

How to APPLY FOR A NEW PERMIT in the City of Pembroke Pines Development HUB.

Step 1.

Sign into your Development HUB account.

City of Pembroke Pines, Florida



Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

Welcome to the City of Pembroke Pines Development HUB

The City's HUB for Building Permits, Inspections, Plan Review, Code Compliance and Business Tax Receipts

Login or Register
Click here to login into an existing account, create a new account or search for your account.

Search Public Records
Click here to search for existing permits, plans, inspections, code cases, requests and information.

Step 2.

Once signed in click on "Apply" in the navigation bar.

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

Welcome to the City of Pembroke Pines Development HUB

The City's HUB for Building Permits, Inspections, Plan Review, Code Compliance and Business Tax Receipts

My Account
Click here to access your account information.

Search Public Records
Click here to search for existing permits, plans, inspections, code cases, requests and information.

Step 3.

Click inside search box to look for Permit Work Class.

Dashboard Home **Apply** Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt

Environmental Services Code Compliance

Application Assistant

Search for application names and keywords

All **Trending** My History LBTR BUILDING PERMITS PLAN REVIEW

[Show Categories](#) [Show My Templates](#)

Residential Re-Roofing [Apply](#)

Category Name: RESIDENTIAL Description: Re-roofing of an existing roof structure on a residential building.

Step 4.

Type in Residential if Work Class is Residential or Type in Commercial if Work Class is Commercial. You can scroll down and look for the specific Work Class or you can type out the word.

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Environmental Services Code Compliance

Application Assistant

Residential

- Residential Water Heater
- Residential Electrical miscellaneous
- Residential Addition
- Residential Mobile/Modular Home
- Residential New Townhouse

Dashboard Home **Apply** Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt

Environmental Services Code Compliance

Application Assistant

Commercial

- Commercial
- Commercial New Building
- Commercial Re-Roof
- Commercial Addition
- Commercial Sales Trailer or Modular Building

Step 5.

Once Permit Work Class is found click on “Apply”.

The screenshot shows the 'Application Assistant' interface. At the top is a navigation bar with links: Dashboard, Home, Apply, Today's Inspections, Search, Building Department, Planning, Landscaping, Local Business Tax Receipt, Environmental Services, and Code Compliance. Below the navigation bar is a search bar containing 'Residential Re-Roofing'. Underneath are several filter buttons: All, Trending, My History, LBTR, BUILDING PERMITS, and PLAN REVIEW. A 'Show Categories' link is on the left and 'Show My Templates' is on the right. The main content area displays the 'Residential Re-Roofing' category with a description: 'Re-roofing of an existing roof structure on a residential building.' A red box highlights the 'Apply' button, with a red arrow pointing to it from the right.

Step 6.

Click on “+” to Add the Job Location.

The screenshot shows the 'Apply for Permit - Residential Re-Roofing' application form. At the top is a navigation bar with links: Dashboard, Home, Apply, Today's Inspections, Search, Building Department, Planning, Landscaping, Local Business Tax Receipt, Environmental Services, and Code Compliance. Below the navigation bar is a progress bar with seven steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, and 7. Review and Submit. The 'LOCATIONS' section is active. It contains a search bar with the text: 'Search for and select project address, if you are having difficulty locating a property, please contact the building dept. at 954-435-6502.' Below the search bar is a blue box with the text 'Add Location' and a white plus sign icon. A red box highlights the plus sign icon, with a red arrow pointing to it from the right. At the bottom of the form are three buttons: 'Create Template', 'Save Draft', and 'Next'.

Step 7.

You can find the Job Location by searching it up by the "Address" or "Parcel". Once Job Location is found click on "Add" and then click on "Next" to move on to the next step.

[Back to Application](#)

Add Location

Add Address As

Address Information

Search

Address	Action
601 CITY CENTER PEMBROKE PINES, FL 33025	<input type="button" value="Add"/>

Results per page 1 - 1 of 1 << < 1 > >>

Apply for Permit - Residential Re-Roofing

REQUIRED



LOCATIONS

Search for and select project address, if you are having difficulty locating a property, please contact the building dept. at 954-435-6502.

Type: Location
601 CITY CENTER
PEMBROKE PINES, FL
33025

Main Address

Parcel Number
514118240010

Main Parcel



Step 8.

Make Sure to fill in the required sections which are “Description” & “Valuation”. Once the description of work is filled in and your job valuation is filled in click on “Next”.

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

Apply for Permit - Residential Re-Roofing *REQUIRED

Locations **Type** Contacts More Info Attachments Signature Review and Submit

PERMIT DETAILS

Please provide description for proposed work and valuation.

* Permit Type Residential Re-Roofing

* Description Re-Roof / Tile

Square Feet 2400

* Valuation 30000

Back Create Template Save Draft **Next**

Step 9.

Once you get to Step 3 on Applying for a Permit Application very important to make sure you have a Contractor & Property Owner added on to your Permit Application. Select on the “Select Type” drop down box and choose the type of contact you are trying to add.

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

Apply for Permit - Residential Re-Roofing *REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS

Provide contact information for primary contractor and any additional contacts for this project.

Applicant Sebastian Bocanegra (You) CGA

Select Type

- Applicant
- Architect
- Contractor
- Developer
- Emergency Field Contact
- Engineer of Record
- Engineer On-Site
- Field Contact
- Former Contractor
- Owner
- Owner/Builder
- Permit Runner
- Project Manager
- Sub Contractor
- Utility Representative

Back Create Template Save Draft Next

Step 10.

