



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

APPLICATION INFORMATION FOR LAWN SPRINKLERS

1. Two (2) complete sets of building plans for Residential, three (3) sets for Commercial are required.
2. A **complete current version of the Broward County Uniform Building Permit Application** which must show the total job value for construction including labor and materials.
 - Provide a **site plan** (plot plan). This will include the location of the structure, paving and any other improvements.
 - The following requirements as per the **Florida Building Code (Plumbing), Appendix F and Broward County Ordinance # 2001-42** must be provided and/or shown on plans:
 1. Commercial property requires plans to be drawn by a **State of Florida Registered Architect, Landscape Architect or Engineer**.
 2. Indicate the source of water on the plans, if well or other than domestic. Provide and show backflow prevention method.
 3. If automatic, indicate location of irrigation controller, rain sensor, and control valves.
 4. Provide total number and types of heads.
 5. Show location of mains and branches. Provide pipe size.
 6. Provide type of material to be utilized.
 7. Provide depth of cover.
 8. Indicate all required sleeving, and size, under driveways and roadways.
 9. Indicate on plans: two inspections required (rough and final).
 - Note: For every project other than Single Family, Duplex dwelling, or fire well, and if the source of water is not from a metered domestic potable source, you will need to submit a copy of the **"Water Consumptive Use Permit"** as per **Florida Statute 373.216 and 373.219** from **Broward County Health Department** 780 S. W. 24 Street, Ft. Lauderdale, 954-467-4700.
3. Plan Review can take up to 15 days. Notification will be to either, pick up your plans and address the corrections/changes that are required, or that the permit is ready. Please contact building@broward.org for an update.
4. If your job is valued at \$5,000.00 or more, upon issuance of your permit you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Records, Taxes and Treasury Division (RTT)** located at 115 South Andrews Avenue, Room #114, Ft. Lauderdale. A certified copy of the current recorded Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Division, prior to the scheduling the first inspection. For further information, please call (954)831-4000 or send an email to records@broward.org.



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APPLICATION INFORMATION FOR PLUMBING PERMITS

1. Two (2) complete sets of building plans for new construction, additions, remodeling, lawn sprinklers, irrigation wells, and relocation of fixtures are required. Commercial irrigation plans will require three (3) sets of plans. (No plans will be required for replacement of water heaters, water service, septic tank conversion, sewers or fixture replacement when retaining the same location.)
2. Plans are to be submitted to **Development and Environmental Review** Please contact DERPlans@broward.org or submit online application at <https://webapps.broward.org/EPermits/>

After your plans have been approved by all the appropriate agencies bring them to **Building Code Division's Building Permitting office** and submit them for plan review. You will be required to have the following:

- A **complete version of the Broward County Uniform Permit Application** which must show the total job value for plumbing construction for the entire job including labor and materials.
 - If you are a contractor applying for a permit, you will be required to submit proof of **Worker's Compensation Insurance**. Such proof of compensation must be evidenced by a certificate of coverage issued by the carrier, a valid exemption certificate approved by the department, or a copy of the employer's authority to self-insure and shall be presented each time the employer applies for a building permit.
 - If you are a homeowner applying for a permit, you will be required to complete an **Owner-Builder Affidavit**, in the presence of permitting staff.
3. After your plans have been reviewed, which can take up to 15 business days, you will be contacted to either, pick up your plans and address the corrections/changes that are required, or you will be informed that your permit is ready to be issued.
 4. If the job value is \$5,000.00 or more, you are required to file a Notice of Commencement. The Notice of Commencement must be filed with **Records, Taxes and Treasury (RTT) Division located at 115 S. Andrews Avenue, Room #114, Fort Lauderdale, FL**. A certified copy of the Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Building Permitting office prior to scheduling the first inspection. For more information, please call (954) 831-4000 or send an email to records@broward.org.

Sewer Installation Tips:

- Dig a trench from your house to the sewer connection. At the high point (near your house) you need to have a minimum of one foot of cover over the pipe.
- If the building drain does not have the minimum of one foot of cover over the pipe when it comes out of the building, you should roll it down at this point by using two 45-degree fittings.
- If the existing building drain is cast iron, purchase a transition fitting to go from cast iron to PVC. This is usually a 3" or 4" Fernco increaser.
- Slope the pipe from the house to the sewer connection at a minimum of 1/8th of an inch per foot. Do not bend the pipe around any obstruction, use appropriate fittings.
- Purchase only approved PVC drainage pipes and drainage fittings.
- Use purple primer to clean PVC pipe and fittings before applying the PVC cement.



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Section 1524 HIGH VELOCITY HURRICANE ZONES – REQUIRED OWNERS NOTIFICATION FOR ROOFING CONSIDERATIONS

§1524.1 **Scope.** As it pertains to this section. It is the responsibility of the roofing contractor to provide the owner with the required roofing permit, and to explain to the owner the content of this section. The provisions of Chapter 15 of the *Florida Building Code, Building* govern the minimum requirements and standards of the industry for roofing system installations. Additionally, the following items should be addressed as part of the agreement between the owner and the contractor. The owner's initial in the designated space indicates that the item has been explained.

☐ **Aesthetics-Workmanship:** *Reserved*

☐ **Renailing Wood Decks:** When replacing roofing, the existing wood roof deck may have to be renailed in accordance with the current provisions of Chapter 16 (High-Velocity Hurricane Zones) of the *Florida Building Code, Building*. (The roof deck is usually concealed prior to removing the existing roof system.)

☐ **Common Roofs:** *Reserved.*

☐ **Exposed Ceilings:** Exposed, open beam ceilings are where the underside of the roof decking can be viewed from below. The owner may wish to maintain the architectural appearance; therefore, roofing nail penetrations of the underside of the decking may not be acceptable. This provides the option of maintaining this appearance.

☐ **Ponding Water:** *Reserved.*

☐ **Overflow Scuppers (wall outlets):** It is required that rainwater flows off so that the roof is not overloaded from a buildup of water. Perimeter/edge walls or other roof extensions may block this discharge if overflow scuppers (wall outlets) are not provided. It may be necessary to install scuppers in accordance with the requirements of RR4403 and RR4413.

Owner's/Agent's Signature

Date

Contractor's Signature

A stylized blue ink signature, possibly reading "J. Smith", is written over the Contractor's Signature line.

SECTION 1525
HIGH-VELOCITY HURRICANE ZONES—UNIFORM PERMIT APPLICATION

Florida Building Code 8th Edition (2023)
High-Velocity Hurricane Zone Uniform Permit Application Form

INSTRUCTION PAGE

COMPLETE THE NECESSARY SECTIONS OF THE UNIFORM ROOFING PERMIT APPLICATION FORM AND ATTACH THE REQUIRED DOCUMENTS AS NOTED BELOW:

Roof System	Required Sections of the Permit Application Form	Attachments Required See List Below
Low Slope Application	A,B,C	1,2,3,4,5,6,7
Prescriptive BUR-RAS 150	A,B,C	4,5,6,7
Asphalt Shingles	A,B,D	1,2,4,5,6,7
Concrete or Clay Tile	A,B,D,E	1,2,3,4,5,6,7
Metal Roofs	A,B,D	1,2,3,4,5,6,7
Wood Shingles and Shakes	A,B,D	1,2,4,5,6,7
Other	As Applicable	1,2,3,4,5,6,7

ATTACHMENTS REQUIRED:

1.	Fire Directory Listing Page
2.	From Product Approval: Front Page Specific System Description Specific System Limitations General Limitations Applicable Detail Drawings
3.	Design Calculations per Chapter 16, or if applicable, RAS 127 or RAS 128
4.	Other Component of Product Approval
5.	Municipal Permit Application
6.	Owners Notification for Roofing Considerations (Reroofing Only)
7.	Any Required Roof Testing/Calculation Documentation

Florida Building Code 8th Edition (2023)
High-Velocity Hurricane Zone Uniform Permit Application Form

Section A (General Information)

Master Permit No. _____ Process No. _____
Contractor's Name _____
Job Address _____

ROOF CATEGORY

- | | | |
|---|---|--|
| ☐ Low Slope | ☐ Mechanically Fastened Tile | ☐ Mortar/Adhesive Set Tiles |
| ☐ Asphalt Shingles | ☐ Metal Panel/Shingles | ☐ Wood Shingles/Shakes |
| | ☐ Prescriptive BUR-RAS 150 | |

ROOF TYPE

- | | | | | |
|-----------------------------------|---------------------------------|--------------------------------------|------------------------------------|-------------------------------------|
| ☐ New roof | ☐ Repair | ☐ Maintenance | ☐ Reroofing | ☐ Recovering |
|-----------------------------------|---------------------------------|--------------------------------------|------------------------------------|-------------------------------------|

ROOF SYSTEM INFORMATION

Low Slope Roof Area (SF) _____ Steep Sloped Roof Area (SF) _____ Total (SF) _____

Section B (Roof Plan)

Sketch Roof Plan: Illustrate all levels and sections, roof drains, scuppers, overflow scuppers and overflow drains. Include dimensions of sections and levels, clearly identify dimensions of elevated pressure zones and location of parapets.

Florida Building Code 8th Edition (2023)
High-Velocity Hurricane Zone Uniform Permit Application Form

Section C (Low Slope Application)

Fill in specific roof assembly components and identify manufacturer

(If a component is not used, identify as "NA")

System Manufacturer: _____

Product Approval No.: _____

Design Wind Pressures, From RAS 128 or Calculations:

Zone 1': _____ Zone 1: _____ Zone 2: _____ Zone 3: _____

Max. Design Pressure, from the specific product approval system: _____

Deck:

Type: _____

Gauge/Thickness: _____

Slope: _____

Anchor/Base Sheet & No. of Ply(s): _____

Anchor/Base Sheet Fastener/Bonding Material: _____

Insulation Base Layer: _____

Base Insulation Size and Thickness: _____

Base Insulation Fastener/Bonding Material: _____

Top Insulation Layer: _____

Top Insulation Size and Thickness: _____

Top Insulation Fastener/Bonding Material: _____

Base Sheet(s) & No. of Ply(s): _____

Base Sheet Fastener/Bonding Material: _____

Ply Sheet(s) & No. of Ply(s): _____

Ply Sheet Fastener/Bonding Material: _____

Top Ply: _____

Top Ply Fastener/Bonding Material: _____

Surfacing: _____

Fastener Spacing for Anchor/Base Sheet Attachment:

Zone 1': _____" oc @ Lap, # Rows _____ @ _____" oc

Zone 1: _____" oc @ Lap, # Rows _____ @ _____" oc

Zone 2: _____" oc @ Lap, # Rows _____ @ _____" oc

Zone 3: _____" oc @ Lap, # Rows _____ @ _____" oc

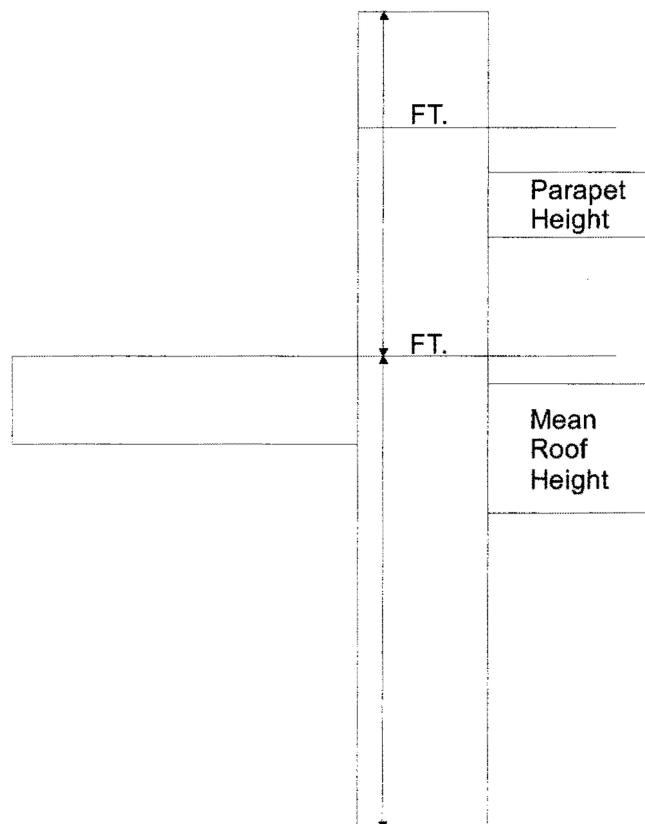
Number of Fasteners Per Insulation Board: _____

Zone 1': _____ Zone 1: _____ Zone 2: _____ Zone 3: _____

Illustrate Components Noted and Details as Applicable:

Woodblocking, Gutter, Edge Termination, Stripping, Flashing, Continuous Cleat, Cant Strip, Base Flashing, Counterflashing, Coping, Etc.

Indicate: Mean Roof Height, Parapet Height, Height of Base Flashing, Component Material, Material Thickness, Fastener Type, Fastener Spacing or Submit Manufacturers Details that Comply with RAS 111 and Chapter 16.



Florida Building Code 8th Edition (2023)
High-Velocity Hurricane Zone Uniform Permit Application Form

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Section D (Steep Sloped Roof System)

Roof System Manufacturer: _____

Notice of Acceptance Number: _____

Minimum Design Wind Pressures, If Applicable (From RAS 127 or Calculations):
Zone 1: _____ Zone 2: _____ Zone 3: _____

Roof Slope:
_____: 12

Ridge Ventilation?

Mean Roof Height: _____

Deck Type: _____

Type Underlayment: _____

Insulation: _____

Fire Barrier: _____

Fastener Type & Spacing: _____

Adhesive Type: _____

Type Cap Sheet: _____

Roof Covering: _____

Type & Size Drip
Edge: _____

Florida Building Code 8th Edition (2023)
High-Velocity Hurricane Zone Uniform Permit Application Form

Section E (Tile Calculations)

For Moment-based tile systems, choose either Method 1 or 2. Compare the values for M_r with the values from M_r . If the M_r values are greater than or equal to the M_r values, for each area of the roof then the tile attachment method is acceptable.

Method 1 "Moment-Based Tile Calculations Per RAS 127"

(Zone 1: _____ $\times \lambda$ _____ = _____) – Mg: _____ = M_{r1} _____ Product Approval M_r _____
 (Zone 2: _____ $\times \lambda$ _____ = _____) – Mg: _____ = M_{r2} _____ Product Approval M_r _____
 (Zone 3: _____ $\times \lambda$ _____ = _____) – Mg: _____ = M_{r3} _____ Product Approval M_r _____

Method 2 "Simplified Tile Calculations Per Table Below"

Required Moment of Resistance (M_r) From Table Below _____ Product Approval M_r _____

M _r required Moment Resistance*					
Mean Roof Height Roof Slope	15'	20'	25'	30'	40'
2:12	-46	-47.6	-49.4	-50.9	-53.3
3:12	-47.3	-48.9	-50.7	-52.2	-54.6
4:12	-47.2	-52.0	-53.8	-55.3	-57.9
5:12	-39.8	-41.5	-42.8	-43.7	-45.7
6:12	-39.6	-40.6	-41.9	-42.9	-44.8
7:12	-39.4	-40.3	-41.6	-42.6	-44.6

Method 2 may be utilized within Broward County Exposure C only.

For Uplift-based tile systems use Method 3. Compare the values for F' with the values for F_r . If the F' values are greater than or equal to the F_r values for each area of the roof then the tile attachment method is acceptable.

Method 3 "Uplift-Based Tile Calculations Per RAS 127"

(Zone 1: _____ x L _____ = _____ x w: = _____) - W: _____ x cos r _____ = F_{r1} _____ Product Approval F' _____

(Zone 2: _____ x L _____ = _____ x w: = _____) - W: _____ x cos r _____ = F_{r2} _____ Product Approval F' _____

(Zone 3: _____ x L _____ = _____ x w: = _____) - W: _____ x cos r _____ = F_{r3} _____ Product Approval F' _____

Where to Obtain Information		
Description	Symbol	Where to find
Design Pressure	Zones 1, 2, 3	From applicable table in RAS 127 or by an engineering analysis prepared by PE based on ASCE 7
Mean Roof Height	H	Job Site
Roof Slope	θ	Job Site
Aerodynamic Multiplier	λ	Product Approval
Restoring Moment due to Gravity	M_g	Product Approval
Attachment Resistance	M_r	Product Approval
Required Moment Resistance	M_g	Calculated
Minimum Attachment Resistance	F'	Product Approval
Required Uplift Resistance	F_r	Calculated
Average Tile Weight	W	Product Approval
Tile Dimensions	L = length W = width	Product Approval

All calculations must be submitted to the building official at the time of permit application.

MANDATORY COUNTYWIDE ROOFTOP MOUNTED EQUIPMENT AFFIDAVIT

ALL EQUIPMENT THAT IS ROOFTOP MOUNTED IS REQUIRED TO BE IDENTIFIED BY THIS AFFIDAVIT AND SUBMITTED WITH THE HIGH-VELOCITY HURRICANE ZONE UNIFORM ROOFING PERMIT APPLICATION

Permit Number: _____

Site Address: _____

Company Name: _____

Address: _____

Name of Qualifier: _____

License Number: _____ Contact No: _____

PLEASE CHECK ALL APPLICABLE EXISTING ROOFTOP EQUIPMENT:

☐ A/C EQUIPMENT ☐ PHOTOVOLTAIC PANELS ☐ SOLAR THERMAL ☐ GAS VENTS

☐ WATERLINES ☐ ELECTRICAL CONDUITS ☐ NO EQUIPMENT ON THE ROOF

PERMITS ARE REQUIRED FOR:

- REMOVAL AND REINSTALLATION OF PHOTOVOLTAIC PANELS.
- REMOVAL AND REINSTALLATION OF SOLAR THERMAL.
- REMOVAL AND REINSTALLATION OF GAS VENTS.

IF A/C EQUIPMENT IS CHECKED ABOVE:

- IS THERE AN EXISTING CODE-APPROVED CURB OR STAND? ☐ YES ☐ NO

IF YOU ANSWERED NO, A MECHANICAL PERMIT IS REQUIRED FOR THE INSTALLATION OF THE PROPOSED CURB OR STAND.

ANY ROOFTOP EQUIPMENT REMOVED DURING REROOFING, SHALL BE REINSTALLED IN COMPLIANCE WITH THE CODE IN EFFECT AT THE TIME A REROOFING PERMIT IS ISSUED.

NOTE: All above permits may be considered as deferred submittals.

CONTRACTOR/OWNER BUILDER SIGNATURE

DATE

PRINT CONTRACTOR/OWNER BUILDER NAME



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Blower Door Test Requirements & Form

Attention Contractors and/or Owner Builder:

Blower Door Testing is a requirement in the Florida Building Code for residential units. Any applications submitted after July 1, 2017, shall have blower door testing per Florida Building Code Energy Conservation R402.4.1.2, as part of the inspection process. Applicable permits: Residential; R-2, R-3 and R-4 buildings three (3) stories or less above grade plane.

You are hereby noticed of your requirement to comply with the present code for this project. Blower door testing shall be performed after creation of all penetrations of the building envelope. Testing shall be conducted by an approved third party and a written report shall be submitted to the Mechanical Inspector prior to Mechanical Final Inspection.

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



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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@gflliance.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=SearchForPermitToRequestInspec	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?



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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?



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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?



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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?



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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?



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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.



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APPLICATION INFORMATION FOR DRIVEWAYS AND PATIO SLABS

1. You are required to have two (2) complete sets of building plans. Each set of plans shall include a **Registered Land Surveyors Certificate**.
 - Include on your plans all dimensions and materials to be used i.e., concrete, brick pavers, asphalt, etc. (see reverse side for code specifications)
 - For Zoning approval in Broward Municipal Services District (Unincorporated Broward County), driveways for Single Family residences must be constructed at a minimum of 18' x 18' or 9' x 36' in size, duplex driveways must have a minimum of four (4) spaces 9' x 18' each.
2. Submit the permit package to **Building Code Division**. You will be required to have the following:
 - Two complete sets of plans with Zoning approvals. Unincorporated **Zoning** review will be conducted with submittal at Building Code Division. For [ePermits](#), only one set is required.
 - A **complete current version of the Broward County Uniform Building Permit Application** which must show the total job value for construction for the entire job including labor and materials.
 - If you are a Contractor applying for a permit you will be required to submit proof of **Worker's Compensation Insurance**. Such proof of compensation must be evidenced by a certificate of coverage issued by the carrier, a valid exemption certificate approved by the department, or a copy of the employer's authority to self-insure and shall be presented each time the employer applies for a building permit.
 - If you are a Homeowner applying for a permit, you will be required to complete an **Owner-Builder Affidavit**, in the presence of Permitting staff.
3. After your plans have been reviewed, which can take up to 15 business days, you will be contacted to either, pick up your plans and address the corrections/changes that are required, or you will be informed that your permit is ready to be issued.
4. If your job is valued at \$5,000.00 or more, upon issuance of your permit you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Records, Taxes and Treasury Division (RTT)** located at 115 South Andrews Avenue, Room #114, Ft. Lauderdale. A certified copy of the current recorded Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Division, prior to the scheduling the first inspection. For further information, please call (954)831-4000 or send an email to records@broward.org.

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FLORIDA BUILDING CODE SECTION 1820 and R4404 CONCRETE SLABS ON FILL:

1820.3 & R4404.4.3. Concrete floor slabs placed directly on the supporting soil shall be a minimum of four (4) inches in thickness, reinforced with not less than .028 square inches of reinforcing per linear foot of slab in each direction.

1820.3.5 & R4404.4.3.5. The discontinuous edges of all slabs surrounding swimming pool and floor slabs for screen patio and utility sheds shall be at least a minimum of eight (8) inches (203 mm) deep and eight (8) inches (203 mm) wide and shall be reinforced with one continuous #5 bar.

