



Building Department
4501 N Ocean Drive
Lauderdale-By-The-Sea, FL 33308
954-640-4215

ROOFING PERMIT APPLICATION

Submission Requirements:
(Must submit two of each document)

- COMPLETE BUILDING PERMIT APPLICATION SIGNED AND NOTARIZED
- DOCUMENTED PROOF OF COST INCLUDING ALL TRADES
- NOTICE OF COMMENCEMENT FOR PROJECTS OVER \$2,500 IN VALUE
- HOMEOWNERS APPROVAL
- ZONING DEPARTMENT APPROVAL
- TEMPORARY CONSTRUCTION FENCE PERMIT
- SILT FENCING PERMIT FOR PERMIETER OF WORKSITE
- CURRENT SURVEY SIGNED AND SEALED – MUST SHOW ALL EASEMENTS AND ELEVATIONS
- ELEVATION CERTIFICATE SIGNED AND SEALED – MUST SHOW BASE FLOOD ELEVATION AND FLOOD ZONE
- SWIMMING POOL BARRIER – AS REQUIRED
- FENCE OR SCREEN PERMIT – AS REQUIRED
- SITE PLAN SHOWING LOCATION OF POOL
- POOL PLAN
- PERVIOUS AND IMPERVIOUS SPACE CALCULATIONS
- VISIT THE TOWN'S CODE SECTION FOR SWIMMING POOL REGULATIONS

[Town Code Sec. 30-313](#)

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

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 Used: _____		
	Description of Work: _____				
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____				
	Legal Description: _____				<input type="checkbox"/> 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: <input type="checkbox"/>	License Number: _____	

4	Architect/Engineer's Name: _____		Phone: _____	Email: _____	
	Architect/Engineer's Address: _____		City: _____	State: _____	Zip: _____
	Bonding Company: _____				
	Bonding Company Address: _____		City: _____	State: _____	Zip: _____
	Fee Simple Titleholder's name (if other than owner): _____				
	Fee Simple Titleholder's Address (If other than owner): _____		City: _____	State: _____	Zip: _____
	Mortgage Lender's Name: _____				
	Mortgage Lender's Address: _____		City: _____	State: _____	Zip: _____

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.

X _____
Signature of Property Owner or Agent

X _____
Signature of Qualifier

STATE OF _____
COUNTY OF _____

STATE OF _____
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

(Type / Print Property Owner or Agent Name)

(Type / Print Qualifier's Name)

NOTARY'S SIGNATURE as to Owner or Agent's Signature

NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name _____
(Print, Type or Stamp Notary's Name)

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ or Produced Identification _____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

Type of Identification Produced _____

APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____

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.



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Time Limits for Construction – **NOTICE TO OWNER**

Town Code Section 6-12 of the Town's Code of Ordinances requires:

1. *New construction* – The construction of any new structure or new addition to an existing structure to be completed and all construction material, equipment and debris removed from the property within 18 months of the date of the issuance of the first building permit.
2. *Exterior repair and renovation* – The exterior elements of any repair or renovation to an existing structure which requires a building permit shall be completed and all construction material, equipment and debris removed from the property within 6 months of the issuance of the first building permit.

Failure to complete construction within the specified timeline will result in legal action by the Town.

If there are extenuating circumstances that prohibit the property owner from completing the construction within the deadline, the owner may seek an extension of time from the Town Commission. An application for extension of time may be obtained from the Development Services Department or Town clerk.

Owner's Acknowledgement

I acknowledge that I have received and understand the Town's code provisions regarding the time period to complete construction projects.

Signature: _____ Date: _____

Print Name: _____

Address of Property: _____

PERMIT NUMBER: _____

NOTICE OF COMMENCEMENT

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) **TAX FOLIO NO.:** _____

SUBDIVISION _____ **BLOCK** _____ **TRACT** _____ **LOT** _____ **BLDG** _____ **UNIT** _____

2. GENERAL DESCRIPTION OF IMPROVEMENT:

3. OWNER INFORMATION: a. Name _____

b. Address _____ c. Interest in property _____

d. Name and address of fee simple titleholder (if other than Owner) _____

4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:

5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:

6. LENDER'S NAME, ADDRESS AND PHONE NUMBER:

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): ____, 20____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN 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.

**Signature of Owner or
Owner's Authorized Officer/Director/Partner/Manager**
State of Florida
County of Broward

Print Name and Provide Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____

By _____, as _____
(name of person) (type of authority, ...e.g. officer, trustee, attorney in fact)

For _____ (name of party on behalf of whom instrument was executed)

_____ Personally known or _____ produced the following type of identification: _____

Notary

(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:

By _____ By _____



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Impervious and Pervious Space Calculations

Permit #: _____ Date: _____

Owner: _____

Contractor: _____

Total Lot Area (SQ. FT)	_____	
Building Footprint Area	_____	% _____
Porch/Patios/Walkways/Slabs	_____	% _____
Driveway Area	_____	% _____
Pool/Patio Area	_____	% _____
Total Impervious Area	_____	% _____
Total Pervious Area	_____	% _____

I certify that all the foregoing information is accurate and that all work will be done in compliance with the applicable laws, construction and zoning regulations.