Once **Property Owner & Contractor** is added on as a contact to your **Permit Application** click on **“Next”**.

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

Apply for Permit - Residential Re-Roofing *REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS

Provide contact information for primary contractor and any additional contacts for this project.

Applicant

Sebastian Bocanegra (You)

CGA

[Redacted]

Owner

Sebastian Bocanegra (You)

CGA

[Redacted]

Remove

Contractor

Sebastian Bocanegra (You)

CGA

[Redacted]

Remove

Select Type

Add Contact

+

Back Create Template Save Draft **Next**

Step 11.

Select if submittal is an architectural review and/or private provider and then click **“Next”**.

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

Apply for Permit - Residential Re-Roofing *REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

Select if submittal is an architectural review and/or private provider project.

Is this an Architectural review?

Will this be a Private Provider project?

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Step 12.

Add all the Required PDF Documents individually needed for Permit Work Class. **Make sure that all documents being attached are not locked or secured.** If need to attach extra documents, click on "Select Type" drop down box and select document type you are trying to attach. Once attached documents click "Next".

Apply for Permit - Residential Re-Roofing *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (✓) 4. More Info (✓) 5. Attachments (5) 6. Signature (6) 7. Review and Submit (7)

Attachments

Submit required documents as described below. All attachments must be submitted as individual documents. For more information, click on the "i" icon on the document tile.

(STRU) Uniform Permit Application
Add Attachment
Supported: .pdf
REQUIRED

Affidavit of Awareness of...
Add Attachment
Supported: .pdf
REQUIRED

Asbestos Release SRRA
Add Attachment
Supported: .pdf
REQUIRED

Roof Top Equipment Affidavit
Add Attachment
Supported: .pdf
REQUIRED

Roof UL Listing
Add Attachment
Supported: .pdf
REQUIRED

Uniform Roofing Permit Form
Add Attachment
Supported: .pdf
REQUIRED

Back Create Template Save Draft **Next**

Note: A dropdown menu for "Select Type" is open, listing various document types such as (ELEC) Uniform Permit Application, (MECH) Uniform Permit Application, (PLUM) Uniform Permit Application, (STRU) Uniform Permit Application, Affidavit of Awareness of Homeowners Association, Asbestos Release SRRA, Design or Enhanced Wind Loads, General Other, Landscape Affidavit, Notice of Commencement (NOC), Owner Builder Affidavit, Product Approval (Submitted Individually), Roof Tile Uplift Test, Roof to Wall Affidavit, Roof Top Equipment Affidavit, Roof UL Listing, Shop Drawings (Submitted Individually), Uniform Roofing Permit Form, and Utility Easement Agreement.

Step 13.

Type your name to electronically sign and then click "Next".

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

Apply for Permit - Residential Re-Roofing *REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit

SIGNATURE

By signing this application, I acknowledge that all information submitted is accurate and understand that I am responsible for the payment of the required permit fees.

* Please type your name as consent to electronically sign this application. Sebastian Bocanegra

Enable Type Signature Sebastian Bocanegra

Sebastian Bocanegra
June, 05 2022

Sebastian Bocanegra

Back Create Template Save Draft **Next**

Step 14.

Review Permit Application information. Verify that there is a Property Owner & Contactor listed as a contact. Once information is verified click "Submit".

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

Apply for Permit - Residential Re-Roofing *REQUIRED

Locations Type Contacts More Info Attachments Signature **Review and Submit**

Submit

Locations

Location	601 CITY CENTER PEMBROKE PINES, FL 33025
Parcel Number	514118240010

Basic Info

Type	Residential Re-Roofing
Description	Re-Roof / Tile
Square Feet	2400
Valuation	30000
Applied Date	06/05/2022

Contacts

Applicant	Sebastian Bocanegra CGA
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Step 15.

Once submitted click on "Continue to permit" and it will take you to your Permit Application profile where you can find your Permit Number, track the status of your permit, pay fee's, read Review comments, submit corrections/revisions, Schedule inspections, and print out Permit packet once its issued.

✔ Your application was successfully submitted!

In order to process the application, the submittal fee must be paid.

Continue to permit

Permit Number: RO22-03203

Add to Cart

Permit Details | Tab Elements | Main Menu

Type:	Residential Re-Roofing	Status:	Submitted - Online	Project Name:	
Applied Date:	06/05/2022	Issue Date:			
District:	1	Assigned To:		Expire Date:	
Square Feet:	2,400.00	Valuation:	\$30,000.00	Finalized Date:	
Description:	Re-Roof / Tile				

Summary

Locations

Fees

Reviews

Inspections

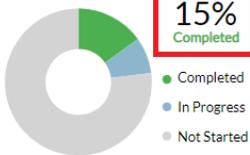
Attachments

Contacts

Sub-Records

More Info

Progress



Fees

\$546.00

Workflow

- ✔ VERIFY CONTRACTOR'S LICENSE AND INSURANCE - Passed : 06/05/2022
- ✔ PERMIT FEES INVOICED - Passed : 06/05/2022
- BUILDING REVIEW (STRU) - Started - Scheduled for 07/05/2022
- (STRU) VERIFY REQUIRED PERMIT DOCUMENTS
- (STRU) CONFIGURE INSPECTIONS
- VERIFY REQUIRED PERMIT DOCUMENTS

Available Actions

- ▲ Unpaid Fees \$446.00 12-02-2022
- ▲ Unpaid Fees \$100.00 12-02-2022