

Addition 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, if applicable](#)
- [Homeowners Association Affidavit of Awareness](#) *Must be submitted even if you do not belong to an Association
- [Affidavit of Landscape Compliance for Improvements \(Residential Lots\)](#)
- Signed and sealed survey showing flood zone information and existing FFE, Elevations, and Setbacks
- Signed and sealed drawings
- Soil Density Test Report Geotech Report or soil statement
- [Asbestos](#)
- Notice of Termite Protective Treatment
- 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](#)
- [Approval from Broward County Environmental Protection & Growth Management Department](#)
- [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 comp as well as all applicable licenses.

Plan Reviews Required

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

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.



- Zoning