



# 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

	Shall be primary residence and/or homestead property; not applicable on Condos.
	Proof of ownership required (i.e., Warranty Deed, Settlement Statement, Tax Statement and/or print out from BCPA.net).
	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

	Copy of contract or a work order signed by owner AND contractor; (one for each permit) with the scope of work and estimated cost of construction.
	Original 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

**Expires in 90 days if work has not commenced from recorded date per Florida Statutes Chapter 713.13 (2)**

	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 <b>must</b> 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; Fire Alarm, Fire Sprinkler and Gas as applicable.
	All permit applications must be completely filled out, including all telephone, fax numbers, e-mail address, etc. for contractor and owner.

## TYPES OF PERMITS

Building	Fire Alarm
Roofs	Fire Sprinkler
Shutters	Backflow Preventer
Electrical / Fire	Signs
Mechanical	Driveway
Plumbing	Drainage, Paving, Curbing, Sidewalk

## PLAN REQUIREMENTS

	Signed and sealed, for requirements of Architect or Engineer, see Florida Building Code 6 <sup>th</sup> Edition (2017) section 107.3.4.0.1 - Plans and Specifications.
	Compliance with Florida Building Code 6 <sup>th</sup> Edition (2017), the latest Broward Edition.
	Compliance with Florida Building Code, Accessibility.
	Compliance with Florida Building Code, Energy Conservation.
	Compliance with City Engineering Standards.
	Compliance with County and State Regulations.
	Energy Calculations and E.P.I. card.
	Submit three complete sets of plans. <b>(Must be Signed and Sealed)</b>
	Must be electronically or mechanically reproduced on substantial paper FBC 107.3.5.1
	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.
	North American Vertical Data (N.A.V.D.) 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

## PLAN REQUIREMENTS (cont'd)

	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.
	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
	Fireplace
	Landscape Plans
	Irrigation Plans

## PRODUCT APPROVALS (Shall 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.

	Pre-fab buildings and structures must have State approved drawings.
	Miami Dade or Florida State approved.

## OUTSIDE AGENCY APPROVALS

	DE.R.D. Approval Form. <b>** Expires in 30 days if plans are not submitted.</b>
	P.A.I.D. review and approved stamps (properties in Plantation Acres).
	Septic tank must have approval of Health Department, submit approval form.
	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.**

	You will need a letter of approval that specifies description of work to include type of material and color when applicable.
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