



PERMIT SUBMITTAL CHECKLIST

Building Department

CONTRACTOR REGISTRATION INFORMATION

	1. ALL CONTRACTORS MUST BE REGISTERED WITH THE CITY OF PLANTATION. Person signing permit applications must be qualified in accordance with (302.1C) the rules of the Broward County Central Examining Board, Ordinance No 78-9 and Chapter 9 of the Broward County Codes; the State of Florida, Department of Professional Regulations by authority of Chapter 489, Part One of the Florida Statutes, or other Examining Boards as specifically approved by the Board of Rules and Appeals.
	2. State Certification or Broward County Certification and State Registration.
	3. General Liability Insurance Certificate issued to the City of Plantation as a Certificate Holder.
	4. Workers Compensation Certificate issued to the City of Plantation as a Certificate Holder.
	5. If claiming exemption from workers compensation insurance you must submit (exemption) form *
	6. Must have copy of drivers license of person claiming exemption to confirm birth date (exemption must be renewed every 2 years).
	7. If other than Qualifier processing Permit, applications must have agent letter form filled out*

OWNER / BUILDER

	Proof of ownership required. Warranty Deed or Tax Statement.
	Owner / Builder affidavit must be filled out completely, meet with chief of each discipline that you are pulling a permit for and have them sign off on affidavit, prior to submitting permit applications (all contractors will fill out their own permits and will be submitted with your permit).
	Owner/Builders submitting permit for a new Single-Family residence must apply for an occupational license at the City Clerk's office in Plantation City Hall.

CONTRACTS & OWNER'S AUTHORIZATION (Must provide one of following)

	Copy of contract or a work order signed by owner (one for each permit) with the scope of work and estimated cost of construction.
	Owner's signature on each permit application.
	Any items that are furnished by owner, that are not listed on the contractor's permit, will need an invoice.

NOTICE OF COMMENCEMENT

Notice of Commencement expires in 90 days if work has not commenced

	If job cost is greater than \$2,500 or \$7,500 for A/C replacements, we will need a recorded N.O.C. (original or certified copy).
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* Denotes forms are available at Building Department.

** Denotes to see outside agency sheet for address and telephone number.

PROCESSING FEE

\$20.00 application fee and \$10.00 per page of plans, the first page of plans is free. All other applications that are submitted in original package will not be charged the processing fee (\$20.00 per application).

INFORMATION REQUIRED ON PERMIT APPLICATIONS

Local contact person (print name) Local Fax # for contact person

	To expedite permit process it is required that all permits including all Sub-contractor permits be submitted as a complete package.
	Residential and Non-Residential jobs must submit all subcontractor permits in a package.
	Single Family packages only need one contract for entire package.
	Demolition permits must include Building and Electrical permits.
	All permit applications must be completely filled out, including all telephone, fax numbers and Contractor's e-mail address.

TYPES OF PERMITS

	Building
	Roofs
	Shutters
	Electrical / Fire
	Mechanical
	Plumbing
	Fire sprinkler
	Backflow Preventor
	Signs
	Engineering
	Paving, Driveway
	Drainage, Curbing, Sidewalk

PLANS

	Signed and sealed, for requirements of Architect or Engineer, see FBC 106.5.1 - Plans and Specifications. **
	Compliance with Florida Building Code 2007, the latest Broward Edition. **
	Compliance with Florida Accessibility Code for Building Construction.
	Compliance with Florida Energy Efficiency Code for Building Construction.
	Compliance with City Engineering Standards.
	Compliance with County and State Regulations.
	Energy Calculations and E.P.I. card.

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Submit three complete sets of plans. (Must be Signed and Sealed)
Must be mechanically reproduced on substantial paper FBC 106.6.1
Plot plan showing all occupied or unoccupied portions of the lot or lots.
Property Survey.
Registered Land Surveyor's Certificate with duplicate copy for each set of plans.
Engineer's Soil Bearing Statement, signed and sealed by Soil Engineer.
Floor plan.
Mean sea level (M.S.L.) of the top of all first floors on plans and permit application.
Utilities Department verifies that Utility Impact Fees have been paid.
Utilities Department checks projects that include any water or sanitary sewer main extensions, and that regulatory agency permits have been issued as well as Utilities Department criteria for bonding, easement, Developer Agreements and inspection fees.
Utilities Department verifies that provisions have been made in the plans for installation of an American Water Works Association Backflow Prevention Device.
If applicable, Utilities Department checks the need for pre-treatment of wastewater.
Roof plan with Truss Manufacturers layout plan, Truss Engineering, Building Designer's signed approval statement on it, per Broward County Truss Policy.
Elevations.
Wall sections.
Use of occupancy of all parts of the building.
Approval of Drainage District as Applicable (Old Plantation Water Control District, Plantation Acres Improvement District, Broward County Development & Environmental Regulations Division and South Florida Management District).
Plans for water and/or sanitary sewer main extensions, must be processed separately through the Plantation Utilities Department.
Ceiling detail, include U.L. design # and U.L. details. Plenum ceilings require specifications on Structural, Electrical, Mechanical and Plumbing Plans.
Complete Electrical Plans. Fault Current Calculations.
Complete Fire Alarm Plans and Specifications.
Battery Calculations.
Complete Mechanical Plans.
Manual "J".
Manual "N".
Complete Plumbing Plans.
Fire Sprinkler Plans and Calculations.
All other details to clearly show nature, character, and location of all work.
All Product Approvals must be approved by Architect of record and stamped approved before submitting.
Windows
Doors
Garage Doors
Shutters
Roof

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<input type="checkbox"/>	Fireplace
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PRODUCT APPROVAL (Must be current)

If product does not have Product Approval you must have Broward County Product Approval Submittal form signed and sealed by an Engineer and approved by Designer of Record. **

<input type="checkbox"/>	Pre-fab buildings and structures must have State approved drawings.
<input type="checkbox"/>	D.E.R.D. Review Stamp on each plan. ** Expires in 30 days if plans are not submitted
<input type="checkbox"/>	DE.R.D. Form. **
<input type="checkbox"/>	P.A.I.D. review and approved stamps (Plantation Acres). **
<input type="checkbox"/>	Septic tank must have approval of Health Department, submit approval form. **
<input type="checkbox"/>	Landscape Plans
<input type="checkbox"/>	Irrigation Plans
<input type="checkbox"/>	Restaurants plans need to be stamped, before submittal and certificate from Health Department is required before Certificate of Occupancy will be issued.

AREAS CONTROLLED BY AN ASSOCIATION OR CONDO.

<input type="checkbox"/>	You will need a letter of approval.
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