

City of Dania Beach

PERMIT CHECKLIST AND APPLICATION PROCEDURES

Please read and follow ALL the instructions before submitting to the Permit Counter
Permit Applications and all necessary paperwork for all disciplines must be submitted together.

A Plan Review Fee will be charged on the day of submittal for each building plan received. (Schedule of fees is attached to the Permit Fee Schedule Resolution 2015-115).

Please verify that your permit application package contains all the applicable items that are required for permit issuance. Incomplete applications will not be processed.

Check that you have complied with all the following items before you submit an application:

1. Permit and Sub Permits are correctly filled out (including email address), signed and notarized.
2. **Two (2) sets of plans (signed and sealed by proper authority)** must accompany the application. NOTE: PLANS WILL NOT BE RETURNED FOR CORRECTIONS. NEW PLAN SHEETS WILL NEED TO BE SUBMITTED TO THE PERMITTING DEPT.
3. Copy of contract & cost verification form must be provided at time of submittal.
4. Proof of approval by EDP and accompanying paperwork.
4. Proof of approval by Department of Business Regulation for restaurants.
5. Proof of approval by HRS, Broward Public Health for additions on septic, certain ACLF's bars, lounges (COP beverage license), childcare centers, detention facilities, fraternal and civic associations, nursing homes, school and other types of institutional settings.
6. Proof of approval by Army Corp of Engineers & EDP for dredge and fill activities or structures within jurisdictional waterways.
7. Proof of approval from City Utilities that utility impact and water meter(s) have been secured by submitting plans to City Engineering (Engineering will confirm meter size and quantities).
8. Two copies of the Survey and when necessary a "plot" or "site" plan showing the area in which work will be done. Elevation Certificates after lowest floor is completed AND at Final C.O.
9. Energy Calculation forms and heating/cooling load calculations. Tie down details (2 copies).
10. Two copies of all necessary Product Approvals. These include but are not limited to all roofing materials, exterior windows and doors, sheds, shutter, awnings, skylights etc.
11. Notice of Commencement signed and recorded with the County Clerk is necessary for applications over \$2,500. Submit before or at time of pick up of approved plans.
12. Fire Sprinkler / Fire Alarm System when Applicable
13. Recorded Swale Affidavit. Submit before or at time of pick up of approved plans.
14. Homeowner Association approval letter if applicable.
15. Water – Sewer Summary form must be submitted if requesting a new water meter.

OTHER AGENCIES

EDP – Environmental Dept of Protection – 954-357-6666
DBPR – Dept of Bus & Professional Reg – 954-917-1330
Water Management Division – 954-831-0751

BC Health Dept – General Info: 954-467-4700
New Septic Tank – 954-467-4700, Ext 4231
Pools - 954-467-4700, Ext 4224
www.browardchd.org

PLANNING & ZONING DIVISION – 954-924-6805 x3704
ENGINEERING & PUBLIC WORKS – 954-924-6805 x3615

Permits:

- Addition/Alteration: Signed and Sealed Plans. Survey showing location of addition. Current Notice of Acceptance approved by designer.
- Awnings/Canopies: Engineered Signed and Sealed building plans. Site plan showing location. Flame Retardant Certificate and sample of material.
- Demolition: Clearance from Sunshine Florida (954) 000-0000 for all utilities. Site Plan/Survey or Detail showing area to be demolished. Structural, Electric, Plumbing and Mechanical permits necessary. Asbestos Report completed & signed by DERM.
- Dock: Engineered Signed & Sealed Drawings EDP approval. Commercial may require Army Corp of Engineers Approval. Survey showing size and location of dock.
- Driveway: Survey highlighting driveway area along with measurements. NOTE: If swale area is to be anything other than asphalt, a Swale affidavit must be attached to the Permit Application and recorded with the Clerk at 115 S. Andrews Ave, Room 114 after approval and before issuance of the permit. (954) 357-7283)
- Dumpster Enclosure: Site Plan/ Survey. EDP approval.
- Fences: Survey highlighting area to be fenced with length & height noted. Fence Information Sheet (for wood fencing). NOTE: Fencing material other than wood may require product approval or engineered drawings.
- Shutters: Product acceptance or engineered drawings. Site Plan showing location of openings to be covered along with measurements.
- Windows/Doors: Product acceptance for product being used. Detailed drawing of location and size of each window and distance of window from the side of the building.
- Sheds: Survey showing location and size of shed (length, width, height). Product Acceptance or engineered drawings. Tie down information. NOTE: Not all sheds are approved for our hurricane area. Be sure to check for appropriate product acceptance for the South Florida area.
- Roof: Florida Building Code roofing forms completely filled out. Product acceptance for product being used.
- Wall: Survey showing location and size highlighted and marked. Detailed drawings or engineered plans for structure.
- Construction Trailer: Plans for Trailer and tie down information. Survey showing location of trailer highlighted. EDP approval, Port-O-Let Agreement or Health Dept. approval (for holding tank). Stair and parking detail.
- Screen Enclosures: Sealed plans. Survey showing location.

Elevation Certificates signed and sealed by a Registered Professional Engineer or Architect must be submitted and inspected after placement of the lowest floor AND prior to issuance of a Certificate of Occupancy. NFIP Standards indicate finished floor must be one (1) foot above the Base Flood Elevation as specified on the Flood Insurance Rate Maps.