Owner: _____ Date: _____

Contractor: _____ Date: _____

THE TOWN RESERVES THE RIGHT TO REQUIRE THIS DOCUMENT TO BE SIGNED AND SEALED BY AN ENGINEER OR ARCHITECT

Architect/Engineer: _____

Date: _____

Seal



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Residential Swimming Pool, Spa, and Hot Tub Safety Act Requirements

I (we) acknowledge that a new swimming pool, spa, or hot tub will be constructed and installed at _____ and hereby affirm that one of the following methods will be used to meet the requirements of Chapter 515, Florida Statutes and the Florida Building Code Section R4101.17.

Please initial which method will be used for your pool or spa.

_____ The pool will be equipped with an approved safety pool cover that complies with ASTM F1346-01

_____ A continuous one piece (child barrier) meeting the requirements of The Florida building Code Sections FBC Sections 454.2.17.1.13-15 will protect the pool perimeter. The plans shall show the fence location and method of attachment including one end that shall be removable without the aid of tools.

_____ A combination of non-dwelling walls and fences (screen enclosure, child fence, masonry walls, chain link fence, wood fence, etc.) will protect the pool perimeter. The plans must specify the type and location of all non-dwelling walls.

_____ Any combination of protection which incorporates dwelling walls with openings directly into the pool perimeter and all windows and doors will be equipped with exit alarms complying with FBC Section R4101.17.1.9

_____ Any combination of protection which incorporates dwelling walls with openings directly into the pool perimeter and all doors will be equipped with a self-latching device with positive mechanical latching/locking installed 54" above the threshold. If this option is selected, submitted plans must show all types and locations of all perimeter protection. The plans must also show the location and type for each location.

In accordance with the Code a final inspection of the pool will not be approved without compliance with the Private Swimming Pool Safety Requirements, and upon expiration of the permit, the pool shall be presumed to be unsafe.

I understand that not having one of the above installed will constitute a violation of Chapter 515 of the Florida Statutes and will be considered as committing a misdemeanor of the second degree, punishable as provided in Section 755.082 or Section 755.083 of the Florida Statutes.

By signing this form, I/We (the homeowner and contractor) acknowledge having read and agree to comply with the Florida Statutes and the Florida Building Code.

Owner: _____

Date: _____

Contractor: _____

Date: _____

Notary Signature: _____

Date Commission Expires: _____



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Sec. 30-313. - General provisions.

(q) *Swimming pools, pool decks, patios, hot tubs and spas; setbacks and enclosure required.*

- (1) No swimming pool, hot tub or spa shall be constructed within a front yard setback, unless the lot is a corner lot. Swimming pools, hot tubs and spas shall have the following minimum setback regulations:
 - a. All water bearing wall surfaces shall have a minimum five-foot setback from the property lines.
 - b. All water bearing wall surfaces shall have a minimum five-foot setback from any public right-of-way.
 - c. Notwithstanding any other regulation of this Code, fencing to enclose a swimming pool, hot tub or spa is permitted in the front setback, but shall not obstruct the view within any sight distance triangle.
 - d. Screen enclosures, pool decks, patios, porches and terraces:
 1. Shall be permitted in the required side yard or rear yard only or in the front yard of a corner lot with a pool located in the front yard, and shall be located at least two and one-half feet from lot lines.
 2. In addition, the location of screen enclosures, pool decks, patios, porches and terraces shall not obstruct the view within any sight distance triangle and will need to be located outside of any utility easement areas, unless the property owner obtains consent from the applicable utility(s) to allow any of these structures in the easement area.
- (2) All swimming pools shall be enclosed by an open mesh screen enclosure or a fence or wall a minimum of five feet in height of such design and material as will prevent unauthorized access to the pool area. All screen doors and fence gates shall be equipped with a self-locking mechanism.
- (3) Swimming pools or spas on lots that directly abut a waterway or other water area shall not require enclosure along such waterway or water area.

(r) *Decks.*

- (1) Decks that abut a plot line that is a waterway may be allowed, but are not required, to extend to the waterway.
- (2) There can be a gap between the deck and the dock provided the spacing between the deck and dock is properly secured.
- (3) Decks need not be constructed to be flush with any dock or seawall area. However, any portion of a deck located within five feet of the seawall cannot be constructed higher than the seawall.

[Town Code Sec. 30-313](#)