



# The City Of PEMBROKE PINES

## **PRE-PERMIT CONSTRUCTION AGREEMENT DOCUMENTS CHECKLIST**

In order for the early start to be processed, the construction plans will have to go through one full review cycle. In addition, please be sure that all contractors (Structural, M.E.P.) are on file and up to date with their registration information. We will need to be in receipt of the following documents.

- PRE-PERMIT CONSTRUCTION AGREEMENT
- RECORDED NOTICE OF COMMENCEMENT (NOC)
- BROWARD COUNTY ENVIRONMENTAL REVIEW APPROVAL CERTIFICATE (E.P.G.M.D)
- BROWARD COUNTY TRANSPORTATION CONCURRENCY SATISFACTION CERTIFICATE
- BROWARD COUNTY ASBESTOS CERTIFICATE OF

Once the first review cycle is complete, please notify the Pembroke Pines Building Department and an email will be sent to all disciplines for the Early Start Approval. I have attached a copy of our “Pre-permit Early Start Agreement” for you to fill out and email.

Note: There is a fee of \$448.52 for the early start which will be invoiced under this Permit once approved. This will have to be paid prior to the issuance of the early start.



**Pembroke Pines Building Department**

601 City Center Way,

Pembroke Pines, FL 33025

Tel#954-435-6502 | Fax#954-435-6749

**PRE-PERMIT CONSTRUCTION AGREEMENT (2 copies required for submittal)**

General Contractor Qualifier: \_\_\_\_\_

FLORIDA LICENSE # \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

Property Owner/Authorized Tenant: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

Property Address: \_\_\_\_\_

Permit Application Number: \_\_\_\_\_

In accordance with the provisions set forth in Secs. 105.12 (Broward Amendments), we request approval to start work prior to final approval and issuance of the above referenced permit application. We hereby acknowledge and agree to the following conditions:

1. That a certified true copy of the contract between the General Contractor Qualifier and the Property Owner/Authorized Tenant is provided with the above referenced permit application.
2. That an accurate and properly recorded Notice of Commencement is submitted with application.
3. **Indemnification:** That the General Contractor Qualifier and Property Owner/Authorized Tenant hereby agree to indemnify, defend and hold the City, it's respective agents, officers and employees harmless from and against any and all claims, losses, damages, liabilities, penalties, fines, costs, fees and obligations of whatever nature or kind, directly or indirectly relating to, or arising out of the City allowing the commencement of work prior to final approval and issuance of the above referenced permit application.
4. That the work shall not proceed past (To be filled in by the Building Official only)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All demolition and renovation work must comply with the Asbestos Removal Program requirements of s. 469.003, FS and Sec 105.9 (Broward Amendments) requiring an Asbestos Notification Statement be sent to Broward County.

5. This agreement expires 60 days from its approval date. **NO EXTENSIONS.** All work related to the above referenced permit must cease. The Building Official shall be notified and a meeting set within 3 days after the expiration of the sixty day period. The General Contractor Qualifier will have 30 days from the expiration date to either obtain issuance of the above referenced permit or restore the work to a safe condition subject to the Building Official and Fire Marshal's approval. Failure to obtain permit issuance or restore the work area will result in code enforcement action on the property owner and/or double fee penalty assessment for working without a permit.
6. That there are no express or implied approval of the proposed construction plans submitted with the above referenced permit.



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS



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- 7. That any work completed is entirely at own risk. Any corrections required for code compliance shall be at our sole expense and subject to normal re-inspection policies and fees.
- 8. That, where fire alarm and/or fire sprinkler system exists, they shall remain in service as required by the code.
- 9. That any violations of the conditions of this agreement shall result in immediate revocation of this agreement. Upon revocation of this agreement all work shall cease until issuance of the approved permit.
- 10. Additionally, it is understood that a double fee will be assessed for permits associated with any portion of the work where it is determined that the scope of work permitted by this agreement is exceeded prior to issuance of an approved permit for that work.

**11. ALL LIFESAFETY SYSTEMS TO REMAIN UNDISTURBED AND IN OPERABLE CONDITION.**

I, \_\_\_\_\_ agree, as the General Contractor Qualifier, to the stipulations stated above in order to obtain the Building Official's approval to begin the construction prior to the issuance of a building permit.

\_\_\_\_\_  
Signature (General Contractor Qualifier)

\_\_\_\_\_  
Contact Phone Number

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

\_\_\_\_\_  
My Commission Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Notary Public

I, \_\_\_\_\_ agree, as the Owner/Authorized Agent, to the stipulations stated above in order to obtain the Building Official's approval to begin the construction prior to the issuance of a building permit.

\_\_\_\_\_  
Signature (Owner)

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

\_\_\_\_\_  
My Commission Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Notary Public

FOR DEPARTMENT USE ONLY:

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_\_

APPROVED: \_\_\_\_\_  
BUILDING OFFICIAL (or designee)

