above ten (10) landings
2. New elevator hydraulic - each\$1,262.00 up to three (3) landings, \$1,604.00 above three (3) landings
3. Freight elevator - each A, B, & C\$1,290.00 up to three (3) landings, \$2,133.00 above three (3) landings
4. Residential elevator - each\$750.00
5. Escalator and moving walk - each\$2,357.00
6. Limited use/limited application elevator - each\$995.00
7. Special purpose personnel elevator - each\$1,262.00
8. Dumbwaiters - each\$995.00
9. Wheelchair lift - each\$995.00
10. Repair and maintenance of components for an elevator - first two (2) landings\$693.00; each landing thereafter - per landing \$20.00
11. Major alterations and remodeling for an elevator - first two (2) landings\$1,262.00, each landing thereafter \$94.00 per landing
12. Refinish cab interior (no electrical work)\$274.00
13. Demolish and remove conveyance from service\$623.00
14. Elevator for construction use only, thirty (30) day limitInitial \$1,438.00, each additional thirty (30) days \$111.00
15. Key box - each\$60.00
16. Reinspection fee\$200.00

- b. *Fees for Existing Elevator Inspections and Renewals.* Fees for annual certificate of operation renewal and inspection.

Annual Certificate of Operation Renewal Fee

1. Chairlift, each\$105.00
2. Dumbwaiter:
 - (a) One (1) to four (4) landings\$91.00

-
- (b) Five (5) to ten (10) landings\$127.00
 - 3. Escalator/Moving Walks, each\$177.00
 - 4. Hydraulic elevator:
 - (a) Two (2) to three (3) landings\$125.00
 - (b) Four (4) to six (6) landings\$135.00
 - (c) Seven (7) to fifteen (15) landings\$143.00
 - 5. Traction Elevator:
 - (a) Two (2) to three (3) landings\$125.00
 - (b) Four (4) to six (6) landings\$135.00
 - (c) Seven (7) to fifteen (15) landings\$143.00
 - (d) Sixteen (16) to twenty-five (25) landings\$177.00
 - (e) Twenty-six (26) and higher landings\$198.00
 - 6. Additional Charge for Late Renewal of Certificate of Operation\$75.00
 - 7. Charge for replacement Certificate of Operation\$50.00
 - 8. Charge for replacement Permit Card\$50.00
 - 9. Annual Operation Renewal Inspection Fee\$100.00
 - 10. Overtime for Elevator Inspections and/or Plan Reviews. For any inspections and/or plan reviews requested to be performed before 7:30 A.M. or after 4:00 P.M., Monday through Friday, or any hour during a holiday, a special overtime fee will be charged for each inspector and/or plan examiner of each trade required for the inspection and/or plan review and added to the permit fee. Minimum charge per hour or fraction thereof with a minimum of three (3) hours to be charged:

Inspector\$132.00

Plan Examiner\$147.00

- 11. A premium service fee of two hundred fourteen dollars (\$214.00) per hour of service shall be collected from customers who wish to benefit from the delivery of enhanced plan review and/or inspection services as defined in Exhibit 40.B. This premium service fee is charged in addition to any applicable permit and plan review fees charged.
- c. Applicable fees, as set forth in this section, may be waived or reduced as provided by Section 27.237 of this Administrative Code for the development of affordable housing.

(2004-490, 5-25-04; 2004-491, 5-25-04; 2005-821, 10-25-05; 2008-311, 5-13-08; 2010-301, 5-11-10; 2016-343, 6-14-16; 2024-062, 2-20-24; 2025-038, 2-25-25, eff. 5-1-25)



Public Works and Environmental Services Department

BUILDING CODE SERVICES DIVISION | BUILDING PERMITTING

2307 West Broward Boulevard, Suite #300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • Broward.org/Building

CHANGE OF ARCHITECT/ENGINEER OF RECORD

The following is required to be submitted to the Building Code Services Division (BCS) for a Change of Architect/Engineer of Record:

- Resubmit/Revision Form
- Change of Architect/Engineer of Record Form (*original signatures*)
- Copy of the certified letter sent to the original Architect/Engineer of Record
- Copy of return receipt as proof of delivery of certified letter
- Two new sets of drawings, replacing the existing drawings, signed and sealed by new Architect/Engineer of Record
 - The title block, seal and signature of the original design professional must be removed and replaced by the title block, seal and signature of the new Architect/Engineer of record
 - All changes to original plans must be clouded and a letter explaining each change must be attached to each set of plans

Please note:

- The new drawings shall be re-reviewed by all applicable trades and/or departments.
- There may be an additional Plan Review Fee per trade at time of re-review.
- The new Architect/Engineer of record must comply with the requirements of Florida Statutes 471 & 481, Florida Administrative Code.