1820.5 & R4404.4.5. Concrete slabs outside of buildings, other than patios and pool slabs, where placed directly on the supporting soil, and for minor accessory uses such as, but not limited to, walkways, driveways, minor equipment pads, etc., shall not be less than 4 inches (102mm) thick. Such slabs shall be placed on clean, thoroughly compacted sand or crushed rock free from organics, debris, or other deleterious materials.



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Electrical Permits

FIRE ALARM

Required documents

Current version of the Broward County Uniform Permit application(s) depicting the scope of work

(2) sets of plans

(2) sets of cut sheets

For job values equal to or greater than \$5,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

FIRE REPAIR

Current version of the Broward County Uniform Permit application(s) depicting the scope of work

(2) sets of plans

(2) sets of cut sheets

For job values equal to or greater than \$5,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

SERVICE REPAIR

Current version of the Broward County Uniform Permit application(s) depicting the scope of work

(2) sets of plans

For job values equal to or greater than \$5,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

DIESEL GENERATOR

Current version of the Broward County Uniform Permit application(s) depicting the scope of work

(2) sets of plans

(2) sets of cut sheets



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For job values equal to or greater than \$5,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

GAS GENERATOR

Current version of the Broward County Uniform Permit application(s) depicting the scope of work

(2) sets of plans

(2) sets of cut sheets

For job values equal to or greater than \$5,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

SERVICE CHANGE OVERHEAD

Current version of the Broward County Uniform Permit application(s) depicting the scope of work

(2) sets of plans

For job values equal to or greater than \$5,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

ELEC LOW VOLTAGE

Current version of the Broward County Uniform Permit application(s) depicting the scope of work

(2) sets of plans

(2) sets of cut sheets

For job values equal to or greater than \$5,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

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ELECTRIC MISCELLANEOUS

Current version of the Broward County Uniform Permit application(s) depicting the scope of work
(2) sets of plans
(2) sets of cut sheets

For job values equal to or greater than \$5,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

LOW VOLTAGE ALARM LABEL

Purchase a uniform basic permit label

LOW VOLTAGE FIBER OPTICS

Current version of the Broward County Uniform Permit application(s) depicting the scope of work
(2) sets of plans

For job values equal to or greater than \$5,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

Mechanical

A/C REPLACEMENT, CHANGEOUT

Required Documents

Current version of the Broward County Uniform Permit application(s) depicting the scope of work
Broward County Uniform Data form for Residential and Light Commercial Air Conditioning Replacements - Board of Rules & Appeals Policy 19-02

AHRI Certificate - FEC R403.7.1.1

Signed and Sealed Anchoring Detail or NOA - FMC 301.15

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For job values equal to or greater than \$15,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

**NEW A/C SYSTEM WITH DUCTS or MECHANICAL
FIRE REPAIR**

Current version of the Broward County Uniform Permit application(s) depicting the scope of work
Mechanical plan showing duct routing – FEC R403.1

Energy compliance report form R405 or R402 – FEC R401.2

ACCA Manual J or Load Calculations – FEC403.7.1
AHRI Certificate - FEC R403.7.1.1

Signed and Sealed Anchoring Detail or NOA - FMC 301.15

For job values equal to or greater than \$15,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

MOBILE HOME A/C HOOK-UP

Current version of the Broward County Uniform Permit application(s) depicting the scope of work
Include pre-engineered mechanical plans

Signed and Sealed Anchoring Detail or NOA - FMC 301.15

For job values equal to or greater than \$15,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

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**FIRE SUPPRESSION-KITCHEN HOOD
COMMERCIAL**

Current version of the Broward County Uniform Permit application(s) depicting the scope of work
Engineered mechanical plan – FMC507

Engineered details and specs of equipment prescribed – FMC507

Provide outside air calculations, show on plans duct size and intake location, and discharge detail - FMC 403.2

Signed and Sealed Anchoring Detail or NOA - FMC 301.15

For job values equal to or greater than \$5,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

**MECHANICAL MISCELLANEOUS- EXHAUST FANS,
RESIDENTIAL KITCHEN HOODS, DRYER VENTS,
ETC.**

Current version of the Broward County Uniform Permit application(s) depicting the scope of work

Provide detail of roof exhaust penetration & venting (roof/wall cap) - FMC 403 (If applicable)

Signed and Sealed Anchoring Detail or NOA - FMC 301.15 (If applicable)

For job values equal to or greater than \$5,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

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Plumbing

BACKFLOW PREVENTER

Required Documents

Current version of the Broward County Uniform Permit application(s) depicting the scope of work
(2) Site plan/survey for location of device
identification of backflow preventer

For job values equal to or greater than \$5,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

FIRE SPRINKLERS

Current version of the Broward County Uniform Permit application(s) depicting the scope of work
(2) sets of plans
drawings depicting scope of work

For job values equal to or greater than \$5,00.00, two certified copies of the recorded Notice of Commencement. Contact records@broward.org

WATER AND SEWER HOOK-UP (routing to all applicable agencies may be required; along with sub-permit applications)

Development and Environmental Review approval certificates. Contact DERPlans@broward.org



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Current version of the Broward County Uniform
Permit application depicting the scope of work
(2) sets of plans

Site plan/survey

For job values equal to or greater than \$5,000.00,
two certified copies of the recorded Notice of
Commencement. Contact records@broward.org

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APPLICATION INFORMATION FOR ELECTRICAL PERMITS

1. You are required to have two (2) complete sets of building plans that include a riser diagram and load calculations.
2. Both sets of plans are to be submitted to Building Code Division for plan review. For eligible [ePermits](#), only one set is required. Your submittal shall include:
 - **A complete current version of the Broward County Uniform Building Permit Application** which must show the total job value for Electrical construction for the entire job including labor and material.
 - If you are a contractor applying for a permit you will be required to submit proof of **Worker's Compensation Insurance**. Such proof of compensation must be evidenced by a certificate of coverage issued by the carrier, a valid exemption certificate approved by the department, or a copy of the employer's authority to self-insure and shall be presented each time the employer applies for a building permit.
 - If you are a homeowner applying for a permit, you will be required to complete an **Owner-Builder Affidavit**, in the presence of Permitting staff.
3. After your plans have been reviewed, which can take up to 15 business days, you will be contacted to either, pick up your plans and address the corrections/changes that are required, or you will be informed that your permit is ready to be issued.
4. If your job is valued at \$5,000.00 or more, upon issuance of your permit you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Records, Taxes and Treasury Division (RTT)** located at 115 South Andrews Avenue, Room #114, Ft. Lauderdale. A certified copy of the current recorded Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Division, prior to the scheduling the first inspection. For further information, please call (954)831-4000 or send an email to records@broward.org.



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Fence Permit Procedures

1. Two (2) complete sets of building plans are required. Each set of plans shall include a registered land surveyor's certificate. For eligible [ePermits](#), only one set is required. Your submittal shall include:
2. Wood fences, not exceeding six (6) feet in height, shall be constructed according to the Florida Building Code section 2328. (see attached documentation)
3. Chain link fences, not exceeding twelve (12) feet in height shall be constructed according to the Florida Building Code table 2224. (see attached documentation).
4. All other fences (aluminum, iron, PVC, etc..) shall be designed by a **Florida registered Architect/Engineer** or have a valid **Notice of Acceptance** (Product Approval)
5. After Zoning approval, two (2) complete sets of plans must be submitted to Building Code Division for plan review. Your submittal shall include:
 - a) All the appropriate **Notice of Acceptance** (Product Approval).
 - b) A **complete current version of the Broward County Uniform Building Permit Application** with the construction job value.
 - c) If you are a contractor applying for a permit, you will be required to submit proof of Worker's Compensation insurance.
 - d) If you are a Homeowner applying for a permit, you will be required to complete an **Owner-Builder Affidavit**, in the presence of Permitting staff.
 - e) Must submit the appropriate Zoning approval paperwork.
6. Plan Review can take up to 15 business days. Notification will be sent to either pick up the plans and address the corrections that are required, or you will be informed that your permit is ready. Please contact building@broward.org for an update.
7. If your job is valued at \$5,000.00 or more, upon issuance of your permit you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Records, Taxes and Treasury Division (RTT)** located at 115 South Andrews Avenue, Room #114, Ft. Lauderdale. A certified copy of the current recorded Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Division, prior to the scheduling the first inspection. For further information, please call (954)831-4000 or send an email to records@broward.org.

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**Minimum Standards for Permanent Residential Stand-By Generator Permitting
Electrical Checklist 2002 National Electrical Code (NEC) Article 702
2005 National Electrical Code (NEC) Article 702 Effective 12/8/06**

**BROWARD COUNTY BOARD OF RULES AND APPEALS
Policy # 06-01 Effective 4/21/06**

- **Site Plan:**
 - Indicate generator and fuel tank locations.
 - Indicate location of all operable windows and operable doors near generator exhaust (Generator spacing from the building shall meet manufacturer's specifications for all openings and operable doors, including those in the neighbors' house).
 - The location of the generator shall conform to local **Zoning** requirements and shall be mounted above the base flood level.
- **Slab Drawing**
 - Provide applicable structural plans. These plans shall indicate at minimum:
 1. The size and depth of the slab and the type of reinforcement used.
 2. Generator anchoring details.
- **Electrical Riser Diagram**
 - Provide electrical riser diagram. These plans shall indicate the service, panel(s), transfer switch(s), main disconnect(s), generator installation, overcurrent protection, grounding, conduit sizes and wire sizes.
- **Generator**
 - Provide information for the generator showing KW rating, ampacity, voltage, phase, fuel source and dimensioning.
 - All loads connected to generator shall be identified.
 - Provide load calculations for the generator. NEC Article 220 shall be used to calculate existing loads. Where the Generator is connected to the load through a cord-and-plug (Exposed Metal Parts shall be non-current carrying), the receptacle shall be sized for the corresponding overcurrent protection at the generator or other overcurrent protection device in front of the receptacle.
 - Generator shall be sized for the load served. NEC Article 220 shall be used to calculate the existing load.
 - Provide dbA sound rating if required per local ordinance.
- **Transfer Switch**
 - Required for All Generators shall be rated for the connected load.
- **Manual Transfer Switch** (options)
 - Sized for the intended load on the electrical service or
 - Sized for optional standby Panel(s) which may be built into the panel(s) and transfer switch(s)
- **Automatic Transfer Switch** (options)
 - Sized to transfer the entire load on the electrical service or
 - Pre-select the loads to be served with an optional standby panel(s) and transfer switch(s) or
 - Provide automatic load shedding equipment to reduce total load imposed on generator.
- **Sign**
 - A permanent sign shall be placed at the electrical service entrance equipment that indicates the location of on-site optional standby power sources.
 - A permanent sign shall be placed at the transfer switch location indicating the sequence of operation to start the generator and transfer the electrical loads.

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Prescriptive Method: To comply with Section 706.8 Florida Existing Building Code Seventh Edition (2020), Roof- to-wall connections on an existing structure with a sawn lumber, wood plank or wood structural panel roof deck:

Must be completed by: Florida Professional Engineer, Registered Architect, Licensed General Contractor, Building Contractor, Residential Contractor, or persons certified in the structural discipline under FS468 excluding Standard Roofing Inspector and/or Roofing Contractor prior to final building inspection.

