



BUILDING PERMIT INSTRUCTIONS – OWNER BUILDER

WHEN DO I NEED A BUILDING PERMIT?

Pursuant to Section 104.1 of the Florida Building Code, any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy or occupant content of a building or structure, or any outside area being used as part of the building's designated occupancy (single or mixed) or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the building official and obtain the required permit for the work.



The most common types of projects for which permits are requested are any new construction, one and two-story additions, minor repairs, remodeling, accessory structures (sheds, gazebos), carports, pools and spas, fences and walls, decks (wood and concrete), screened porches, patios, driveways, enclosures, awnings and canopy, change of owner or contractor. If you reside in a condominium, we suggest you check with your condominium association prior to applying for a building permit.

Should you have any questions about whether or not a permit is required, we recommend that you call the Development Services Division at 954-535-2480 before beginning the work. Please note that should you do any work without first obtaining a permit, the code requires you to pay **DOUBLE**. To save time and money consult with us before doing any work.

WHY DO I NEED A BUILDING PERMIT?

Not only is it the law, but building permits can also protect you. With a building permit you get the advice of reviewers and inspectors who will approve each phase of your project, checking to see that the work is done in accordance with the Florida Building Code, local Zoning laws and the approved plans. Additionally, a building permit is required to show compliance with sanitary, safety and welfare concerns including required setbacks from property lines and adjacent structures. Working without a permit when one is required, can result in fines and can cause problems when you sell your home. And, more importantly, you lose the assurance that the work you're paying for is built to Code, a minimum standard for safety.

WHAT IS AN OWNER-BUILDER?

State and County law requires construction to be done by licensed contractors. Owners of property, however, may apply for a building permit under an exemption of the law. The exemption allows you, as the owner of the property, to act as your own contractor even though you do not have a license. As an Owner-Builder, you must supervise the construction yourself. You may build or improve a one-family or two-family residence. You may also build or improve a commercial building at a cost of \$25,000 or less. The building must be constructed for your own use or occupancy. It may not be built for sale or lease. If you sell or lease more than one building you have built yourself within one (1) year after construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption.

While you may hire a licensed sub-contractor to assist you with your improvements, please be advised that you may not hire an unlicensed person as a sub-contractor. This is called "aiding and abetting" an unlicensed contractor. And, that is illegal. If someone says, "you get the permit as an owner-builder and pay me to do the work," start running. This person is an unlicensed contractor, and is just the kind of situation the City tries to keep you out of. Remember, when you are the permit holder, you are the one responsible for all the work and, if there is a problem, the City will come after you, not the unlicensed contractor. Also, please note that there is

no such thing as a Handyman License. Licensed contractors will have a certification issued by either the State of Florida or Broward County. It will say either Certified Contractor, or Certificate of Competency. The City cannot make recommendations for contractors or other professionals.

OWNER-BUILDER RESPONSIBILITIES/LIABILITIES

As an owner builder you will assume several responsibilities. For instance, as noted above, it is your responsibility to make sure that any sub-contractors employed by you have licenses required by state law and county or municipal licensing ordinances. Prior to being issued a building permit, you will be required to provide the Development Services Division with a list of all such sub-contractors you plan to utilize in the construction of your project. This is required to ensure that they are qualified. You should be advised that if your day labor employees cause any damage to permits or property, or if any of your day labor employees are injured on the job, **YOU ARE LIABLE**. Your regular home insurance policy ordinarily does not cover this type of liability. You should also be advised to investigate your responsibility for withholding Social Security, Federal or State Unemployment Insurance Taxes and Federal Income Taxes from the wages of employees working for you on the proposed construction and for making returns thereof to the proper agencies. Please note that prior to the issuance of a building permit, Owner-Builders will be required to sign an Owner-Builder Affidavit releasing the City of any liability.

HOW TO GET A BUILDING PERMIT

The first step is to fill out a Building Permit Application form. Next, file the application with the Development Services Division at 3521 NW 43rd Avenue, Lauderdale Lakes, Florida – Development Services Permitting Center between the hours of 8:00 A.M. and 3:30 P.M. For questions regarding application requirements or to set up a pre-application conference with the plan review section, you may contact the Department at 954-535-2480.

Please note: Should your proposed improvements require prior zoning approvals (such as development review, variance, rezonings or conditional use approvals), you will be required to obtain them prior to submitting a building application. For questions regarding such approvals, you may contact the City's Planning and Zoning Technician at 954-535-2480.