Public Works and Environmental Services Department

BUILDING CODE SERVICES DIVISION

2307 West Broward Boulevard, Suite 300, Fort Lauderdale, Florida 33312 • 954-765-4400

CHANGE OF ARCHITECT/ENGINEER OF RECORD HOLD HARMLESS AGREEMENT

PERMIT No: _____ DATE: _____

Job Address: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone No: _____

City & Zip Code: _____

CURRENT ARCHITECT/ENGINEER OF RECORD INFORMATION:

Name: _____

Address: _____

Phone No: _____

City & Zip Code: _____

NEW ARCHITECT/ENGINEER OF RECORD INFORMATION:

Name: _____

Address: _____

License No: _____

Phone No: _____

City & Zip Code: _____

Partial inspections performed by Architect/Engineer of record:

☐ Yes, Date _____

☐ No

I agree to hold Broward County Building Code Services Division, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense, including but not limited to attorney's fees resulting from substituting the design professional. I furthermore assume responsibility for corrections, if required, of work performed under the permit for which I am requesting substitution of the design professional. In the event there has been a change of ownership of the property, the new owner assumes the responsibility for notifying the previous owner of his and/or her intent to substitute the design professional. I am also certifying that I understand and fully comply with the requirements of F.S.471 CH. 61G15 and/or F.S.481 CH. 61G1.

Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
Broward.org



Public Works and Environmental Services Department

BUILDING CODE SERVICES DIVISION

2307 West Broward Boulevard, Suite 300, Fort Lauderdale, Florida 33312 • 954-765-4400

CHANGE OF ARCHITECT/ENGINEER OF RECORD HOLD HARMLESS AGREEMENT

Signatures of:

New Architect/Engineer of Record

Property Owner

Type/Print Architect/Engineer Name

Type/Print Property Owner's Name

State of _____

State of _____

County of _____

County of _____

Sworn to and subscribed before me this

Sword to and subscribed before me this

____ Day of _____

____ Day of _____

20____, by _____

20____, by _____

☐ Personally, known or ☐ Produced Identification

☐ Personally, known or ☐ Produced Identification

Type of Identification Produced

Type of Identification Produced

Signature of Notary Public

Signature of Notary Public



Public Works and Environmental Services Department

BUILDING CODE SERVICES DIVISION

2307 West Broward Boulevard, Suite 300, Fort Lauderdale, Florida 33312 • 954-765-4400

ENGINEER

Florida Statute 471. CH. 61G15-27.001. Procedures for a Successor Professional Engineer Adopting as His Own the Work of Another Engineer

(1) A successor professional engineer seeking to reuse already sealed contract documents under the successor professional engineer's seal must be able to document and produce upon request evidence that he has in fact recreated all the work done by the original professional engineer. In other words, calculations, site visits, research and the like must be documented and producible upon demand. Further, the successor professional engineer must take all professional and legal responsibility for the documents which he sealed and signed and can in no way exempt himself from such full responsibility. Plans need not be redrawn by the successor professional engineer; however, justification for such action must be available through well-kept and complete documentation on the part of the successor professional engineer as to his having rethought and reworked the entire design process. A successor professional engineer must use his own title block, seal and signature and must remove the title block, seal and signature of the original professional engineer before reusing any sealed contract documents.

(2) Prior to sealing and signing work a successor professional engineer shall be required to notify the original professional engineer, his successors, or assigns by certified letter to the last known address of the original professional engineer of the successor's intention to use or reuse the original professional engineer's work. The successor professional engineer will take full responsibility for the drawing as though they were the successor professional engineer's original product.

Specific Authority 471.033(2) FS. Law Implemented 471.033(1)(j), 471.005(6) FS. History-New 8-25-87, Amended 4-21-88, 8-3-88, Formerly 21H-27.001.