Where mandated retrofits are required pursuant to F.B.C. 2020 Seventh Edition Existing Building Section 706.8 and Broward County Amendments, the intersection of roof framing with wall below shall be improved as specified in Table 706.8.1. As an alternative to an engineered design, the prescriptive retrofit solutions provided in Sections 706.8.1.3 through 706.8.1.6 shall be accepted as meeting the mandated roof-to-wall retrofit requirements pending final inspection and after completion of Option 1 or verification of Option 2.

I _____, Contractor/Qualifier do affirm and certify that the Hurricane Mitigation Retrofits installed at _____, meet at least one of the following options (see option 1 or option 2). Please complete appropriate option information.

Option 1 Hurricane Retrofit Mitigation **Building Permit Number** _____ Metal connectors, clips straps, fasteners were installed under my supervision; and the Mitigation Retrofits are installed in compliance with the prescriptive methods of 706.8.1.3 through 706.8.1.6. Existing anchors were found to have _____ (# of) fasteners and additional fasteners were installed to make a total of _____

per anchor. **Photos are to be provided with this affidavit for verification.**

Additional anchors (Manufacturer and Model No.) _____ were installed using (Quantity, Size & Type) _____ fasteners.

Other methods of retrofit used (describe in detail or attach additional sheets)

OR

Option 2 Existing straps were found to have _____ (# of) _____ type of fasteners and additional fasteners are not required. **Photo documentation shall be provided and a report addressing the contractor/qualifier of inspection and by what method they have inspected, existing metal connectors, clips straps, fasteners, and his findings.**

By his/her signature below, the Contractor/Qualifier does affirm and certify that the above applicable information for Hurricane Mitigation Retrofit for the replacement of roofing system at _____ is true and accurate and this inspection and work was done under his/her direct supervision.

Qualifier's Name (Print) _____ Qualifier's Signature _____
License # _____ Date _____

STATE OF FLORIDA – BROWARD COUNTY

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____ by _____, as,

_____, who is

☐ Personally, known to me OR ☐ Produced the following type of identification _____

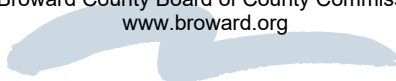
(NOTARY SEAL)

NOTARY SIGNATURE _____

NOTARY PRINTED NAME _____

NOTE: Structural Misc. Sub-Permit by a CGC, CBC, or CRC required if retrofit is deemed necessary.

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INSULATION CERTIFICATE

Permit Number: _____

Job Address: _____

MASONRY WALL INSULATION

Manufacturer: _____

Type: _____

Thickness: _____

R Value: _____

STUD WALL INSULATION

Manufacturer: _____

Type: _____

Thickness: _____

R Value: _____

CEILING/ROOF INSULATION

Manufacturer: _____

Type: _____

Thickness: _____

R Value: _____

OTHER INSULATION

Manufacturer: _____

Type: _____

Thickness: _____

R Value: _____

GARAGE & CEILING INSULATION

Manufacturer: _____

Type: _____

Thickness: _____

R Value: _____

Qualifier Name: _____

Qualifier License Number: _____

Date: _____

Signature: _____

For Owner-Builder permits: _____

Property Owner Name: _____

Date: _____

Signature: _____





Public Works and Environmental Services Department

BUILDING CODE DIVISION | RECORDS REQUEST

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APPLICATION INFORMATION FOR MECHANICAL PERMITS

1. You are required to have two (2) complete sets of building plans that have been signed and sealed by a **State of Florida Registered Architect/Engineer**.
2. After your plans have been approved by all the appropriate agencies, you will bring them to **Building Code Division's Building Permitting office** and submit them for plan review. You will be required to have the following:
 - Two (2) complete sets of plans with all appropriate agency approvals.
 - Three (3) sets of **Energy Calculations** and two (2) sets of Cooling Load Calculations.
 - A **complete current version of the Broward County Uniform Permit Application** that must show the total job value for mechanical construction for the entire job including labor and materials.
 - If you are a contractor applying for a permit, you will be required to submit proof of **Worker's Compensation Insurance**. Such proof of compensation must be evidenced by a certificate of coverage, issued by the carrier, a valid exemption certificate approved by the department, or a copy of the employer's authority to self-insure and shall be presented each time the employer applies for a building permit.
 - If you are a homeowner applying for a permit, you will be required to complete an **Owner/Builder Affidavit** in the presence of permitting staff.
3. After your plans have been reviewed, which can take up to 15 business days, you will be contacted to either, pick up your plans and address the corrections/changes that are required, or you will be informed that your permit is ready to be issued.
4. If your job is valued \$15,000.00 for A/C repair or replacement, upon issuance of your permit you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Broward County Records, Taxes and Treasury Division** located at 115 South Andrews Avenue, Room #114, Fort Lauderdale, Florida 33301. A copy of the Notice of Commencement containing the filing stamp from County Records is to be submitted to Building Code Division, prior to the first inspection. For further information, please call 954-831-4000 or send an email to records@broward.org.

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Temporary Office Trailer Permit Requirements

The process for modular buildings used as construction trailers include the same steps as construction trailers. Prior to submittal for a permit to Building Code Division, the required sets must be routed through Environmental Engineering and Permitting Division (EEPD) located at 1 North University Drive, Plantation, FL 33324.

A required Finished Floor Elevation (F.F.E.) must be obtained from the Surface Water Management Section. Upon approval from EEPD, two (2) identical stapled sets of plans, each containing the following information must be submitted for permit review:

- ☐ Site plans showing location where it will be installed
- ☐ Floor Plans including DBPR/State of Florida approved Modular Building Plans approved in the HVHZ.
- ☐ Occupancy class and Occupancy load in order to properly determine all required fixtures
- ☐ Original, signed and sealed site-specific Engineered foundation and tie down plans
- ☐ Original, signed and sealed site-specific ADA ramp shop drawings and connections.
- ☐ Electrical service plan
- ☐ If holding tank is to be installed, provide Approval from Health Department and a copy of the contract from the waste removal company
- ☐ Plumbing plans for water service and/or sewer tie in if applicable.
- ☐ If this is at FLL Airport, the permit application is to be signed by a BCAD project manager on the "Owner" side.

The permit application must be submitted by a Broward County Registered, qualified individual as per FBC 105.3.0.1. 1.. Electrical and Plumbing sub-permits will be required. Prior to Final Inspection, a fully, completed Elevation Certificate will need to be submitted and approved, showing F.F.E. of the structure.



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Public Works and Environmental Services Department

BUILDING CODE DIVISION | BUILDING PERMITTING

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APPLICATION INFORMATION FOR SCREEN ENCLOSURES

1. Two (2) complete sets of building plans that have been signed and sealed by a **State of Florida registered Architect/Engineer** are required. Each set of plans shall include a **Registered Land Surveyor's Certificate**.
2. You will be required to have the following:
 - Two complete sets of plans with City Zoning approvals. Unincorporated **Zoning** review will be conducted with submittal at Building Code Division.
 - A **complete current version of the Broward County Uniform Permit Application** which must show the total job value for construction for the entire job including labor and materials.
 - If you are a contractor applying for a permit you will be required to submit proof of **Worker's Compensation Insurance**. Such proof of compensation must be evidenced by a certificate of coverage issued by the carrier, a valid exemption certificate approved by the department, or a copy of the employer's authority to self-insure and shall be presented each time the employer applies for a building permit.
 - If you are a homeowner applying for a permit, you will be required to complete an **Owner-Builder Affidavit**, in the presence of permitting staff.
3. After your plans have been reviewed, which can take up to 15 business days, you will be contacted to either, pick up your plans and address the corrections/changes that are required, or you will be informed that your permit is ready to be issued.
4. If your job is valued at \$5,000.00 or more, upon issuance of your permit you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Records, Taxes and Treasury Division (RTT)** located at 115 South Andrews Avenue, Room #114, Ft. Lauderdale. A certified copy of the current recorded Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Division, prior to the scheduling the first inspection. For further information, please call (954)831-4000 or send an email to records@broward.org.

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Septic Tank to Sewer Conversion

1. Plans are to be submitted to **Development and Environmental Review** Please contact DERPlans@broward.org or submit online application at <https://webapps.broward.org/EPermits/>.
2. All septic tanks are to be abandoned through permit with the Dept. of Environmental Protection (formerly Health Department). Submit the Application in Person to: Onsite Sewage (2nd Floor) Env. Engineering Florida Department of Health in Broward 2421-A SW 6th Avenue Fort Lauderdale, FL 33315. Please contact (954) 412-7334. Here is the link for the application: [NewSystemApplicationPacket.pdf \(floridahealth.gov\)](#)
3. You will be required to submit the Development Order approval certificate with **complete current version of the Broward County Uniform Building Permit Application** and two sets of plans to Building Code Division located at 2307 West Broward Boulevard, Suite 300, Fort Lauderdale, FL 33312. For more information contact (954) 765-4400 or email to building@broward.org. For eligible [ePermits](#), only one set of the plans are required.
4. If your job is valued at \$5,000.00 or more, upon issuance of your permit you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Records, Taxes and Treasury Division (RTT)** located at 115 South Andrews Avenue, Room #114, Ft. Lauderdale. A certified copy of the current recorded Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Division, prior to the scheduling the first inspection. For further information, please call (954)831-4000 or send an email to records@broward.org.

Useful Instructions for Installing a Sewer

5. Dig a trench from your house to the sewer connection. At the high point (near your house) you need to have a minimum of 1 foot of cover over the pipe.
6. If the building drain does not have the minimum of 1 foot of cover over the pipe when it comes out of the building, you should roll it down at this point by using two 45-degree fittings.
7. If the existing building drain is cast iron, purchase a transition fitting to go from cast iron to PVC. This is usually a 3"x 4" Fernco increaser.
8. Slope the pipe from the house to the sewer connection at a minimum 1/8 of an inch per foot. Do not bend the pipe around any obstructions, use appropriate fittings.
9. Purchase only approved PVC drainage pipe and drainage fittings.
10. Use purple primer to clean PVC pipe and fittings before applying the PVC cement.
11. Install a two way clean out at the juncture of the building drain and building sewer + or – 30 inches beyond the building exterior wall. Install clean outs at each change of direction that is

more than 45 degrees and every 100 feet.

12. In some cases, you may have to run the pipe from the rear yard to the front yard or parallel to an exterior wall. Use caution not to undermine your foundation.
13. **Trench location.** Trenches installed parallel to footings shall not extend below the 45-degree (0.79 rad) bearing plane of the footing or wall.