WHAT INFORMATION DO I NEED TO SUBMIT TO OBTAIN A BUILDING PERMIT

The following information shall be submitted to obtain a building permit from the Development Services Division:

1. Permit application completely filled out.
2. Two (2) sets of signed and sealed plans drawn to scale (by an architect or engineer when required) showing all structural, plumbing, electrical and mechanical designs and calculations.
3. Proof of payment of Broward County Impact fees on applicable projects.
4. Proof of approvals from the Department of Planning and Environmental Protection for new buildings, additions, to non-residential buildings, interior commercial alterations, commercial re-roofs, commercial pools, land clearing, and demolition.
5. Proof of approval by the Department of Business and Professional Regulation for Restaurants.
6. Proof of approval by Army Corps of Engineers, South Florida Water Management District and Environmental Protection Department for dredge and fill activities or structures within jurisdictional waterways.
7. Two (2) current signed and sealed surveys (if required). Please note an "in-progress" spot survey must be submitted at the framing or tie beam inspection. A final survey must be submitted prior to the issuance of a C.O.
8. Three (3) sets of all energy calculations.
9. Two copies of product approvals, if required, (must submit all sheets) for roofs, utility sheds, windows, exterior doors, metal awnings, shutters, skylights, etc.

Please note: Incomplete plans will not be accepted for processing.

PLAN REVIEW PROCESS

When you first submit your application package, permitting staff will check to see if your application package is complete. If your plans are found complete they will be forwarded to the plan review section of the Division for review and compliance with the Florida Building Code and Lauderdale Lakes Land Development Code. The amount of time it takes to review your plans depends on the number of plans examiners it takes to review your plans. If it is a small job, like a roof, or some electric, A/C or plumbing work, only one plans examiner may need to review the application. If everything is in compliance, it may be ready in two (2) to three (3) days. But, a lot depends on how many applications have been submitted. The average turnaround time is approximately three (3) days per discipline. Projects such as fences, slabs, decks, sheds, and such, require review by the Planning and Zoning Division before Structural Plans review. Driveways also have to be reviewed by Engineering and Planning and Zoning for swale requirements. The time and processes for these reviewers are similar to those outlined above.

If your plans are not found in compliance you will be notified and told what the problems are. You then need to take the application package back, make corrections, and re-submit it. If your plans are approved, your permit is ready to be issued. You will be contacted to come to the office and pick up your permit. If the owner or a sub-contractor intends to hire anyone to work on the project, she/he must provide a Certificate of Worker's Compensation Insurance. This Certificate needs to name the City of Lauderdale Lakes as a Certificate Holder. In addition, pursuant to Section 713.13 of the Florida Statutes a "Notice of Commencement" must be submitted at this time for projects valued in excess of \$2,500 (including labor and materials). The Worker's Compensation Certificate, with a current expiration date, and Notice of Commencement must be on file before the Building Permit can be issued. Notice of Commencement shall be filed at: 115 South Andrews Avenue (Broward County Governmental Center Building), RM 114, Ft. Lauderdale, Florida. Also, please note that once issued, an approved copy of the building plans must be kept at the job site.

FEES

To defray the cost of processing, inspecting and storing your proposed construction plans, application fees are due at various stages of the review. To determine the required fees applicants should consult the City's Building Fee Schedule. All plan review and permit fees are based on the size and scope of the project. Checks and money orders shall be made payable to the City of Lauderdale Lakes.

The types of fees mentioned below are not all inclusive.

1. Fees Due When Filing Application

When you apply for your Building Permit, you will need to pay an "up-front" processing fee. This fee covers the cost associated with reviewing your plans for compliance with the Florida Building Code and Lauderdale Lakes Land Development Code. This fee will be assessed each time a plan is submitted for review. If your project needs site design review, you must obtain this from the Planning and Zoning Division prior to the submission of construction plans. An up front fee is also required for this service.

2. Fees Due When Permit is Issued

When the permit is issued you must pay a Building Permit fee. This fee covers the cost of any on-site inspections that will be necessary to approve your project. The County's Building Surtax Fee and any required Local Impact Fees will also be charged at this time. In addition, proof of payment for projects requiring County Impact Fees will be required at this time.

3. Fees Due at Project Completion

In order for a project to be considered complete, applicants must obtain either a Certificate of Completion or Certificate of Occupancy from the Development Services Division. The fee required to obtain these certificates covers the cost associated with processing the application and archiving the associated plans and documents.

INSPECTIONS

There are many inspections that you may need to call for, and a certain order that they should be called in. **The most important thing to know about inspections is that you are responsible for (calling in) requesting them.** Requests made before 2:00 pm will be scheduled for the next business day. To schedule an inspection you must call 954-535-2481 and leave a message requesting an inspection. When calling in inspections, indicate the permit number, job address and the type of inspection requested (Example: permit # 04-122; 4425 NW 36 Street; Structural-Slab). The inspectors cannot usually make appointments because they do not know what their day will be like until they receive their list of inspections which is either at the end of the day or the first thing in the morning. If you really must get in touch with the inspector then the best time to call would be between 8:00 a.m. and 9:00 a.m. so that staff can route your message to the inspector. Remember each approved inspection allows you to move forward to your next phase of work. For example, you cannot get your slab inspection approved without having gotten the plumbing in the ground approved. If you did that, you would be required to chop up the concrete to show us your pipes.

