



New Construction Permit Checklist

Online Submittal - [Click here for instructions on how to submit for an online permit.](#)

Required Permitting Documents and Information:

- [Building Application](#) – Broward County Uniform Permit Application
- [Electrical Application](#)
- [Mechanical Application](#)
- [Plumbing Application](#)
- [Homeowners Association Affidavit of awareness](#) *Must be submitted even if you do not belong to an Association.
- Signed and sealed drawings to include the following:
 - Two (2) sets of current surveys
 - Two (2) complete sets of plans indicating the following information:
 - Occupancy Group
 - Type of construction
 - Method of compliance
 - Interior finishes
 - Roof framing plan – include the required bracing
 - Flood zone – BFE & DFE
 - Materials to be used – wood, concrete, plastic glass ETXX
 - Foundation, column, beam schedules
 - Termite Treatment
 - Footer
 - Window and door schedule – *include design wind loads*
 - Two (2) Soil conditions (Geotech Report) or a soil statement
 - Two (2) Energy calculations – reviewed by D.O.R.
 - Two (2) Structural calculations – signed and sealed
 - Two (2) Window & door product approvals – reviewed/approved by D.O.R.
 - Two (2) Refer to FBC 107.3.5 for minimum plan review criteria
 - [Special inspector form](#) (if project involves reinforced masonry construction or pilings)
 - Soil Density Reports Geotech Report or soil statement_
 - Notice of Termite Protective Treatment

Revised Oct 1, 2021 - This form is subject to updating and adjustment and may not be all inclusive due to updates in the codes, regulations and ordinance which may trigger additional requirements.

- Product approvals for all applicable items including, garage doors, windows, storm shutters, roofing materials, doors, etc.
- Elevation certificate
- If project is located on a South Broward Drainage District (SBDD) a permit or release must be obtained from [SBDD](#)
- [Water and Sewer Service Information Form](#)
- [Affidavit of Landscape Compliance for Improvements \(Residential Lots\)](#)
- [Property Owner's Acting as Their Own Contractor](#) work performed by homeowner.
- [Notice of Commencement \(NOC\)](#) must be recorded, submitted, and displayed prior to scheduling the first inspection for any non-mechanical project with a job value over \$2,500. *It is preferred, but not required, to submit the NOC in advance to not hold up the first inspection request.*
- Contractors must submit current certificate of insurance for liability and workers compensation, and all applicable licenses.

Required Plan Review

- Building
- Electrical
- Mechanical
- Plumbing
- Engineering
- Landscaping
- Zoning

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