14. The pipe shall be bedded in clean fill, no stones larger than ½ inch, and supported for the entire length.
15. **Support of piping.** Buried piping shall be supported throughout its entire length.
16. **Backfilling.** Loose earth, free from rocks, broken concrete, frozen chunks, and other rubble, shall be placed in the trench in 6-inch (152 mm) layers and tamped in place. The backfill under and beside the pipe shall be compacted for pipe support. Backfill shall be brought up evenly on both sides of the pipe so that the pipe remains aligned. In instances where the materials manufacturer's installation instructions are more restrictive than those prescribed by the code, the material shall be installed in accordance with the more restrictive requirement.
17. After you have installed your sewer line, you must pump and abandon your septic tank. You must hire a properly licensed septic tank pumping company. Keep the receipt and display it with your permit card so that when you call for a Sewer Inspection it will be available for the inspector to see. Once the septic tank is pumped out, a hole must be punctured in the bottom for the inspector to see at the time of the Sewer Inspection. You must also have enough Clean Fill onsite to fill in the Septic tank up to the top of it at this inspection.
18. You should now backfill your trench and abandoned septic tank and request your Final Inspection.
19. At all times use caution and protective gear. Purchase construction safety tape to put around your open trenches and pumped out septic tank until they are backfilled.



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APPLICATION INFORMATION FOR A NEW SINGLE-FAMILY RESIDENCE OR ADDITION

1. You will be required to have two (2) complete sets of building plans that have been signed and sealed by a **State of Florida registered Architect/Engineer**. Each set of plans shall include a **registered Land Surveyor's certificate**.
2. Plans are to be submitted to **Development and Environmental Review** Please contact DERPlans@broward.org or submit online application at <https://webapps.broward.org/EPermits/>.

After your plans have been reviewed from (DER), you will receive a **Development Order**. The Development Order will list the other agencies that your plans will need approval from prior to submitting them to Building Code Division located at 2307 West Broward Blvd. Suite 300, Fort Lauderdale, FL 33312.

3. After your plans have been approved by all the appropriate agencies you will bring them to Building Code Division's Building Permitting office to submit them for plan review. This office has permitting jurisdiction for Unincorporated Broward County You will be required to have the following:
 - Two complete sets of plans with all the appropriate agencies' approvals or exemption certificates. Unincorporated Zoning review will be conducted with submittal in Building Code Services Division.
 - Three sets of **Energy Calculations**
 - A **completed permit application (Uniform Broward County Permit Application) which must show the job value for construction for the entire job**. In addition, sub-contractors will be required to complete and submit permit applications for each trade required for job.
 - A **Landscape Permit Application** for new construction or a **Retro Landscape form** for an addition.
 - If you are a contractor applying for a permit, you will be required to submit proof of General Liability and Worker's Compensation insurance. Such proof of compensation must be evidenced by a certificate of coverage issued by the carrier, a valid exemption certificate approved by the department, or a copy of the employer's authority to self-insure and shall be presented each time the employer applies for a building permit.
 - If you are a Contractor licensed by the State of Florida, you must be registered with our office.
 - If you are a homeowner applying for a permit, you will be required to complete an **Owner/Builder Affidavit** in the presence of the permitting staff. Proof of residence (Florida Driver's License or Identification) will be requested.

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4. After your plans have been reviewed, which can take up to 15 business days, you will be contacted to either pick up your plans and address the corrections/changes that are required, or you will be informed that your permit is ready to be issued.
5. If the job value is \$5,000.00 or more, you are required to file a Notice of Commencement. The Notice of Commencement must be filed with **Records, Taxes and Treasury (RTT) Division located at 115 S. Andrews Avenue, Room #114, Fort Lauderdale, FL.** A certified copy of the Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Building Permitting office prior to scheduling the first inspection. For more information, please call (954) 831-4000 or send an email to records@broward.org.



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Shed Requirements

1. You will be required to have two (2) complete sets of building plans. Each set of plans shall include **a registered land surveyor's certificate**.
2. Plans for **commercial sheds, plans** are to be submitted to **Development and Environmental Review** Please contact DERPlans@broward.org or submit online application at <https://webapps.broward.org/EPermits/> prior to submitting plans to Building Code Division.
3. After Development and Environmental Review approval, you shall submit two (2) complete sets of plans to Building Code Division for plan review. Your submittal shall include:
 - (a) If you are installing a pre-manufactured shed, a **certification letter from the Department of Community Affairs or a Notice of Acceptance (Product Approval) is required**.
 - (b) Your plans shall indicate if any electrical work is to be performed. If so, a separate electrical permit application is required.
 - (c) A **complete current version of the Broward County Uniform Building Permit Application** with the construction job value.
If you are a contractor applying for a permit, you will be required to submit proof of Worker's Compensation insurance.
 - (d) If you are a homeowner applying for a permit, you will be required to complete an **Owner/Builder Affidavit**.
 - (e) Must submit the appropriate Zoning approval paperwork.
4. After your plans have been reviewed, which can take up to 15 business days, you will be contacted to either pick up your plans and address the corrections/changes that are required, or you will be informed that your permit is ready to be issued.
5. If your job is valued at \$5,000.00 or more, upon issuance of your permit you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Records, Taxes and Treasury Division (RTT)** located at 115 South Andrews Avenue, Room #114, Ft. Lauderdale. A certified copy of the current recorded Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Division, prior to the scheduling the first inspection. For further information, please call (954)831-4000 or send an email to records@broward.org.

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SIMPLIFIED PERMITTING PROCESS SUPPLEMENTAL APPLICATION

PER FLORIDA STATUTE 553.7932

ATTACH THIS FORM TO THE BROWARD COUNTY UNIFORM BUILDING APPLICATION

THIS SIMPLIFIED PERMIT PROCESS IS FOR THE FOLLOWING ONLY (check those that apply):

“FIRE ALARM SYSTEM PROJECTS”

- ☐ A fire alarm system alteration of a total of 20 or fewer initiating and notification devices.
- ☐ The installation or replacement of a fire communicator to an existing fire alarm control panel in an existing commercial, residential, apartment, cooperative, or condominium building.
- ☐ The replacement of an existing fire alarm panel using the same make and model as the existing panel.

“FIRE SPRINKLER SYSTEM PROJECTS”

- ☐ A fire sprinkler system alteration of a total of 20 or fewer heads with the same K-factor and located in spaces where there is no change of hazard classification or increased system coverage area.
- ☐ The installation or replacement of an equivalent fire sprinkler system component in an existing commercial, residential, apartment, cooperative, or condominium building.
- ☐ The replacement of an existing DDCV using the same make and model as the existing device*.

Work may begin upon the submission of a completed permit application.

Plans are not required at the time of permit application but must be prepared and available for an on-site plan review at the time of first rough inspection. Projects that cost over \$5,000.00 must be signed and sealed by a Florida registered Professional Engineer.

If the AHJ determines that additional information is required, it must be provided to the AHJ within 4 business days of the inspection or document request, whichever is later.

Rough Inspection and Final Inspections will be required. A rough inspection is required before work is concealed. A final is provided after testing the alterations for functionality with the fire marshal's office inspector.

*This work may require additional fire watches when these systems are disrupted. Fire Watch services to be at the discretion of the Fire Prevention Bureau.

SIGNATURE OF CONTRACTOR /QUALIFIER ON PERMIT APP

Date: _____



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BMSD Permitting Requirements

1. Plans are to be submitted to **Development and Environmental Review** Please contact DERPlans@broward.org or submit online application at <https://webapps.broward.org/EPermits/>.

The building permit will not be issued until proof of payment for the impact fees and a copy of the final Development and Environmental Review approval is submitted to Building Code Division's Building Permitting office

For more information contact at (954) 357-6666 or email to DERPlans@broward.org.

2. Required Documents:

- Completed, signed, and notarized Broward County Uniform Building Permit applications for each scope of work:
 - Master permit application (Single Family Residence)
 - Structural-Fence, walls, docks (if applicable)
 - Electrical (if applicable)
 - Low Voltage telephone
 - Low Voltage TV
 - 30 Day Temp
 - Mechanical
 - Plumbing (if applicable)
 - Lawn sprinklers
 - Stand-alone permit application is needed for Plumbing Sewer Hook-Up
 - Roofing

3. If you are a homeowner applying for this permit, you will be required to complete an **Owner/Builder Affidavit** in the presence of the permitting staff. Proof of residence (Florida Driver's License or Identification) will be requested.
4. Licensed State Contractors must be registered with our agency to submit permit applications for each applicable trade. Proof of current General Liability and Workers Compensation/Exemption.
5. Two (2) sets of organized, signed, and sealed plans and supporting documents (i.e., NOAs and Product approvals, contractor registrations, etc.)
6. Plans must include geo-technical reports, Special Inspector form for masonry and reinforcement, all Product Approvals for windows and doors, and hardware attachment for trusses and tie-beams. NOAs, shop drawings, sub-permit applications must be submitted at time of application. Failure to submit with delays will delay the review and result in additional fee(s)

7. If the job value is \$5,000.00 or more, you are required to file a Notice of Commencement. The Notice of Commencement must be filed with **Records, Taxes and Treasury (RTT) Division located at 115 S. Andrews Avenue, Room #114, Fort Lauderdale, FL**. A certified copy of the Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Building Permitting office prior to scheduling the first inspection. For more information, please call (954) 831-4000 or send an email to records@broward.org.
8. Contractors must adhere to Florida Building Code Chapter 1, Broward County amendments, requirements for high velocity hurricane zone (HVHZ). Our agency heavily enforces these documents for regulations, policies, and procedures.
9. Plan Review process takes approximately 15 business days, provided all documentation are submitted with the application. An additional review fee will be assessed for delayed submittals. Corrections to plan reviews for any discipline will incur addition review fees(s)
10. **IMPORTANT!!! If plans are taken out of our office for corrections for more than 60 days, plans are null and void per Florida Building Code §105.3.1.1. Not more than 60 days after the date of such notification, where such additional information has not been submitted or the permit has not been purchased, the application and/or the permit shall become null and void. If the 60th day falls on a Saturday, Sunday, or National Holiday, the next business day shall be used for the 60th day.**
11. If plans are rejected twice, it is recommended that you schedule a Plan Review Conference with the applicable trades' Plan Reviewers. Please note that there is a fee of \$98.00 per hour/per trade for this meeting. Please contact building@broward.org.
12. All document submittals require a completed permit application.
13. Prior to the commencement of any project, please ensure that the approved plans, a sanitary facility, and temporary electricity is present at the job site.
14. Prior to scheduling an inspection, the Contractor should review his/her work to avoid correction fees and delays. To expedite corrections, it is recommended that either the Contractor or someone familiar with the job be present at the time of inspection.
15. All inspections must be scheduled by calling the Call Center at (954) 831-4000 before 3:00PM for next business day inspection (Monday-Friday). To schedule a next business day inspection, contact the Call Center before 3:00PM.
16. The permit card and approved plans must be on site. There is a \$50.00 replacement fee for permit card(s) and \$50.00 for replacement of plans/per trade (review required by each trade).
17. Cancellation of inspections must be received between 8:30AM-9:00AM, Monday-Friday. Contact the Call Center between 8:30AM-9:00AM, to cancel a same day inspection or contact the Inspector between 7:30AM-8:30AM. In the event, you may require an after-hours inspection, you may request it with the applicable trade Chief Inspectors at least three (3) hours in advance, at minimum. The inspection fee of \$66.00 must be prepaid using a credit card or check.

18. During the inspection, the job site should be clear of construction debris. Rainwater needs to be contained within the construction site.

