



PRELIMINARY REVIEW REQUIREMENTS

A Preliminary Review is performed upon request by customer in order to have plans reviewed which do not meet all the standard requirements (i.e., General Contractors and/or subcontractors have not been selected, outside agency approvals pending, etc.) Once this process has been initiated, it will remain in Preliminary for the whole duration of the review until the plans have been approved by all applicable departments¹.

- Preliminary review will require the opening of a Trust Account (\$1,000.00 minimum – may vary depending on project) which will be utilized for recovering the costs of such review and processing. A trust account number will be assigned and issued to the customer at that time. This number should be treated as a pin and only given to authorized persons.
- Per City Ordinance 2059 – Double Processing Fee is charged for the submittal (see Chapter 5, Sec 5-23).
- Permit application is signed and notarized by authorized agent, architect or owner.
- Plans should be approved by all applicable outside agencies before submittal (minimum of three (3) sets are required). If plans do not have the required approval(s) at time of submittal, it will be required when the permit applications are submitted.
- Fees for this process will be charged on an hourly basis. A detailed summary of the transactions posted to the Trust Account are available upon request.
- After the plan is completely reviewed and approved by all designated departments, the customer is notified.
- The contractor will then need to submit all required permit applications (signed and notarized) for the project, including all subcontractor(s) and any other requirements.
- Once submitted, the permit applications will be reviewed for accuracy. If all is approved, the permit may be issued in 1-2 business days.

To open a Trust account and/or for more information, contact the Building Director's secretary at 954-797-2268.

¹If permit applications are submitted prior to obtaining a complete preliminary review (approval), the review will be converted to a Fast Track review.