

## CONTRACTOR CHECKLIST

Please verify that your permit application package contains all applicable items that are required for permit issuance. Your permit application **will not be processed if the required information is not complete or marked "not applicable."**

- \_\_\_\_\_ **Permit application completed**, reflecting the total job cost and square footage. *If the job cost is over \$2,500, the owner's notarized signature is required.*
- \_\_\_\_\_ Proof of payment of Broward County Impact Fees, if required.
- \_\_\_\_\_ One (1) copy of the recorded **Notice of Commencement** must be provided at issuance of permit.
- \_\_\_\_\_ Two (2) sets of **plans drawn to scale** (signed and sealed by designer when required by Code) including fire sprinkler plan (for buildings more than three stories.)
- \_\_\_\_\_ Two (2) **accurate plot plans and surveys**, signed and sealed.
- \_\_\_\_\_ **Approval by the Department of Planning and Environmental Protection (DPEP)** for all new buildings; demolitions; additions to non-residential buildings and interior alterations where a change in use is applicable; commercial re-roofs; slabs greater than 250 sq. ft. and detached additions to single family residences.
- \_\_\_\_\_ Three (3) copies of the **energy calculation** forms, two (2) **heating/cooling load calculations, and manufacturer's specifications sheets.**
- \_\_\_\_\_ Two (2) copies of **product approvals** signed by architect. Product approvals are reports from an approved testing laboratory or professional engineer certifying that the product complies with the specifications of the manufacturer and compliance with the requirements of the Florida Building Code. They may be obtained from the retailer in which you purchase the product from. (Must submit all sheets and additional information required by the approval.) For doors, garage doors, fences, sheds, roof coverings, shutters, sky lights, operable windows and fixed glazing as exterior components.
- \_\_\_\_\_ Approval by DPEP, South Florida Water Management District and Army Corps. of Engineers for dredge and fill activities or structures within jurisdictional waterways.
- \_\_\_\_\_ Approval by the Department of Business and Professional Regulation (DBPR) for restaurants.
- \_\_\_\_\_ Approval by Broward County Health Department for hospitals, ACLF's.

I have reviewed the checklist, filled it out completely and all applicable items are enclosed in my application package in duplicate/triplicate where necessary.

\_\_\_\_\_  
Permit Applicant

\_\_\_\_\_  
Permit Processor

\_\_\_\_\_  
Permit Number

### OUTSIDE AGENCY APPROVALS:

Dept. of Planning & Environmental Protection (DPEP)  
218 SW 1 Avenue, Ft. Lauderdale  
General Info: 519-1400  
Water Management Div. 519-1270

Broward County Health Dept.  
2421 SW 6 Avenue, Ft. Lauderdale  
General Info 467-4800  
Restaurants and Pools 467-4823

Dept. of Business and Professional Regulation (DBPR)  
Division of Hotels and Restaurants  
1700 NW 64 Street, Suite 600  
Fort Lauderdale, FL  
958-5520