19. **Inspection:** The following documentation must be present at time of inspection:

- SLAB: Density test(s), soil treatment, and Special Inspector Report(s) for reinforcement must be present at time of inspection. All underground work must be inspected.
- TIE-BEAM: Special Inspector Report(s) for masonry and approved Spot Survey must be present at time of inspection.
- TRUSSES: All engineering work must be approved prior to inspections. Please do not schedule the inspection for the trusses after the A/C ductwork has been installed. *Inspection may have to be performed by Special Inspector.*
- CLEAN SITE: Site must always be clean. Please note that the hurricane season is June 1st-November 30th.
- Do not load roof more than 20 days prior to installation. Refer to §110.13.2 of Chapter. 1 Florida Building Code. Refer to Broward County Amendments for more details regarding this matter.

20. Required Documents for Certificate of Occupancy (CO):

- Insulation certificate (must be on corporate letterhead or stationery with corporate seal or notarized)
- Soil Treatment certificate (initial and final)
- Special/Threshold Inspector certificate
- FEMA certificate (Final Survey and Elevation Certificate)
- Highway Construction & Engineering certificate.
- Energy Performance Level (EDL) Display Card
- Residential Air Leakage (Blower Door) test
- Copy of permit card
- All Building Department holds must be removed.
-

**CERTIFICATE OF OCCUPANCY PACKAGE MUST BE SUBMITTED PRIOR TO SCHEDULING
FINAL BUILDING INSPECTION**

21. Certificate of Occupancy (CO) will not be issued if there is incomplete work. CO package (documents) must be submitted and reviewed by the Building Official prior to the issuance of the Certificate of Occupancy. Once submitted, it may take up to five (5) business days for review and issuance.

Please contact (954) 765-4400 Option 1 or send us an email to building@broward.org



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2020 RESIDENTIAL SWIMMING POOL BARRIER REQUIREMENT

Permit # _____

Address _____

Lot _____ Block _____ Subdivision _____

NOTICE OF REQUIREMENTS

I (we) acknowledge that a new swimming pool, spa or hot tub will be constructed or installed at the above address, and hereby affirm that one of the following methods will be used to meet the requirements of Chapter 515, Florida Statutes and Florida Building Code, Residential (FBC) Section R4502.17.

Please initial the method to be used for your pool

_____ The Pool will be equipped with an approved safety pool cover that complies with ASTM F1346. Attach manufacturer's product compliance.

_____ A continuous, one-piece barrier (child fence, screen enclosure, or other fence) meeting the requirements of FBC R4101.17 will protect the pool perimeter. Submit plans indicating the type and location of the barrier, for child fence specify location of the end which is not removable without the use of tools. Attach Manufacturer's product compliance.

_____ A combination of dwelling walls and or non-dwelling walls (screens, enclosures, fences, etc.) will protect the pool perimeter. Submit plans specifying the type and location of all non-dwelling walls. Attach Manufacturer's Product Compliance information.

_____ Any combination of protection which incorporates dwelling walls with doors and/or windows opening directly into pool perimeter, which includes self-closing, self latching devices and/or exit alarms complying with UL2017 having a minimum sound rating of 85dBA at 10 ft and installed in compliance with the current edition of NEC and FBC Section R4501.17..9 Submit plans showing location and type of all openings and specifying type of hardware or exit alarm to be used at each location for perimeter protection. Proof of compliance, including NRTL listing of the alarm equipment and a sealed site-specific wiring diagram with circuit information, must be included with this application.

I understand that not having one of the above installed will constitute a violation of Chapter 515 FS and will be considered as committing a misdemeanor of the second degree, punishable as provided in Section 775.082 or 775.083 FS.

***NOTE:** Chapter 39 the Broward County Zoning Code requires that all swimming pools, and spas constructed in any residential zoning district in the unincorporated neighborhoods be enclosed by a fence of 5' minimum height or an open-mesh screen enclosure. All screen doors and fence gates must be equipped with self-closing, self latching mechanisms.

Contractor's Signature: _____ Print: _____ Date: _____

Owners Signature: _____ Print: _____ Date: _____



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Swimming Pools **Requirements**

1. You will be required to have two (2) complete sets of building plans that have been signed and sealed by a **State of Florida Registered Architect/Engineer**. Each set of plans shall include a **registered land surveyor's certificate**.
2. Plans for **commercial pools** are to be submitted to **Development and Environmental Review**. Please contact DERPlans@broward.org or submit online application at <https://webapps.broward.org/EPermits/>.
3. (For commercial.) After your plans have been reviewed from Development and Environmental Review, you will receive a **Development Order**. The Development Order will list the other agencies that your plans will need approval from prior to submitting them to Building Code Division.
4. After your plans have been approved by all the appropriate agencies you will bring them to Building Code Division located at 2307 W. Broward Boulevard, Suite 300, Fort Lauderdale, FL 33312, to submit them for plan review. You will be required to have the following:
 - (a) Two sets of plans with all the appropriate agencies approvals.
 - (b) A **complete current version of the Broward County Uniform Building Permit Application** for each discipline (Structural, Plumbing, Mechanical, Electrical). The Structural application shall contain the value for the construction of the entire job if enclosure is required.
 - (c) If you are a Contractor applying for a permit, you will be required to submit proof of Worker's Compensation insurance.
 - (d) If you are a homeowner applying for a permit, you will be required to complete an **Owner/Builder Affidavit**, in the presence of Permitting staff.
5. After your plans have been reviewed, which can take up to 15 business days, you will be contacted to either pick up your plans and address the corrections/changes that are required, or you will be informed that your permit is ready to be issued.
6. If your job is valued at \$5,000.00 or more, upon issuance of your permit you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Records, Taxes and Treasury Division (RTT)** located at 115 South Andrews Avenue, Room #114, Ft. Lauderdale. A certified copy of the current recorded Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Division, prior to the scheduling the first inspection. For further information, please call (954)831-4000 or send an email to records@broward.org.

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WATER METER PERMITTING REQUIREMENTS

Broward County Building Code Division does not hold permitting jurisdiction for water meter permits. **Broward Municipal Service District (BMSD-Unincorporated Broward County) does not issue water meter permits.**

Water meters are provided by the water purveyor (Utilities Department) of each specific municipality. The phone number for City of Fort Lauderdale water meter installation requests is (954) 828-8000.

New Single-family residences, under construction in the BMSD jurisdiction, must follow the following procedures to obtain a City of Fort Lauderdale water meter installation along with a BMSD construction permit.

1. Obtain the required Plumbing sub-permit which is required under the Master Building Permit for the BMSD project.
2. A copy of the BMSD plumbing permit must be submitted to the City of Fort Lauderdale's "Utilities Department", or "Public Works", not their Building Department.
3. A request for a water meter for the new residence needs to be submitted. In addition, a copy of the BMSD's plumbing sub-permit must be submitted.
4. City of Fort Lauderdale's fees must be paid for water usage.
5. City of Fort Lauderdale will schedule and install the water meter.

For existing water meters that need to be replaced:

1. Contact the City of Fort Lauderdale "Utilities Department" or "Public Works", not their Building Department.
2. Inform the City of Fort Lauderdale that there is an existing water service, and the request is only for replacing the meter. Please note that this does not pertain to any BMSD permits.

If an additional water meter to and existing property in BMSD (Unincorporated Broward County) for either a duplex or irrigation, the following is required:

Provide a complete current version of the Broward County Uniform Permit Application that clearly describes the complete scope of work to Broward County Building Code Division's Building Department located at 2307 West Broward Boulevard, Fort Lauderdale, Florida 33312

1. Two copies of the Property Survey (does not have to be updated or sealed). However, the following must be referenced:
 - a. location of the existing water meter must be shown,
 - b. the location and size of the existing water service line must be provided, and

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- c. show where capping of the other non-metered unit is happening, then show new line from the point of requested new meter up to the point of the unit's existing water line

*** If the water service line is on non-metallic type, then clearly depict on the plans, the point of transition from non-metallic piping to metallic. The plans must show how grounding will be accomplished. *Florida Building Code Plumbing Inspection Section 601.3*. Existing piping used for grounding. Existing metallic water service piping used for electrical grounding shall not be replaced with nonmetallic pipe or tubing until other approved means of grounding is provided.

For the existing irrigation system, the same principles above apply. If a new irrigation system is being installed, then a complete irrigation plans need to be provided.



Public Works and Environmental Services Department

BUILDING CODE DIVISION

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

**APPLICATION INFORMATION FOR
WINDOWS/DOORS REPLACEMENT
SHUTTER INSTALLATION**

1. You are required to have two (2) complete sets of building plans that include the following: For eligible [ePermits](#), only one set is required. Your submittal shall include:
 - All appropriate **Notices of Acceptance** (product approval).
 - A **floor plan sketch** indicating the windows to be replaced or the shutters to be installed.
 - A **complete current version of the Broward County Uniform Building Permit Application** which must show the total job value for construction including labor and materials.
 - If you are a contractor applying for a permit you will be required to submit proof of **Worker's Compensation Insurance**. Such proof of compensation must be evidenced by a certificate of coverage issued by the carrier, a valid exemption certificate approved by the department, or a copy of the employer's authority to self-insure and shall be presented each time the employer applies for a building permit.
 - If you are a homeowner applying for a permit, you will be required to complete an **Owner/Builder Affidavit**, in the presence of permitting staff.
2. If your project meets the criteria in the attached document, you may submit your plans for review. If they **do not** meet the criteria your plans must be designed by a **State of Florida Registered Architect/Engineer**.
3. After your plans have been reviewed, which can take up to 15 business days, you will be contacted to either, pick up your plans and address the corrections/changes that are required, or you will be informed that your permit is ready to be issued.
4. If your job is valued at \$5,000.00 or more, upon issuance of your permit you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Records, Taxes and Treasury Division (RTT)** located at 115 South Andrews Avenue, Room #114, Ft. Lauderdale. A certified copy of the current recorded Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Division, prior to the scheduling the first inspection. For further information, please call (954)831-4000 or send an email to records@broward.org.

(See reverse for updated requirement information)

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

Retrofit of Windows, Doors, Garage Doors, Shutters, and Skylights
FBC 2004 Existing Building, Alteration Level 1

At the Board of Rules and Appeals meeting of February 9, 2006, an interpretation was approved for Retrofit of Windows, Doors, Garage Doors, Shutters and Skylights, of the 2004 Florida Building Code as follows:

1. Window or door buck inspections are not required the buck shall comply with Section 1714.5.4.1 specifically, unless otherwise tested, buck shall extend beyond the entire face of the window or door frame such that full support of the frame is provided.
2. A Florida Professional Engineer or Architect may modify the buck with fasteners as specified in a Notice of Acceptance. Such modification must be documented with a signed and sealed letter or drawing.
3. To obtain the required design pressure for a specific opening at a specific site, an individual must utilize one of the following and submit documentation as indicated.
 - a. A site specific (signed and sealed) by a Florida Professional Engineer or Architect, indicating the location of all retro openings and the required design pressure.
 - b. A site-specific plan (not sealed) indicating the location of all openings accompanied by a worst-case design pressure chart (signed and sealed) prepared by a Florida P.E. or Architect.
 - c. A site-specific plan (not sealed) indicating the location of all openings and indicating the required design pressure based on FBC table 1609.6(b & d) FRC Table R301.2.2 (2 & 3) for windows, doors, shutters, and skylights and table 1609.6E for garage doors.

