



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

## APPLICATION FOR DOCK / BOATLIFT / PILES / MOORING DEVICE

### Submission Requirements:

- COMPLETE BUILDING PERMIT APPLICATION SIGNED AND NOTARIZED
- ELECTRICAL SUB-PERMIT APPLICATION IF APPLICABLE
- BROWARD COUNTY ENVIRONMENTAL RESOURCE GENERAL LICENSE
- APPROVALS AND / OR PERMITS FROM THE UNITED STATES ARMY CORPS OF ENGINEERS, OR OTHER GOVERNMENTAL AGENCIES APPLICABLE TO CERTAIN NAVIGABLE WATERWAYS
- DOCUMENTED PROOF OF COST OR CONTRACT
- COMPLETED SPECIAL INSPECTOR FORM FOR PILE INSTALLATION
- 2- SITE PLANS / SURVEYS SHOWING LOCATION OF PROPOSED WORK
- 2 -CONSTRUCTION PLANS DETAILING SCOPE OF WORK, SIGNED, SEALED AND DATED BY A DESIGN PROFESSIONAL WHEN APPLICABLE
- RECORDED NOTICE OF COMMENCEMENT (IF THE PROJECT VALUE EXCEEDS \$2500.00)

**PLEASE REVIEW TOWN CODE SECTION 30-311. Boats, boat lifts, boathouses, mooring and docking for compliance regulations and requirements.**

# 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 affirmations. 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...', 'NOTARY'S SIGNATURE as to...', 'Notary Name', 'Personally Known', and 'Produced Identification'.

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.

PERMIT AFFIDAVIT

FOR ACKNOWLEDGEMENT OF COMPLIANCE WITH RESTRICTIVE DEEDS AND COVENANTS  
STATE OF FLORIDA:  
BROWARD COUNTY:

On this day personally appeared before me, the undersigned officer duly authorized to administer oaths and take acknowledgments \_\_\_\_\_, who being by me first duly  
(HOMEOWNER)

sworn, deposes and says:

By my signature below, I acknowledge that the legal description for the property for which I am applying for a permit is \_\_\_\_\_

LOT BLOCK SUBDIVISION

a/k/a \_\_\_\_\_  
(Street address)

- 1. That I am the legal owner of the property
- 2. I acknowledge that approval may be required from the following

\_\_\_\_\_  
(Homeowners Association)

Which entities or associations regulate or otherwise govern the community, neighborhood, or development my property is located.

- 3. I further acknowledge that I am responsible for any additional cost that may be assessed by the Town of Lauderdale by the Sea and/or the entity regulating or governing the subject property as a result of my not having obtained the necessary approvals from any entity or association that may regulate or otherwise govern the community neighborhood, development in which my property is located.

FURTHER AFFIANT SAYETH NAUGHT

Date \_\_\_\_\_

\_\_\_\_\_  
Owners signature

\_\_\_\_\_  
Owners printed name

STATE OF FLORIDA  
COUNTY OF BROWARD

Affirmed and signed before me, on \_\_\_\_\_ the foregoing document was acknowledged before me affiant, \_\_\_\_\_, who personally appeared before me at the time of notarization, who signed and acknowledged signing the foregoing document, who did take an oath, and:

Who is personally known to me \_\_\_\_\_ or  
Who produced the following identification \_\_\_\_\_

\_\_\_\_\_  
Commission Expiration date:

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Printed or typed name) (Seal)

## 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**

AFTER RECORDING – RETURN TO:

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: \_\_\_\_\_

\_\_\_\_\_  
(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 \_\_\_\_\_



Environmental Protection and Growth Management Department

**ENVIRONMENTAL ENGINEERING AND PERMITTING DIVISION**

1 North University Drive, Mailbox 201, Plantation, Florida 33324 • 954-519-1483 • FAX 954-519-1412

To whom it may concern,

The mission of the Water and Environmental Resource Licensing Section includes protecting the water, aquatic, wetlands, and tree resources of Broward County through regulation of dredging, wetlands, and docks/seawall projects, among other duties. All over-water structures may impact benthic resources, such as seagrasses, by shading or construction. Florida's seagrasses offer several ecosystem services including maintaining water clarity, stabilizing bottom sediment and retarding erosion, providing habitat and food for various species, and serving as a nursery for Florida's recreationally and commercially significant marine life.

**This letter serves as a courtesy reminder that all in-water or over-water structures including, but not limited to floating docks, boatlift and jet-ski lifts are regulated by Broward County's Environmental Engineering and Permitting Division; therefore, they require a Broward County Environmental Resource License or General License. Unlicensed structures are subject to enforcement action that may result in monetary penalty.**

Chapter 27, Pollution Control, of the Code of Ordinances of Broward County, Florida states, "Sec. 27-332. *Dock* means a facility, such as, but not limited to, piers, walkways or other structures, that are constructed within a waterward area and is for the purpose of mooring a vessel."