In the course of your inspections, you might be issued what is known as a red tag. This is the Notice of Violation. This is to tell you what was done improperly on the job. **THIS IS NOT A PUNISHMENT!** The city wants to get your job done right, not to make life difficult. It could be minor, such as the plans were not there for the inspector. Or maybe you did not do something the way the plan says, or the code wants. Or maybe it is just so bad it needs to be taken apart and started all over. Whatever the reason, the inspector will explain on the tag what is wrong and how to fix it. When it is done, you call for the inspection again. You may have to pay a re-inspection fee. **THIS IS NOT A FINE!** Remember, your permit fee pays for us to visit and inspect, it allows for only so many inspections. If we have to come out a second time (or hopefully not, a third) time, you need to pay for that extra service. You need to be sure that you make all the corrections listed on the tag. If it is not all corrected, you may get another Red Tag. Neither the City nor you want that. If you have to pay the re-inspection fee, you should do it before you request the reinspection. If there are outstanding fees on your permit, it cannot be closed out. If you then allow your permit to expire you will have to renew the permit at full price and pay the outstanding fees, before the permit can be closed. The Red Tag is nothing to be ashamed of. If you did not know, the City will help you learn, and once corrected, move the job along. If you find, for whatever reason, you must build differently from the plan, go back to the architect, have the plan changed, submit two copies to the Department for review, then get your approved copy out on the job. Make it legal, and make the paperwork match the project.

CERTIFICATE OF OCCUPANCY OR COMPLETION

Once you have completed your project and obtained your final inspection(s), you must apply for a Certificate of Occupancy (for all new work and additions), or a Certificate of Completion for smaller work. To obtain these certificates you will be required to submit your signed-off building permit and pay a fee. Projects requiring a Certificate of Occupancy may also require the submittal of a final sealed survey and Flood Elevation Certificate. These may be obtained from your surveyor.

MAINTENANCE OF CONSTRUCTION SITE

Please note that you are required to appropriately manage trash and debris at your construction site. Contractors failing to do so are subject to violations by the City. Should your construction project require a roll-off container, you are required to obtain the service from the City's solid waste provider, Waste Management, or one of the City's registered construction and demolition haulers. Contractors failing to do so will be fined by the City. To arrange for a roll-off container, please contact a waste hauler that holds a valid franchise with the City. You may contact the City at 954-535-2815 to obtain a list of all waste haulers holding a valid franchise.

CHANGES TO CONSTRUCTION PLANS

After a permit has been issued, the Development Services Division must approve any changes to the plans. Two sets of the proposed changes must be prepared by the architect, engineer or plan preparer and brought in for our review.

CHANGE OF CONTRACTOR

Please note that should it become necessary for you to change a sub-contractor in the course of construction, you will be required to fill-out a “Change of Contractor” form and submit it to the Development Services Division for review and approval.

CANCELLATION OF PERMIT

Should you decide not to undertake a project or a portion of a project for which a permit has been issued, please note that you are required to complete a “Cancellation of Permit” form and submit it to the Development Services Division for review and approval. A “Cancellation of Permit” will be approved only in cases where no work was commenced on the permit.

TIME LIMITS

The first thing you need to know is that a permit is good for 180 days or 90 days from the date of the last APPROVED inspection. Notice that word APPROVED; just because you called for an inspection and it failed does not mean that you have another 90 days. You must get an approved final inspection before your permit can be closed out. All sub-permits also need to be closed out before the main permit can be closed out. You may submit a written request for an extension on the building permit deadline before the 180th or 90th day, whichever is applicable. Permits allowed to expire will require a repayment of permit fees and may be subject to any revised regulations in the Florida Building Code or City’s Land Development Code.

Also, please note that the Development Services Division will discard permits not picked up within 180 calendar days of the date you applied for it. If this happens you will lose your plan review and permit fees.

SUMMARY OF PROCESS

1. File permit applications with plans, and pay initial fees.
2. Plans are reviewed by a building plans examiner – referred to other departments or agencies if necessary.
3. Plans Examiner tells you about any changes which need to be made to the plans to comply with Florida Building Code.
4. You correct plans and resubmit (if corrections are required).
5. Plans undergo second plans review.
6. When all corrections are completed, plans approved and Building Permit ready for issuance.
7. Pay permit fee and pick-up permit.
8. Start construction - call for all required inspections.
9. Construction of the proposed work is inspected by the Building Inspector during all phases of the project. Upon successful completion of the final inspection, a Certificate of Completion or Occupancy will be issued.