Note: FBC Table 1609.6 (b & d) and FRC Table 1609 R301.2.2 (2 & 3) and 1609.6E has been adopted for retrofit windows, doors, shutters and skylights (only with a permit application date preceding September 1, 1994*, and is limited to building with a roof mean height of 30’.

4. Required design pressure is required to meet FBC Table 1609.6 (b & d) FRC Table R301.2.2 (2 & 3) or ASCE-7-02 for windows, doors, shutters and skylights and 1609.6E for garage doors.

Note: FBC Table 1609.6 (b & d) FRC Table R301.2.2 (2 & 3) 1609.6E may be used to determine wind pressure for retrofit of windows, door, garage doors and skylights, but only on buildings with a permit application prior to September 1, 2004, * and shall be limited to buildings with a maximum roof mean height of 30’.

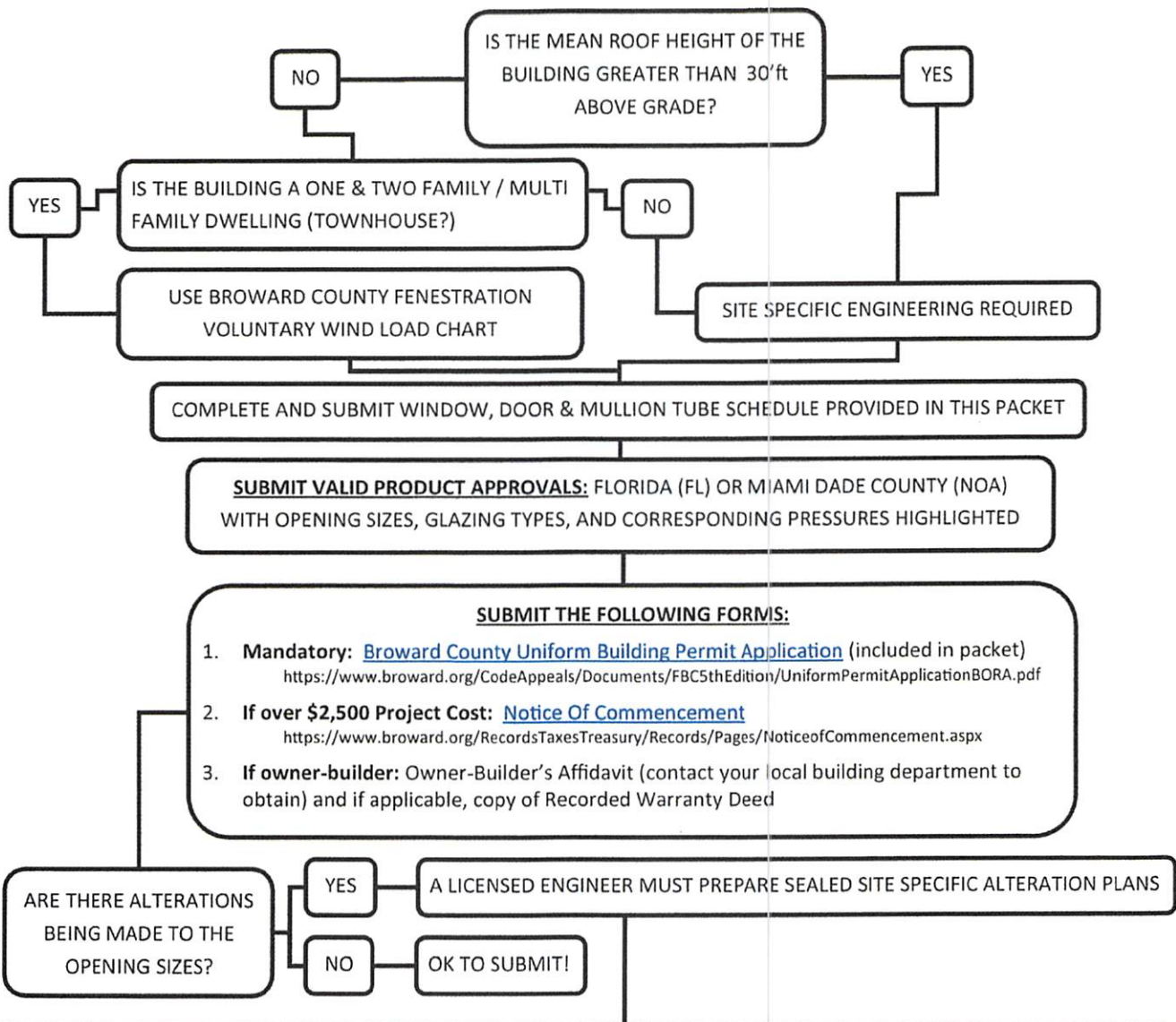
*Buildings with a permit application date on or after September 1, 1994, design measures were required to be shown on plans, should be used for retro.

EFFECTIVE DATE: JANUARY 20, 2020

BROWARD COUNTY UNIFORM APPLICATION INSTRUCTIONS FOR RETROFIT WINDOWS - DOORS - GARAGE DOORS

- PAGE 1 of 3

INSTRUCTION FLOWCHART



DESIGN CRITERIA REQUIREMENTS FOR PLANS

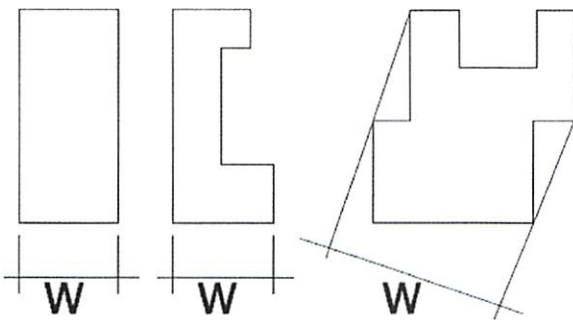
1. Unit sketch, generally to scale illustrating the unit and overall building (if multi-family).
2. Broward requires ASCE 7 calculations using Peak wind velocity $V_{ult(min)} = 170\text{mph}$
3. Either Exposure C (inland) or D (coastal - see description next page)
4. Mean (average) Roof height (see page 3)
5. Overall Building Width & Length (lessor dimension is used to determine width of zone 5)
6. Label each opening dimensions, wind zone (4 or 5) on the layout as shown in example on page 3
7. Each opening shall have a corresponding "mark" which ties into the window, door & mullion schedule provided within this packet

OK TO SUBMIT!

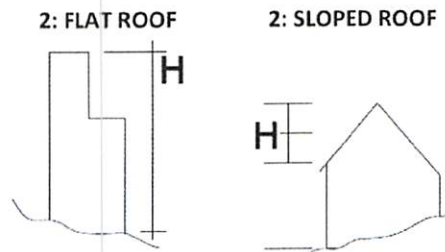
Explanation of Terms

- 1: **Exposure C:** All of Broward County. The "Broward County Fenestration Voluntary Wind Load Chart" included within this packet can be used for all detached one & two story dwellings and multiple single-family dwellings (townhomes).
- 2: **Exposure D:** A structure that's within 600' or 20X building height of a flat area/body of water that's a mile long. Generally all areas east of the Intercoastal Waterway. Wind load pressures must be completed by a licensed design professional for all structures.
- 3: **Mean Roof Height ("h"):** Average between the lowest and the highest roof point of a sloped roof, also the highest point of a flat roof (also see page 3).
- 4: **Minimum Building Width:** 10% of least horizontal dimension (W) or 0.4h, whichever is smaller, but not less than either 4% of least horizontal dimension or 3'ft minimum.

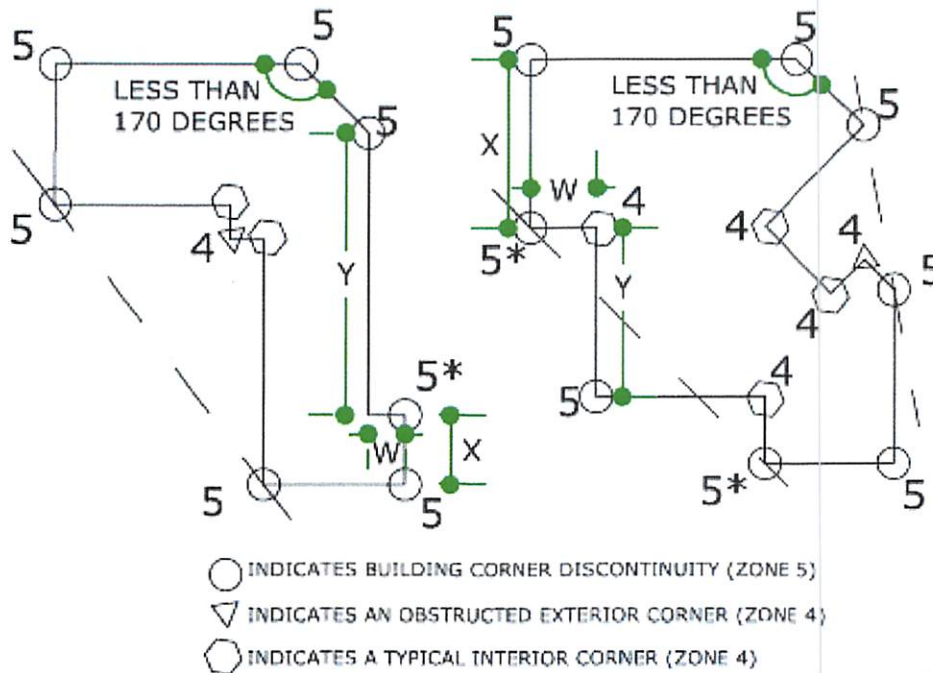
MIN. BUILDING WIDTH EXAMPLES (PLAN VIEW):



Mean Roof Height



ZONE EXAMPLES (PLAN VIEW)



NOTE: The corner designated by an * would not be considered a corner if dimension W is less than half the width of the corner zone and dimension X and Y are greater than the width of a corner zone

170 degree:

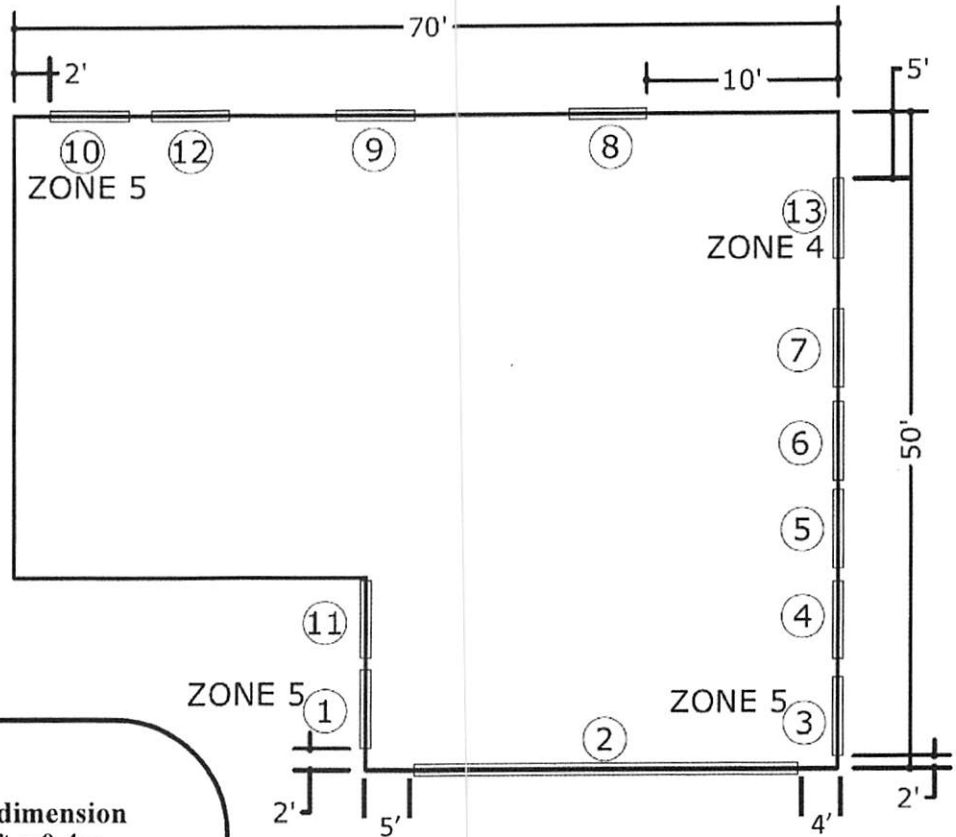
An unobstructed exterior corner with an interior angle of less than 170 degree would be considered a corner zone

See page 3 for example on how to calculate the zone dimensions of a building

Zone determinations:

1. Zone 5 (corner zone) in this example is calculated as 5'ft in width, any opening within 5'ft of an outside unobstructed corner would be considered in zone 5.
2. In this example, openings 1, 2, 3 & 10 are located in a zone 5 (corner zone).
3. All other opening would be considered zone 4 (interior zone).

Minimum Sketch Requirement

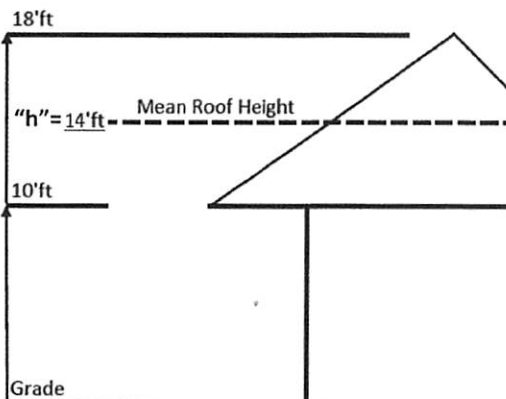


ZONE CALCULATIONS:

Zone 5 = $.10 \times$ least horizontal dimension (50ft $\times .10 = 5$ ft) or $.4 \times$ "h" (14ft $\times 0.4 = 5.6$ ft) whichever is smaller, but not less than either 4% of the least horizontal dimension (50ft $\times 4\% = 2$ ft), or 3ft.

Zone 5 (corner zone) would be 5'ft wide.

All others would be zone 4.



Next Steps:

- Complete Window & Door Schedule included within this packet
- Submit all forms to your local building department according to their instructions.
- The local building department may require additional documentation

NAME: _____ SITE ADDRESS: _____ CONTACT #: _____

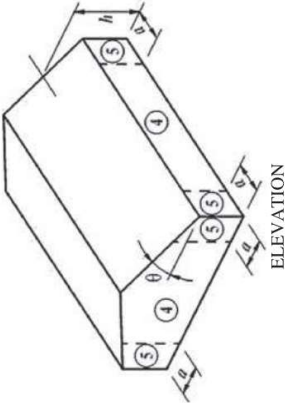
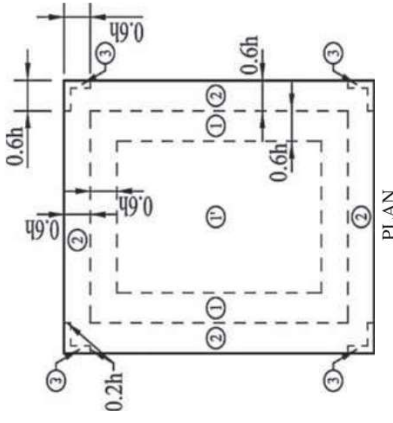
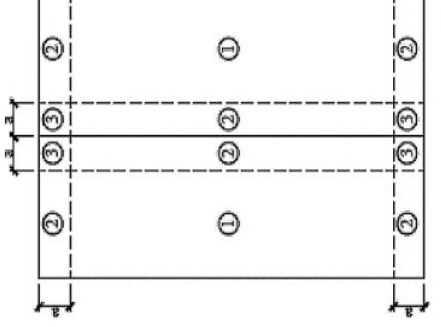
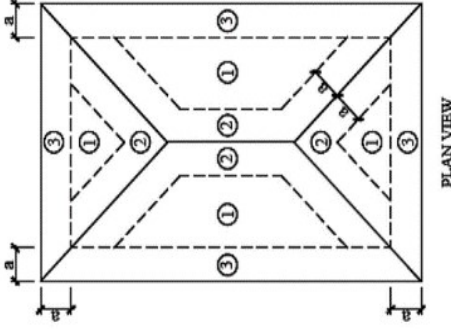
1	2	3		4		5		6		7		8		9		10	
OPENING LOCATION ID	PRODUCT ACCEPTANCE NUMBER	PRODUCT APPROVAL PRESSURE RATING		REQUIRED DESIGN PRESSURE		OPENING SIZES		ZONE LOCATION		Impact Glazing		OPENING HAS EXISTING SHUTTERS		NEW SHUTTERS REQUIRED		MULLION TUBES REQUIRED	
		(+) PSF	(-) PSF	(+) PSF	(-) PSF	WIDTH X HEIGHT IN INCHES	AREA IN SQ FEET	4 INTER	5 END	YES	NO	YES	NO	YES	NO	YES	NO
						X											
						X											
						X											
						X											
						X											
						X											
						X											
						X											
						X											
						X											
						X											

IDENTIFY OPENINGS ALPHABETICALLY OR NUMERICALLY ON ELEVATION SHEETS.

IDENTIFY VERTICALLY STACKED GLASS IN THE SAME OPENINGS FROM BOTTOM TO TOP WITH SUB NUMBERS (Example: A, A1, A2, ETC.).

ASCE 7-22

Roof and Wall Zone Chart Diagrams

Wall Pressure Chart	Flat Roof Uplift Chart	Gable Roof Uplift Chart	Hip Roof Uplift Chart
 ELEVATION	 PLAN	 PLAN VIEW	 PLAN VIEW

Instructions on how to use these Charts: Determine Mean Roof Height, h , which is top of roof for flat roofs or the mean roof height for pitched roofs. Find your least horizontal dimension for your building, not including a overhang if it occurs. Calculate the value of, a , = 10% of least horizontal dimension or $0.4 \cdot h$, whichever is smaller, but not less than either 4% of least horizontal dimension or 3 feet. If your roof height is less than 30 feet, but not exactly 15, 20, or 25 feet, you will need to go to the next higher roof height. If your Mean Roof Height is higher than 30 feet, these charts do not apply. Review the diagram which illustrate the wall and roof zones and determine the wind zone in which the component is located. Determine the tributary area of the component. If the tributary area falls in between values, use the value of the smaller tributary area. Select the positive and negative wind pressures corresponding to the wall or roof zone where your component is located. Door pressures shown are for the most common door sizes and are worst case for heights ≤ 30 Feet.

Wall Pressure For All Roof Types

Mean Roof Height	15 Ft						20 Ft						<= 30 Ft			
	10	20	35	50	100	500	10	20	35	50	100	500	Effective Wind Area		Positive	Negative
Tributary Area													Width	Height		
Wall Positive Pressure	38.1	36.3	35.0	34.1	32.4	28.4	40.4	38.5	37.1	36.1	34.3	30.1				
Zone 4 Negative Pressure	-41.4	-39.6	-38.2	-37.3	-35.6	-31.6	-43.8	-42.0	-40.5	-39.6	-37.7	-33.5	8	8	38.6	-48.2
Zone 5 Negative Pressure	-51.0	-47.5	-44.8	-43.0	-39.6	-31.6	-54.0	-50.4	-47.5	-45.6	-42.0	-33.5	10	10	37.4	-45.7
Mean Roof Height	25 Ft						30 Ft									
Tributary Area													14	14	35.4	-41.8
Wall Positive Pressure	10	20	35	50	100	500	10	20	35	50	100	500	9	7	38.7	-48.3
Zone 4 Negative Pressure	42.2	40.3	38.8	37.8	35.9	31.5	43.9	41.9	40.3	39.3	37.3	32.8	16	7	37.0	-45.0
Zone 5 Negative Pressure	-45.8	-43.9	-42.4	-41.4	-39.5	-35.1	-47.6	-45.7	-44.1	-43.1	-41.1	-36.5	3	7	41.8	-54.6
Zone 5 Negative Pressure	-56.6	-52.8	-49.7	-47.8	-43.9	-35.1	-58.8	-54.7	-51.7	-49.6	-45.7	-36.5	6	7	39.8	-50.6

Garage/Door Pressures

Mean Roof Height	15 Ft						20 Ft						<= 30 Ft			
	10	20	35	50	100	500	10	20	35	50	100	500	Effective Wind Area		Positive	Negative
Tributary Area													Width	Height		
Wall Positive Pressure	38.1	36.3	35.0	34.1	32.4	28.4	40.4	38.5	37.1	36.1	34.3	30.1				
Zone 4 Negative Pressure	-41.4	-39.6	-38.2	-37.3	-35.6	-31.6	-43.8	-42.0	-40.5	-39.6	-37.7	-33.5	8	8	38.6	-48.2
Zone 5 Negative Pressure	-51.0	-47.5	-44.8	-43.0	-39.6	-31.6	-54.0	-50.4	-47.5	-45.6	-42.0	-33.5	10	10	37.4	-45.7
Mean Roof Height	25 Ft						30 Ft									
Tributary Area													14	14	35.4	-41.8
Wall Positive Pressure	10	20	35	50	100	500	10	20	35	50	100	500	9	7	38.7	-48.3
Zone 4 Negative Pressure	42.2	40.3	38.8	37.8	35.9	31.5	43.9	41.9	40.3	39.3	37.3	32.8	16	7	37.0	-45.0
Zone 5 Negative Pressure	-45.8	-43.9	-42.4	-41.4	-39.5	-35.1	-47.6	-45.7	-44.1	-43.1	-41.1	-36.5	3	7	41.8	-54.6
Zone 5 Negative Pressure	-56.6	-52.8	-49.7	-47.8	-43.9	-35.1	-58.8	-54.7	-51.7	-49.6	-45.7	-36.5	6	7	39.8	-50.6