If natural resources (wetlands, seagrasses or mangroves) are present, among other criteria, an **Environmental Resource License** application must be submitted. Licenses shall not be contrary to public interest and may require specific design criteria and/or mitigation.

Projects meeting criteria for a **General License** will not substantially impede water flow, impact natural resources or submerged aquatic vegetation, or violate applicable local and state water quality standards. If no natural resources (seagrasses or mangroves) are present and an existing dock is 1) not enlarged beyond 500 ft<sup>2</sup>, 2) is a new proposed dock of less than 500 ft<sup>2</sup>, or 3) an exact replacement of an existing dock, among other criteria, a General License application may be applicable.

The fee schedule and Environmental Resource and General License applications are attached. Applications may be submitted through Broward County's online e-Permitting system. Additional information and criteria beyond over-water structures that require an Environmental Resource License, can be found on Broward County's website or within the Chapter 27 of the Code of Ordinances of Broward County.

Sincerely,

*Linda Sunderland*

Linda Sunderland  
Natural Resources Manager

*February 8, 2019*

Date

**FORM FOR "SPECIAL BUILDING INSPECTOR"**  
**SECTION 110.10 – BROWARD COUNTY ADMINISTRATIVE CODE**  
**AND THE FLORIDA BUILDING CODE, 6<sup>th</sup> Edition (2017)**

**NOTICE TO PROPERTY OWNER:**

You are hereby directed in accordance with Section 110.10.1 or 110.10.2 of the Broward County Administrative Code and the Florida Building Code to retain a Special Structural Inspector (A Florida Registered Architect or Licensed Engineer) to perform the following mandatory or discretionary inspections, as outlined in Section 110.10 of the Florida Building Code and submit progress reports, inspections reports, and a Certificate of Compliance to the Building Official as per Sections 110.10.6 and 110.10.7 of the Florida Building Code.

**Note:** The Building Official determines which discretionary inspections are to be delegated.

DATE: \_\_\_\_\_ IDENTIFICATION, CONTROL OR BUILDING PERMIT # \_\_\_\_\_  
 PROJECT NAME: \_\_\_\_\_  
 JOB ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_  
 LEGAL DESCRIPTION: \_\_\_\_\_ FOLIO # \_\_\_\_\_

**A. MANDATORY INSPECTIONS TYPE BY CODE:**

- 1) Precast Concrete Units – Section 110.10.2.1 ..... Yes  No
- 2) Reinforced Unit Masonry – Section 110.10.2.2 (per ACI 530.1-13-Level B Quality Assurance)\*  
 \*unless noted otherwise on plan..... Yes  No
- 3) Connections – 110.10.2.3 ..... Yes  No
- 4) Metal System Buildings – Section 110.10.2.4..... Yes  No
- 5) Smoke Control Systems – Section 110.10.2.5 ..... Yes  No

**B. DISCRETIONARY INSPECTION TYPE BY BUILDING OFFICIAL:**

- 1) Building Structures or part thereof of Unusual Size, Height, Design or Method of Construction and  
 Critical Structural Connections – Section 110.10.1.1 ..... Yes  No
- 2) Windows, Glass Doors and Curtain Walls on buildings over two (2) stories – Section 110.10.1.1 ..... Yes  No
- 3) Pile Driving Only – Section 110.10.1.1 ..... Yes  No
- 4) Precast Concrete Units – Section 110.10.2.1 ..... Yes  No
- 5) Reinforced Unit masonry – Sections 110.10.2.2 ..... Yes  No
- 6) Other..... Yes  No

**C. MANDATORY DOCUMENTATION**

- 1) Inspection schedule stating the specific inspection that will be made and at what phase of construction must be submitted with this application.
- 2) Progress Report/Inspection reports during construction in accordance with Section 110.10.6.
- 3) Certificate of Compliance must be submitted prior to the scheduling of the final building inspection, Section 110.10.7.

**ACKNOWLEDGMENT**

Owner's Signature: \_\_\_\_\_ Permit Holder's Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
 License # (if applicable) \_\_\_\_\_

**SPECIAL BUILDING INSPECTOR:**

Registered Architect and/or  Licensed Engineer      Signature of Special Building Inspector, Embossed Seal AND Date \_\_\_\_\_  
 Printed Name of Special Building Inspector \_\_\_\_\_  
 Address of Special Building Inspector \_\_\_\_\_  
 State of Florida Registration # \_\_\_\_\_ Fax # \_\_\_\_\_ Telephone # \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Building Official (or designated representative) \_\_\_\_\_