



Residential New Construction Permit Application Checklist

BUILDING DEPARTMENT

Revision Date: 5/5/2023

Form I.D. Number: 060.0

Required Permit Applications

- [Building Permit Application](#) (Broward County Link)
- [Building Permit Application](#) (Electrical) (Broward County Link)
- [Building Permit Application](#) (Plumbing) (Broward County Link)
- [Building Permit Application](#) (Mechanical) (Broward County Link)
- \$100 Deposit Required if job value over \$12,500

Permit Review Steps (Your application will be reviewed by the following disciplines)

- Structural
- Electrical
- Plumbing
- Mechanical
- Zoning
- Engineering
- Fire (if condominium or multi-family)

Minimum Plan Submittal (Electronic Submittals Only Require 1 Set of Documents)

- Job value must be listed on permit application (Itemized cost breakdown may be required)
- Two (2) copies of Surveys
- Two (2) sets Site Plan
- Two (2) sets of Plans, signed and sealed by a Florida licensed Architect/Engineer
- Two (2) sets Geotechnical Reports

Please note that this checklist is not intended to be all-inclusive.
Due to changes in codes, regulations, and ordinances, other requirements may apply.



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- Two (2) sets Structural Calculations
- Two (2) sets Truss Drawings
- Manufacturer's Installation Instructions for Tile Backer Board (Structural)
- Manufacturer's Specifications (Electrical)
- Equipment Tie-Down Specifications (Mechanical)
- Two (2) copies [Special Building Inspector Form](#) with Two (2) copies of the Inspection Plan (if applicable) (Broward County Link)
- [Drainage District Approval](#) Letter

Other Requirements & Information

- [Contractor Registration Requirements](#) (if Contractor not registered with City)
- [Owner/Builder Affidavit Packet](#) (if Owner/Builder)
- [Notice of Commencement](#) (if job value over \$2,500, required before 1st inspection) (Broward County Link)
- [Broward County Urban Planning Division \(UPD\) \(DER\) Approval](#) (Broward County Link)
- [Roof Permit Application](#)
- [Driveway/Paver Permit Application](#)
- [Pool/Spa Permit Application](#) (if applicable)
- [Screen Enclosure Permit Application](#) (if applicable)
- [Fence/Gate Permit Application](#) (if applicable)
- [Hurricane Shutter Permit Application](#) (if applicable)
- [Irrigation \(Sprinkler\) System Permit Application](#) (if applicable)
- [Low Voltage Permit Applications](#) (Broward County Link)

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- [Gas System Permit Application](#) (if applicable)
- Two (2) sets Shop Drawings
- Two (2) sets Energy Calculations
- Two (2) sets Product Approval, reviewed and approved by designer of record.
- [Product Approval Submittal Packet](#) (if applicable)
- Water Meter Receipt
- [Waste Hauler Information](#)

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