



# BOARD UP CERTIFICATION APPLICATION

Rev: 4 | Revision Date: 2/25/2024 | Print Date: 2/25/2024 I.D. Number: BUCA

Date: \_\_\_\_\_

Process# \_\_\_\_\_

**COMPLETE FORM IN BLACK INK ONLY**

Job Address \_\_\_\_\_

Legal Description: Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Folio \_\_\_\_\_

Type: \_\_\_\_\_ Single Family \_\_\_\_\_ Duplex \_\_\_\_\_ Multi-Family \_\_\_\_\_ Condo \_\_\_\_\_ Commercial

**DESCRIPTION OF WORK:**

\*\*\* Required to attach a sketch of building footprint showing location of openings being boarded \*\*\*

<u>OPENING TYPE</u>	<u>QUANTITY</u>
Windows	_____
Doors	_____
Sliding Doors	_____
Other: (specify) _____	_____

Applicant Name: \_\_\_\_\_

Applicant is:  Owner  Contractor  Other (specify) \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**NOTE:** Board Up Certificates are issued pursuant to Chapter 18, City Ordinance. Structures must be boarded in accordance with Section 18-10/ Standards for Securing Building. Compliance with these requirements must be verified through an inspection of the property by a City Building Inspector prior to a Board Up Certificate being issued. A Board Up Certificate shall be valid for a period of one (1) year from date of issuance. Board Up Certificates may be renewed subject to requirements in Chapter 18. **Applications must be accompanied by the required \$79 inspection fee.**



# BOARD UP CERTIFICATION APPLICATION

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## CITY OF FORT LAUDERDALE - BUILDING DEPARTMENT BOARDING CERTIFICATE SUMMARY LETTER

The boarding/ securing of vacant and unoccupied buildings shall comply with the City of Fort Lauderdale Ordinances Chapter 18. The following is a summary of requirements and documentation that is required at time of application:

- Completed Board-up application AND Building permit application accompanied by the required inspection fee of \$79.00 pursuant to Section 9-48, and the Board Up Certificate fee of \$65.00 pursuant to Section 18-8.
- Any authorized representative of the owner or a city contractor may apply.
- Two (2) copies of the Building Plan footprint showing location of all openings to be boarded. (the footprint sketch available online from the Broward Property Appraisers office is acceptable)
- Board-up materials and installation must be in accordance with City Ordinance C-09-18, Article I, Sec. 18-10 (attached).
- Applicant will be required to call in for a final inspection once the boarding is completed. If the boarding is found to be in compliance with Chapter 18, a Board Up Certificate will be issued.
- All steps necessary to obtain a Board Up Certificate is limited to 30 days from the application date.
- Boarding Certificates are valid for one (1) year and are eligible for one (1) 6 month extension upon certain criteria of Section 18-8 being met (see attached).
- A detailed plan and a time frame for repair, rehabilitation, demolition or sale of the property must be included with any renewal application.
- Any renewal of a Board Up Certificate may be revoked if the owner does not comply with the submitted plan for repair, rehabilitation, demolition, or sale.

NOTE: This summary is provided for convenience only and is not inclusive of all requirements. The owner/ applicant should make themselves familiar with all applicable ordinances regarding the boarding of vacant buildings.



**18-8. Boarding Certificate; Requirements**

(a) All buildings that must be secured by boarding pursuant to this Article shall require a board up permit and subsequent boarding certificate issued by the Building Department of the City of Fort Lauderdale. The board up permit fee shall be charged pursuant to Section 9-48 and the boarding certificate fee shall be \$65.00.

(b) No person, firm, association or corporation shall erect, install, place, or maintain boards over the doors, windows, or other openings of any building or structure or otherwise secure such openings by a means other than the conventional method used in the original construction and design of the building or structure without first applying for a board up permit and, within thirty (30) days of application, completing all steps necessary for the issuance of a boarding certificate and thereafter having a valid and current boarding certificate therefore from the Building Department of the City of Fort Lauderdale.

(c) The Building Department of the City of Fort Lauderdale shall issue a boarding certificate required by subsection (a) upon the submission of a written board up permit application by the owner of the property, his/her authorized representative or contractor, or a contractor hired by the City, upon payment of the required board up permit and boarding certificate fees, and upon the confirmation through inspection by a city building inspector that the boarding or other method of securing the building or structure has been done in compliance with this Article.