Public Works and Environmental Services Department

BUILDING CODE SERVICES DIVISION

2307 West Broward Boulevard, Suite 300, Fort Lauderdale, Florida 33312 • 954-765-4400

ARCHITECT

Florida Statute. 481 CH. 61G1-18.002 Procedures for a Successor Architect Adopting as His Own the Work of Another Architect.

(1) A successor registered architect seeking to reuse already sealed contract documents under the successor registered architect's seal must be able to document and produce upon request evidence that he has in fact recreated all the work done by the original registered architect. Further the successor registered architect must take all professional and legal responsibility for the documents which he sealed and signed and can in no way exempt himself from such full responsibility. Plans need not be redrawn by the successor registered architect; however, justification for such action must be available through well-kept and complete documentation on the part of the successor registered architect as to his having rethought and reworked the entire design process. A successor registered architect must use his own title block, seal and signature and must remove the title block, seal and signature of the original registered architect before sealing, signing and dating any sealed contract documents.

(2) Prior to sealing, signing and dating work, a successor registered architect shall be required to notify the original registered architect, his successors, or assigns by certified letter to the last known address of the original registered architect of the successor's intention to use or reuse the original registered architect's work. The successor registered architect will take full responsibility for the drawing as though they were the successor registered architect's original product.

Rulemaking Authority 481.2055 FS. Law Implemented 481.221 (4) FS. History-New 1-16-86, Amended 5-16-89. Formerly 21B- 18.002.



Public Works and Environmental Services Department

BUILDING CODE DIVISION | BUILDING PERMITTING

2307 West Broward Boulevard, Suite #300, Fort Lauderdale, Florida 33312 · (954) 765- 4400 · Broward.org/building

CHANGE OF CONTRACTOR/CONTRACTOR REQUEST TO WITHDRAW

Forward:

Change of Contractor(s) on an issued permit(s) is requested by the owner of record or the contractor for the permit and is accomplished in accordance with the **Florida Building Code (FBC) Section 105.6.1.5**

OWNER REQUESTED CHANGE OF CONTRACTOR:

When a Property Owner requests a Change of Contractor, the Property Owner shall submit a letter to the Building Official of Broward County Building Code Division, stating the reason for the change being required and stating that the Building Official is held harmless from any legal involvement regarding this request. The existing permit may be cancelled but is not necessary.

In addition, the Property Owner shall submit proof to the Building Official that the contractor on record for the subject permit has been notified of the intent to change the contractor. The proof shall be either a copy of a certified, notarized registered letter (*must include return receipt*) sent to the contractor by the owner, or by a notarized registered letter (*must include return receipt*) from the contractor stating their awareness of and has no objection to the Change of Contractor request.

Change of Contractor Document Checklist:

- ☐ Completed Change of Contractor/Contractor Request to Withdraw request form.
- ☐ Completed permit application(s) for the proposed new Contractor.
- ☐ If the proposed Contractor is not registered in Broward Municipal Services District (Unincorporated Broward County) permitting jurisdiction, registration is required. Please complete the "Florida Contractor License Verification Form" located on the following website: [Forms Building Code and Permits \(broward.org\)](http://Forms_Building_Code_and_Permits(broward.org)). Or email building@broward.org to request the registration form.
- ☐ Proof of service (certified, registered, notarized letter sent to the contractor on record by the Property Owner). Or, notarized registered letter from the contractor on record stating their awareness of and has no objection to the Change of Contractor request.



Public Works and Environmental Services Department

BUILDING CODE DIVISION | BUILDING PERMITTING

2307 West Broward Boulevard, Suite #300, Fort Lauderdale, Florida 33312 · (954) 765- 4400 · Broward.org/building

Example of Proof of Service:



Certified Mail Receipt | USPS.com
store.usps.com



Stamps.com
stamps.com



06/20/2024 09:22 AM

Product	Qty	Unit Price	Price
Priority Mail Express Intl [®]	1		\$144.70
Uganda			
Weight: 8 lb 6.0 oz			
Go to www.usps.com to track your shipment			
Tracking #: 9505 3375 6585			
Insurance			\$0.00
Up to \$200.00 included			
Total			\$144.70
Grand Total:			\$144.70
Credit Card Remit			\$144.70
Card Name: AMEX			
Account #: XXXXXXXXXXXXXXXX			
Approval #: 0000			
Transaction #: 0000			
AID: A000000025010801 Contactless			
AL: AMERICAN EXPRESS			
PIN: Not Required			

When an owner requests a Change of Sub-Contractor, the procedures as above apply, with the exception that both the owner of record and the contractor shall submit a hold-harmless letter to the Building Official (form on reverse side).

