



# DEVELOPMENT SERVICES DEPARTMENT – BUILDING SERVICES

## BUILDING PERMIT APPLICATION CHECKLIST

Rev: 10 | Revision Date: 1/27/2024 | Print Date: 1/27/2024 I.D. Number: BPAC

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

- Complete [PERMIT APPLICATION](#), reflecting the total job value and square footage. Submittals must be signed and sealed by a Notary Public. ALL SUB PERMITS MUST BE SUBMITTED WITH THE MASTER PERMIT. BOTH MASTER AND SUB PERMITS CAN BE SUBMITTED WITH THE CONTRACTOR "TO BE DETERMINED".
- [OWNER BUILDER AFFIDAVIT](#) for homeowner. To qualify for such an exemption, an owner must personally appear, complete the affidavit, and sign the building permit.
- [NOTICE OF COMMENCEMENT](#) recorded at Broward County Records Department, 115 S Andrews Ave, Fort Lauderdale, FL must be provided at time of permit issuance or prior to first inspection.
- Plans drawn to scale (signed and sealed by designer as required by Code), including fire sprinkler plans (for buildings more than 3 stories). **Please limit the size of your plans to 24 x 36.**
- One (1) accurate plot plans and surveys, one signed and sealed and one copy. New buildings, additions or other improvements, patios and pools must show proposed elevations on site and on adjacent properties in sufficient detail to verify that there will be no adverse drainage impacts from proposed improvements. Site plan must include percentages of lot pervious and impervious areas.
- All [SPECIAL INSPECTOR FORMS](#) signed by owner and contractor then signed and sealed by special inspectors.
- [PARK IMPACT FEE FORM](#) (Residential/Hotel/Motel) Contact Jazmine Eveillard at 954-828-5233 [JEveillard@fortlauderdale.gov](mailto:JEveillard@fortlauderdale.gov) for clarification.
- [DEWATERING AFFIDAVIT](#) (1 signed and notarized copy)
- [PERMITTING JOB COST BREAKDOWN](#)
- Approval by DER (Development and Environmental Regulation Division) required for all new buildings, demolitions, additions to non-residential buildings and interior alterations where a change of use is applicable, commercial re-roofs, slabs greater than 250 sq. ft. and detached additions to SFR/Multi-Family residences. **Permit must be applied for within 90 days of DER approval.**
- Approval by NRD on [STATEMENT OF RESPONSIBILITY ASBESTOS FORM](#).
- Submittal of DRC (Development Review Committee) plans. (contact UDP 954-828-6163)
- HISTORICAL DISTRICT APPROVAL on application, if applicable.
- Approval by the DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION for restaurants.
- Approval by the BROWARD COUNTY HEALTH DEPARTMENT for bedroom additions (if on septic tank), all projects serviced by septic tanks, hospitals, public pools and ACLF's.
- NOTICE:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies.

**DEVELOPMENT & ENVIRONMENTAL  
REGULATION DIVISION (DER)**  
1 N University Drive, Building A, Suite 102  
Plantation FL 33324  
954-357-6666

**WATER MANAGEMENT DIVISION**  
954-519-1483

**BROWARD COUNTY HEALTH DEPARTMENT**  
24 21 SW 6 Avenue, Fort Lauderdale FL  
General Information 954-467-4800  
New Septic Tank 954-467-4901  
Restaurants and Pools 954-467-4923

**DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION**  
954-917-1330