(d) A boarding certificate shall authorize the boarding or other securing of a building or structure for a period of no greater than one (1) year from the date of issuance.

(e) The boarding certificate may be renewed after the initial one (1) year, for an additional six (6) months subject to the owner or the owner's authorized agent or contractor completing all of the required steps in subsection (c) and the following:

(1) Submit a detailed plan for correction, repair or rehabilitation of the property which would comply with all violations of state or local building and housing standards and the securing of doors, windows and other openings by the conventional method used in the original construction and design of the building or structure or, alternatively, a detailed plan for demolition of the property or sale of the property to another person or entity with provision in the sale of correction, repair, rehabilitation, or demolition; and

(2) Submit a timeline for applying for appropriate permits for such work and for completing such work prior to the expiration of the renewal certificate, or alternatively, a timeline for the sale of the property; and

(3) Confirmation through inspection by a city building inspector that the boarding or other method of securing the building or structure has been done in compliance with this article.

(f) The renewal boarding certificate may be revoked by the Building Department of the City of Fort Lauderdale if the owner fails to comply with the plan for such work or fails to adhere to the timeline submitted.



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(g) A boarding certificate may not be extended beyond the six (6) month renewal period nor may a new application for the same property be accepted by the Building Department of the City of Fort Lauderdale within one (1) year of the date of expiration of the prior certificate, except upon demonstration that "good cause" for the renewal exists. "Good cause" shall require a showing by the owner that the certificate renewal is made necessary by conditions or events beyond the owner's control, such as inability to obtain financing for repair or rehabilitation, inability to locate a suitable buyer, unanticipated delays in construction, rehabilitation, or demolition, or unanticipated damage to the property. In addition, where appropriate, "good cause" shall also require a showing by the owner that the owner has exercised reasonable and due diligence in attempting to complete the needed repair, rehabilitation or demolition or is attempting to sell the property. In the event that the Building Department of the City of Fort Lauderdale determines that there exists good cause to renew the certificate and that all other conditions in subsection (e) above are met, the certificate may be renewed by the Building Department of the City of Fort Lauderdale for a period of up to, but not more than, an additional six (6) months, subject to all of the same conditions imposed on the original renewal certificate.

## **Sec. 18-10. Standards for Securing Building**

- (a) The boarding of the doors, windows or other openings of any building or structure or any means of securing such openings, other than by the conventional method used in the original construction and design of the building or structure, shall comply with the following minimum standards:
- (1) *Windows and similar openings* shall be boarded with one continuous piece of pressure treated or exterior grade plywood of a minimum thickness of 5/8 inch nominal or its equivalent. A minimum of six, 1 ½ inch vent holes are required. The plywood shall be secured in place by two, 2 inches by 4 inch horizontal cross-members, on the interior and two, 2 inch by 4 inch vertical bracing on the exterior. Cross-members and bracing shall be secured to the plywood by 3/8 inch plated carriage bolts with fender washers at each end threaded to the correct length to penetrate the exterior bracing, the plywood, and the interior cross-members and shall be installed a minimum of 2 inches and a maximum of 4 inches from the side edges of the opening. The bolts must be tightened enough to slightly deflect the wood. The bolts shall sit flush against the exterior bracing to prevent the use of any tool for prying or removal of the plywood. A minimum of 4 carriage bolts, 2 cross-members, and 2 exterior braces shall be used on each window and, depending on the size of the opening, additional bolts, cross-members or braces may be required. Each cross-member shall be a continuous piece of lumber, and each must extend at least 1 foot past the window opening in each direction.
  - (2) *Exterior doors* shall be boarded with one continuous piece of pressure treated or exterior grade plywood of a minimum thickness of 5/8 inch nominal or its equivalent, fitted to the entry door jamb with maximum 1/8 inch clearance for each edge. The existing door should be removed and stored inside the building. The plywood shall be secured in place by three 2 inch by 4 inch wooden horizontal cross-members on the interior and two, 2 inch by 4 inch vertical bracing on the exterior. Cross-members and bracing shall be secured to the



