



PERMIT SUBMITTAL CHECKLIST

CONTRACTOR REGISTRATION INFORMATION

	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.
	State Certification or Broward County Certification and State Registration.
	General Liability Insurance Certificate issued to the City of Plantation as a Certificate Holder.
	Workers Compensation Certificate issued to the City of Plantation as a Certificate Holder.
	If claiming exemption from workers compensation insurance you must submit (exemption) form.
	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. Owner will need to meet with chief for each division that an owner/builder permit is being applied for and must be approved as such on affidavit prior to submitting permit applications (all contractors/sub-contractors permits must be submitted as a package at time of submittal).
	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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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

	All permit applications must be presented at time of plan submittal, including all Sub-contractor permits included in the scope of work.
	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	Fire sprinkler
Roofs	Backflow Preventor
Shutters	Signs
Electrical / Fire	Engineering
Mechanical	Paving, Driveway
Plumbing	Drainage, Curbing, Sidewalk

PLAN REQUIREMENTS

	Signed and sealed, for requirements of Architect or Engineer, see 2010 Florida Building Code section 107.5.1 - Plans and Specifications.
	Compliance with Florida Building Code 2010, 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.
	Submit three complete sets of plans. (Must be Signed and Sealed)
	Must be mechanically reproduced on substantial paper FBC 107.7.1
	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.
	Elevations.
	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.

PLANS (cont'd)

<input type="checkbox"/>	Roof plan with Truss Manufacturers layout plan, Truss Engineering, Building Designer's signed approval statement on it, per Broward County Truss Policy.
<input type="checkbox"/>	Wall sections.
<input type="checkbox"/>	Use of occupancy of all parts of the building.
<input type="checkbox"/>	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).
<input type="checkbox"/>	Plans for water and/or sanitary sewer main extensions, must be processed separately through the Plantation Utilities Department.
<input type="checkbox"/>	Ceiling detail, include U.L. design # and U.L. details. Plenum ceilings require specifications on Structural, Electrical, Mechanical and Plumbing Plans.
<input type="checkbox"/>	Complete Electrical Plans. Fault Current Calculations.
<input type="checkbox"/>	Complete Fire Alarm Plans and Specifications.
<input type="checkbox"/>	Battery Calculations.
<input type="checkbox"/>	Complete Mechanical Plans.
<input type="checkbox"/>	Manual "J".
<input type="checkbox"/>	Manual "N".
<input type="checkbox"/>	Complete Plumbing Plans.
<input type="checkbox"/>	Fire Sprinkler Plans and Calculations.
<input type="checkbox"/>	All other details to clearly show nature, character, and location of all work.
<input type="checkbox"/>	All Product Approvals must be approved by Architect of record and stamped approved before submitting.
<input type="checkbox"/>	Windows/Doors/Garage Doors
<input type="checkbox"/>	Shutters
<input type="checkbox"/>	Roof
<input type="checkbox"/>	Fireplace

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. ** Expires in 30 days if plans are not submitted.
<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"/>	Food and Restaurant plans need to be stamped/approved by the Florida Department of Business and Professional Regulations - Hotels and Restaurants Division, before permit submittal. An approval from the Health Department will be 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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