



**DEMOLITION CHECK LIST**  
**THE FOLLOWING DOCUMENTATION SHALL BE PROVIDED**

Please verify that your permit application contains all applicable items required for permit issuance. You permit application will not be processed if the required information is not complete or marked “not applicable”

- Notification of nearby homeowners
- Permit from Broward County Environmental and Growth Management
- Asbestos Survey
- Statement of Responsibilities for Removal of Asbestos from Broward County
- Notice of Commencement
- Demolition permits, including emergency contact person and contact information
- Site plan showing all building(s) and appurtenances that will be demolished
- Copy of survey
- Permit for Construction Fence
- Permit for installation of a perimeter construction fence and silt fence
- Statement from contractor that filter fabric will be installed on all catch basins
- Pest control inspection Report indicating that property is free of pests
- Permit for evacuation of refrigerant gas
- Permit to cap off water and sewer lines or letter from Utility
- Permit to disconnect power lines from Florida Power and Light or letter from FP&L
- Notarized letter from demolition contractor stating where water will be obtained for dust Control.
- Letter sent to surrounding property owners that includes an emergency contact number, the estimated time for completion, daily work schedule, and list of equipment used for demolition of building(s).
- Traffic plan for heavy equipment
- A letter signed by the property owner in agreement that the property shall be seeded or sodded with grass. The grass shall be irrigated and trimmed as necessary to keep it alive and maintained less than 4” high

I have reviewed and completely filled out this checklist and all applicable items in my application package.

**THIS PERMIT AUTOMATICALLY EXPIRES 60 DAYS FROM APPROVAL**

\_\_\_\_\_  
OWNERS SIGNATURE

\_\_\_\_\_  
CONTRACTORS SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

# 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.

Notary section with two columns for signatures and notary information. Includes fields for Signature of Property Owner or Agent, Signature of Qualifier, State of Florida, County of, 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), (Type/Print Qualifier or Agent Name), NOTARY'S SIGNATURE as to Owner or Agent's Signature, NOTARY'S SIGNATURE as to Qualifier or Agent's Signature, Notary Name (Print, Type or Stamp Notary's Name), Personally Known, Produced Identification, and Type of Identification Produced.

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.



## Time Limits for Construction - NOTICE TO OWNER

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

- 1. 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. 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 six months of the issuance of the first building permit.*

This notification is the minimum 60 day's notice required in section 6-12.9(g).

The Failure to complete the construction at

\_\_\_\_\_ ,  
by the construction deadline may result in a fine or 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 receipt and understanding of the Town's code provisions regarding the time period to complete a construction projects.

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

Print Name: \_\_\_\_\_

Address of Property: \_\_\_\_\_



# BUILDING DEPARTMENT

**DURING A HURRICANE WATCH & BEFORE THE ONSET OF HURRICANE VELOCITY WINDS YOU ARE REQUIRED TO**

# SECURE THIS SITE

**IN ACCORDANCE WITH THE BROWARD COUNTY ADMINISTRATIVE PROVISIONS OF THE FLORIDA BUILDING CODE SECTION 110.13**

**All loose objects in exposed outdoor locations shall be lashed to rigid construction or shall be stored inside an enclosed structure.**

**Florida Building Code Broward County Administrative Provisions Section 110.13.2.4**

**NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE DEEMED SUFFICIENT NOTICE TO THE OWNER OF REAL PROPERTY UPON WHICH CONSTRUCTION IS OCCURRING, OR ANY CONTRACTOR RESPONSIBLE FOR SAID CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS AND LOOSE CONSTRUCTION MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS**

**This includes but not limited to:**

- 110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash
- 110.13.2.2 Waste and Trash Enclosures Temporary Toilets
- 110.13.2.3 Loose Construction Debris Forms and Construction Materials
- 110.13.2.5 Roofing Tile and Materials Construction Shacks
- 110.13.2.5 (1) Loading of Roof Tile
- 110.13.2.5 (4) Store the construction materials inside an enclosed structure.
- 110.13.3 Building materials shall be loaded on a roof no earlier than (200 working days prior to permanent installation.
- Temporary Electric Service Poles