Any portion of work already done covered by the Contractor or Sub-Contractor shall be suspended and no further inspections performed until a new contractor or sub-contractor has obtained a new permit.

CONTRACTOR REQUEST TO WITHDRAW FROM A PERMITTED JOB:

When a contractor wants to withdraw from a permitted job without cancelling the permit, the contractor shall submit proof to the Building Official that the owner of record has been notified, and submit a notarized letter to the Building Official, stating that the Building Official is held harmless from any legal involvement.

If a Sub-Contractor wants to withdraw from a permitted job without cancelling the permit, the Sub-Contractor shall submit proof to the Building Official that the owner of record and the Contractor have been notified and send a notarized letter to the Building Official stating that the Building Official is held harmless from any legal action.



Public Works and Environmental Services Department

BUILDING CODE DIVISION | BUILDING PERMITTING

2307 West Broward Boulevard, Suite #300, Fort Lauderdale, Florida 33312 · (954) 765- 4400 · Broward.org/building

CHANGE OF CONTRACTOR

In accordance with the Florida Building Code Section 105.6.1.5

Permit # _____ Job Site Address: _____

City (Jurisdiction): _____

Name of Property Owner: _____

Name of Original General or Sub-Contractor: _____ Cert. # _____

Name of New General or Sub-Contractor: _____ Cert. # _____

Reason for Change: _____

This instrument is for the purpose of advising all concerned that the person(s) whose signatures appear below will hold the Building Official of the Broward County Building Code Division and Broward County harmless as a result of this Change of Contractor.

The undersigned agrees to indemnify and hold harmless and defend Broward County, its agents, servants and employees from and against any claims arising out of this Change of Contractor through the act, error, omission, or negligent act of the undersigned, its or his agents, servants, or employees or any act, error or omission or negligent act for which Broward County or its agents, servants, servants or employees are alleged to be liable.

Property Owner Name

New Contractor Name

Property Owner Authorization/Signature

Contractor Authorization/Signature

(Property Owner)

Sworn to (or affirmed) and subscribed before me by means of _____ physical appearance or _____ online notarization,
this _____ day of _____ 20 _____ (year) by _____ (name of person)

Notary Public State of Florida My Commission Expires _____

(Contractor) Subscribed and sworn to before me this _____ day of _____ 20 _____

Notary Public State of Florida My commission Expires _____

**Starts
January 1,
2024**

**Saves
Time &
Money!**

IMPORTANT CHANGE FOR PROJECTS IN BROWARD MUNICIPAL SERVICE DISTRICT (BMSD)

These projects no longer require Development & Environmental Review (DER) approval before applying for a Building Permit*:

- Driveways
- Fences and walls (residential)
- Generators, A/C units, and associated slabs
- Landscaping and Irrigation
- Lighting, poles, (residential/commercial)
- Pergolas, Gazebos, Terraces etc.
- Pools and patios (residential)
- Porches and patios slabs (residential)
- Parking and striping (residential)
- Rooftop Solar panels (residential/commercial)
- Sheds (residential)
- Signs - stand alone or on a building (commercial)
- Shutters (residential/commercial)
- Windows and doors (residential/commercial)

**DER may be required for projects with unique site conditions; staff will notify applicant if DER is required.*

URBAN PLANNING DIVISION
Development & Environmental Review
Phone: (954) 357-6666 ext. 2
Email: DERPlans@broward.org