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plywood by 3/8 inch plated carriage bolts with fender washers at each end threaded to the correct length to penetrate the exterior bracing, the plywood, and the interior cross-members and shall be installed a minimum of 2 inches and a maximum of 4 inches from the side edges of the opening. The bolts must be tightened enough to slightly deflect the wood. Bolt heads must fit tightly against the wood. The bolts shall sit flush against the exterior bracing to prevent the use of any tool for prying or removal of the plywood. A minimum of 6 carriage bolts, 3 cross-members, and 2 exterior braces shall be used on each door and, depending on the size of the opening, additional bolts, cross-members or braces may be required. On at least one entry door, the plywood shall be attached to the door entry with 3 case hardened strap hinges of the types specified by the Building Department. On all other doors the cross-members must extend at least 1 foot past the door opening in each direction. Where there is no door jamb, a wood frame shall be installed in the opening for purposes of securing the plywood and cross-members. The wood frame shall be constructed with 2 inch by 4 inch pressure treated lumber and shall be anchored with 1/4 inch tapcon or woodscrew with a minimum 1 ½ inch embedment.

- (3) *Painting of boarded openings:* All boarded openings shall be painted with a minimum of one coat of exterior paint which is of a color compatible with the exterior color of the building or structure.
- (4) *Alternative methods of securing a building:* Upon application for a board up permit the Building Department of the City of Fort Lauderdale may approve alternative methods of securing a vacant and unoccupied building or structure when the requirements of subsections (1), (2) and (3) can not be met. In making the determination to approve any alternative method, the city shall consider the aesthetic and other impacts of such method on the immediate neighborhood and the extent to which such method provides adequate and long-term security against the unauthorized entry to the property.

# BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Revised 11-17-2022

Select One Trade:  Building  Electrical  Plumbing  Mechanical  Other

Application Number: \_\_\_\_\_ Application Date: \_\_\_\_\_

**1**

Job Address: \_\_\_\_\_ Unit: \_\_\_\_\_ City: \_\_\_\_\_

Tax Folio No.: \_\_\_\_\_ Flood Zn: \_\_\_\_\_ BFE: \_\_\_\_\_ Floor Area: \_\_\_\_\_ Job Value: \_\_\_\_\_

Building Use: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupancy Group: \_\_\_\_\_

Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Description of Work: \_\_\_\_\_

New  Addition  Repair  Alteration  Demolition  Revision  Other: \_\_\_\_\_

Legal Description: \_\_\_\_\_  Attachment

**2**

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**3**

Contracting Co.: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Qualifier's Name: \_\_\_\_\_  Owner-Builder License Number: \_\_\_\_\_

**4**

Architect/Engineer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Architect/Engineer's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Bonding Company: \_\_\_\_\_

Bonding Company's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fee Simple Titleholder's Name (If other than the owner) \_\_\_\_\_

Fee Simple Titleholder's Name (If other than the owner) \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mortgage Lender's Name: \_\_\_\_\_

Mortgage Lender's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION**

Job Address: \_\_\_\_\_ Unit: \_\_\_\_\_ City: \_\_\_\_\_

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

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

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

<p>X _____ Signature of Property Owner or Agent (Including Contractor)</p> <p><b>STATE OF FLORIDA</b> <b>COUNTY OF _____</b></p> <p>Sworn to (or affirmed) and subscribed before me by means of ____ physical presence or ____ online notarization, this ____ day of _____, 20____ by _____ (Type/Print Property Owner or Agent Name)</p> <p>_____ NOTARY'S SIGNATURE as to Owner or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>	<p>X _____ Signature of Qualifier</p> <p><b>STATE OF FLORIDA</b> <b>COUNTY OF _____</b></p> <p>Sworn to (or affirmed) and subscribed before me by means of ____ physical presence or ____ online notarization, this ____ day of _____, 20____ by _____ (Type/Print Qualifier or Agent Name)</p> <p>_____ NOTARY'S SIGNATURE as to Qualifier or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>
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APPROVED BY: \_\_\_\_\_ Permit Officer Issue Date: \_\_\_\_\_ Code in Effect: \_\_\_\_\_  
FOR OFFICE USE ONLY FOR OFFICE USE ONLY FOR OFFICE USE ONLY

**A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.**

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.