**AND PROTECT ALL GLASS AREAS**

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 \_\_\_\_\_



**CONTRACTOR  
CONTACT NAME  
JOB ADDRESS**

**PERMIT NUMBER  
CONTACT NUMBER**

**STRUCTURAL**

- Foundation
- Exterior Framing
- Wall Sheathing
- Columns
- Tie Beam
- Truss/Rafters
- Roof Sheathing
- Interior Framing
- Bucks
- Windows/Doors in progress
- Insulation
- Rock Base/ Forms
- Drywall/Screw
- Wire Lath
- Pool Steel
- Ceiling Grid
- Above Ceiling Penetrations
- Drive way
- Tin Cap and Accessories
- Mop in Progress
- Tile/Shingle in Progress
- Garage door
- Shutters
- Final Pool
- Final Fence
- Final Roof
- Final windows/doors
- Demolition
- Other \_\_\_\_\_
- Final

**ZONING**

- Fence
- Pool
- Rock Base/Forms
- Driveway
- Slab/Deck/Patio
- Dock/Seawall
- Sign
- Other \_\_\_\_\_
- Final

Other not included

**PLUMBING**

- Rough
- Water Service
- Second Rough
- Top Out
- Fire Sprinkler Final
- Roof Drains
- Gas-rough Inside
- Gas-rough Outside
- 200 PSI Test
- LP tank
- Well
- Lawn Sprinkler Rough
- Sewer Hook-up
- Main Drain
- Pool Piping
- Backflow Preventer
- Interceptor
- Catch Basins
- Condensate Drains
- Medical Gas
- Gas Final
- Lawn Sprinkler Final
- Demolition
- Other \_\_\_\_\_
- FINAL

**MECHANICAL**

- Underground Piping
- Condensate Drains
- Rough Ductwork
- Exhaust Fans/Dryers
- Fire Dampers
- Smoke Dampers
- Ceiling Radiation Damper
- Hood Systems Rough
- Refrigerator/Walk Cooler/  
Freezer
- Boiler
- Tanks Above Ground

- Tanks Underground
- Demolition
- A/C Change Out
- Spray Booths
- Chimneys and Vents
- Cooling Towers/ Chiller  
Systems
- Process Piping
- Fireplace Rough/ Ventilation
- Fireplace Final
- Hood Systems Final
- Other \_\_\_\_\_
- Final

**Electrical**

- Meter Repair
- Temporary Pole
- 30 day Temporary
- Pool Grounding
- Underground Rough
- Slab Grounding
- Rough
- Ceiling Rough
- Telephone Rough
- Telephone Final
- Television Rough
- Intercom Rough
- Sound Rough
- Central vacuum Rough
- Service Upgrade
- Miscellaneous Repairs
- Pool Niche Light
- Wall Rough
- Generator Rough
- Fire Alarm Rough
- Television Final
- Intercom Final
- Alarm Final
- Sound Final
- Central Vacuum Final
- Demolition
- Other \_\_\_\_\_
- Final

- VISIT OUR ONLINE PORTAL TO SCHEDULE YOUR INSPECTION
- INSPECTION REQUEST SHALL BE SUBMITTED PRIOR TO 3:00 PM FOR INSPECTION THE NEXT DAY
- PLEASE CALL BEFORE 9:00 AM THE MORNING OF THE INSPECTION FOR A TIME FRAME OR TO CANCEL THE INSPECTION
- ALL NEW CONSTRUCTION, AND ADDITIONS; A SLAB SURVEY AND ELEVATION CERTIFICATE SHALL BE SUBMITTED AND APPROVED PRIOR TO A COLUMN OR TIE BEAM INSPECTION.
- SWIMMING POOLS, SHALL HAVE A SPOT SURVEY APPROVED AFTER THE POOL IS GUNITED AND PRIOR TO PERIMETER PLUMBING PRESSURE TEST INSPECTION.
- A FINAL SURVEY IS REQUIRED PRIOR TO POOL BARRIER INSPECTION, DECK AND PERIMETER FENCE INSPECTION AND FINAL ELECTRIC INSPECTION PRIOR TO MARSITING THE POOL