Resilient Environment Department

BUILDING CODE DIVISION | ADMINISTRATION

2307 West Broward Boulevard, Suite #300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • Broward.org/Building

	FY20	FY21	FY22
Pursuant to HB127 Section 3. 553.80 Enforcement (4b), the governing body of a local government that provides a schedule of fees shall create a building permit and utilization report and post the report on its website. The information in the report shall be derived from relevant information available in the most recently completed financial audit.			
Pursuant to HB127 (Section 3) Direct and indirect costs incurred by the local government to enforce the Florida Building Code includes the following:			
(1a)- Personnel services, including salary and related employee benefit cost	1,681,684.42	1,835,363.18	2,207,721.61
(1b)- Operating expenditures and expenses.	11,707,360.48	1,081,478.94	486,522.60
Pursuant to HB127 (Section 3) Revenue information includes the following:			
(3a)- Revenues derived from fees	-2,482,769.30	3,371,092.61	3,266,333.67
(3b)- Revenues derived from fines	-55,071.02	36,646.72	60,762.45
(3c)-Investment earnings from the local government's investment of revenue derived from fees and fines	0.00		0.00
(3d)-Balances carried forward by the local government pursuant to paragraph (a)	15,533,608.37		2,011,000.00
(3e)-Balances refunded by the local government pursuant to paragraph (a)	0.00	2,939,963.00	0.00
(3f)- Revenues derived from other sources, including local government general revenue	0.00		0.00
Pursuant to HB127 (Section 3) Permit and inspection utilization			
(2a)- Number of building permit applications submitted	1,875	1,713.00	1,879
(2b)- Number of building permits issued or approved	1,610	1,566.00	1,722
(2c)- Number of building inspections and reinspections requested	9,576	8,103.00	6,423
(2d)- Number of building inspections and reinspections conducted	9,576	8,103.00	6,423
(2e)- Number of building inspections conducted by a private provider	-	2	2
(2f)- Number of audits conducted by the local government of private provider building inspections	-	-	-
(2g)- Number of personnel dedicated by the local government to enforce the Florida Building Code, issue building permits, and conduct inspections	18	19	20
(2h)- Other permissible activities for enforcing the Florida Building Code as described in subparagraph (a)1	Code Enforcement and Unsafe Structures		

Broward County Board of County Commissioners

Mark D. Bogen • Alexandra P. Davis • Lamar P. Fisher • Beam Furr • Steve Geller • Robert McKinzie • Nan H. Rich • Hazelle P. Rogers • Michael Udine
Broward.org

AFTER RECORDING – RETURN TO:
Name: _____
Address: _____

PERMIT NUMBER: _____

NOTICE OF COMMENCEMENT

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) TAX FOLIO NO.: _____

SUBDIVISION _____ BLOCK _____ TRACT _____ LOT _____ BLDG _____ UNIT _____

2. GENERAL DESCRIPTION OF IMPROVEMENT: _____

3. OWNER INFORMATION: a. Name _____

b. Address _____ c. Interest in property _____

d. Name and address of fee simple titleholder (if other than Owner) _____

4. CONTRACTOR’S NAME, ADDRESS AND PHONE NUMBER: _____

5. SURETY’S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT: _____

6. LENDER’S NAME, ADDRESS AND PHONE NUMBER: _____

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:
NAME, ADDRESS AND PHONE NUMBER: _____

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor’s Notice as provided in Section 713.13 (1) (b), Florida Statutes:
NAME, ADDRESS AND PHONE NUMBER: _____

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _____, 20____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or
Owner’s Authorized Officer/Director/Partner/Manager

Print Name and Provide Signatory’s Title/Office

State of Florida
County of Broward

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____

By _____, as _____
(name of person) (type of authority,...e.g. officer, trustee, attorney in fact)

For _____.
(name of party on behalf of whom instrument was executed)

_____ Personally known or _____ produced the following type of identification: _____

Notary

(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature(s) of Owner(s) or Owner(s)’ Authorized Officer/ Director / Partner/Manager who signed above:

By _____ By _____

AFTER RECORDING – RETURN TO:

Name: _____

Address: _____

NOTICE OF TERMINATION
(of Notice of Commencement)

STATE OF FLORIDA:

COUNTY OF _____:

Space above reserved for use of recording office

The undersigned hereby gives notice that the effective period of that certain Notice of Commencement dated _____, recorded in O.R. Book/Page _____ / _____ of the Public Records of BROWARD COUNTY, Florida, will terminate; and, in accordance with Section 713.132, Florida Statutes, the following information is provided:

1. The date and recording information for the Notice of Commencement being terminated are as described above, and all information contained therein is hereby expressly incorporated into this NOTICE OF TERMINATION.
2. The Notice of Commencement shall be terminated as of _____, or 30 days from the recording date of this Notice of Termination, whichever date is later.
3. This Notice of Termination applies to:
☐ all the real property subject to the above described Notice of Commencement.
☐ only to the portion of such real property described as:

4. All lienors have been paid in full or prorata in accordance with Section 713.06(4), Florida Statutes.
5. A copy of this notice has been served on the contractor and on each lienor who has given notice, if any.

Owner Signature: _____

Print Name _____

Owner Signature: _____

Print Name _____

SWORN TO AND SUBSCRIBED before me this _____ day of _____ 20_____
by: _____

Personally known to me, or produced _____ as identification.

Notary Signature: _____

Print Name: _____

seal

Exhibit attached:

- ☐ Contractor's Final Payment Affidavit
- ☐ Property Legal Description
- ☐ Copy of Notice of Commencement



Public Works and Environmental Services Department

BUILDING CODE DIVISION | BUILDING PERMITTING

2307 West Broward Boulevard, Suite #300, Fort Lauderdale, Florida 33312 · (954) 765- 4400 · Broward.org/building

Recommended Guidelines to Organize and Submit Construction Plans:

(FBC 107.2) Please follow the recommended instructions to organize construction plan drawings for new application submittals, corrections, and revisions:

- Provide 2 identical sets of plans.
- Sets must be bound together.
- The index should match the order of the sheets.
- Each superseded sheet should be individually marked “void” in the lower right-hand corner.
- Each replacement sheet should be placed on top of its voided sheet.
- Ensure all sheets are wet signed and sealed.
- Ensure all superseded sheets are in the plans in their proper place.
- Ensure all comments have been addressed.

If submittals do not follow these guidelines, the plans will not be accepted. Please follow the above steps to correctly submit the construction plans.





Public Works and Environmental Services Department

BUILDING CODE DIVISION | RECORDS REQUEST

2307 West Broward Boulevard, Suite #300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • Broward.org/Building

Request for Building Records

Date of Request: _____

Broward County Building Code Division holds building permitting jurisdiction for properties in Unincorporated Broward County. Please note that our agency may no longer have records for properties that are in annexed municipalities.

[Pursuant to §119.07\(1\)\(a\)\(c\) F.S.](#), every effort will be made to retrieve records in a timely and reasonable manner, however, there may be a delay if the request is extensive.

Florida Building Code §106.9.2: Approved plans and/or specifications and/or amendments thereto, retained by the Building Official shall become part of Public Records. The Building Official shall notify anyone requesting copies of copyrighted Public Records that they may be violating the Federal Copyright Law.

This serves as your official notification that you may be in violation of the Federal Copyright Law.

Architectural and engineering plans under Seal pursuant to §481.221, §481.251, or §471.025 Florida Statute (F.S.), that are held by a public agency in connection with the transaction of official business are subject to inspection and copying under §199.07(1) F.S.

Pursuant to §119.07(4)(d) F.S., the agency may charge a special service charge in addition to the cost of duplication if a request requires extensive use of clerical, supervisory, and/or information technology resources.

Pursuant to §119.07(b)(3), exemptions are not disclosed except as authorized by law.

Please Note: Architectural/Building plans for residential buildings and single-family residences are retained for 10 anniversary years after issuance of Certificate of Occupancy. [§119.021\(3\) \(2b\) F. S.](#)

Fee Schedule

There is a \$30.00 (nonrefundable) administrative fee that must be paid at the time of the request. Please note there may be additional fees for research time. The research fee is charged at a minimum of \$50.00 per hour (nonrefundable). Research fees are incurred after the research is completed and must be paid prior to the release of the findings.

All fees applicable regardless of findings. Fees can be paid in our office or mailed by bank check (Do not send cash). Please return this form to ELBPDRecordRequests@broward.org

Name		Email			
Phone	FAX	Mobile Phone			
Parcel ID/Folio Number		Address			
City		State	Zip		
Subdivision		Lot	Block		
Request for	☐ Open Permits	☐ All Permits	☐ Survey	☐ Drawings	☐ Other

Description

➡ Please email the this completed form to ELBPDRecordRequests@broward.org

OFFICE USE ONLY

Permit #	Box #	Microfilm
Notes		

Clerk Initials _____

Item	Amount	Fees per Page	Total
Research Fee	\$50 per hour (<i>min. 1 hr.</i>)	Research Time	_____
Flash Drive	_____	\$10.00	_____
additional copies	_____	\$0.15	_____
Two-Sided Copies	_____	\$0.15	_____
additional copies	_____	\$0.05	_____

Total: \$ _____

For Cashier Validation ONLY **CAT/CODE 4010/4020**

--