



City of Miramar | Building Division

Building, Planning & Zoning Department
 2200 Civic Center Place | Miramar, Florida 33025
 Tel: 954.602.3200 | Fax: 954.602.3635
 www.miramarfl.gov

Commercial Interior Build-Out & Renovation Package

Who Can Apply

A. Licensed Contractors: Licensed Contractors as per Florida Statutes Chapter 489, and Broward County Construction Licensing. Contractors shall be properly registered in the Building Division, providing the updated licenses & insurances.

Required Documents

Disclaimer: Because of proposed projects vary widely respect to different procedures and the way to be completed, the information shown below does not necessarily reflect all requirements needed for permit application. This information is intended only for minimum guidelines about how to proceed with the application for permit. **As per Florida Building Code**, the construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this Code and relevant laws, ordinances, rules, and regulations, as determined by the **Building Official**. Therefore, it will be the entire responsibility of contractors/applicants to provide all required documentation to apply for permit.

- All required applications based on the scope of work (Structural, Plumbing, Electrical, Mechanical, etc.). The application forms must indicate the square footage & description of the proposed work.
- Attention applicant → Based on the scope of work, you may need to make additional copies of the standard application form.**
- Construction Cost – Schedule of Values per discipline, including labor, materials & equipment. As per FBC 109.3, the Building Official may require additional documents to be used in the permitting valuation.
- Plans signed & sealed by Professional Engineer or Registered Architect. Plans shall indicate type of Occupancy, Occupancy Load, Type of Constructions, all details, and information related to the scope of work. Four (4) sets of plans are required, signed & sealed by Professional Engineer or Registered Architect.
- A complete Affidavit of Identical Documents is required for Engineered Plans & Calculations submitted with digital signature of a Professional Engineer or Registered Architect. (Included in this package).
- Construction Debris Removal Affidavit (Included in this package)
- All applicable current Product Approvals (N.O.A, s) & any other applicable specifications.
- Heating - Cooling Load Specifications & Energy Calculations.
- Approval from **Broward Planning & Development Management Division**. 1 North University Drive, Plantation, Florida 33324.
- Health Department** (For Sale of Food & on-site sewer treatment). Refer to the attached address list for more information.
- Division of Hotels & Restaurants (For the sale & consumption of food)**. Refer to the attached address list for more information.

Attention Applicant: As per Florida Statutes 713.13, a Recorded Notice of Commencement is required when construction, renovation, alterations values exceed \$5,000. This subsection does not apply to a direct contract to repair or replace an existing heating or air-conditioning system in an amount less than \$15,000.

Notice of commencement can be recorded at the office of Broward County Government Center / Records Division 115 S. Andrews Ave. Fort Lauderdale, FL 33301.

ATTENTION: THE RECORDED NOTICE OF COMMENCEMENT SHOULD BE AVAILABLE AT THE FIRST INSPECTION

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Revised 11-17-2022

Select One Trade: Building Electrical Plumbing Mechanical Other _____

Application Number: _____ Application Date: _____

1

Job Address: _____ Unit: _____ City: _____

Tax Folio No.: _____ Flood Zn: _____ BFE: _____ Floor Area: _____ Job Value: _____

Building Use: _____ Construction Type: _____ Occupancy Group: _____

Present Use: _____ Proposed Use: _____

Description of Work: _____

New Addition Repair Alteration Demolition Revision Other: _____

Legal Description: _____ Attachment

2

Property Owner: _____ Phone: _____ Email: _____

Owner's Address: _____ City: _____ State: _____ Zip: _____

3

Contracting Co.: _____ Phone: _____ Email: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Qualifier's Name: _____ Owner-Builder License Number: _____

4

Architect/Engineer's Name: _____ Phone: _____ Email: _____

Architect/Engineer's Address: _____ City: _____ State: _____ Zip: _____

Bonding Company: _____

Bonding Company's Address: _____ City: _____ State: _____ Zip: _____

Fee Simple Titleholder's Name (If other than the owner) _____

Fee Simple Titleholder's Name (If other than the owner) _____ City: _____ State: _____ Zip: _____

Mortgage Lender's Name: _____

Mortgage Lender's Address: _____ City: _____ State: _____ Zip: _____

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Job Address: _____ Unit: _____ City: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

<p>X _____ Signature of Property Owner or Agent (Including Contractor)</p> <p>STATE OF FLORIDA COUNTY OF _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of ____ physical presence or ____ online notarization, this ____ day of _____, 20____ by _____ (Type/Print Property Owner or Agent Name)</p> <p>_____ NOTARY'S SIGNATURE as to Owner or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>	<p>X _____ Signature of Qualifier</p> <p>STATE OF FLORIDA COUNTY OF _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of ____ physical presence or ____ online notarization, this ____ day of _____, 20____ by _____ (Type/Print Qualifier or Agent Name)</p> <p>_____ NOTARY'S SIGNATURE as to Qualifier or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>
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APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____
FOR OFFICE USE ONLY FOR OFFICE USE ONLY FOR OFFICE USE ONLY

A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.



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2200 Civic Center Place | Miramar, FL 33025
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Construction Debris Removal Affidavit

ATTENTION APPLICANT. READ CAREFULLY

Section 18-7 of the Code of Ordinances of the City of Miramar (“City Code”) requires any debris from demolition work, renovations, re-roofs, and new construction to be removed by the City’s trash vendor, Waste Pro of Florida (“Waste Pro”). Failure to adhere to this requirement shall be deemed a violation of the City Code Section 18-7 and shall be subject to code compliance activities that may result in fines/penalties, as provided in the City Code. For roll-off collection services, homeowners/builders and licensed contractors shall contact Waste Pro at the information below.

Waste Pro: 17302 Pines Blvd, Pembroke Pines, FL 33029
Phone: (954) 967-4200
Fax: (954) 241-4489
Website: www.wasteprousa.com



Read and initial to the left of the applicable statement

I acknowledge that I have to contact Waste Pro for the removal of all construction and demolition debris

Name:

Job Address:

City , State Zip Code

Signature:

STATE OF FLORIDA. Sworn to and subscribed before me this day of , 20

Notary Public



City of Miramar | Building Division

Community Development Department

2200 Civic Center Place | Miramar, Florida 33025

Tel: 954.602.3200 | Fax: 954.602.3635

www.miramarfl.gov

Affidavit of Identical Documents for Digital Submittal

Attention: All documents digitally submitted for permitting purpose shall be in True PDF format. Other formats, including pictures converted to PDF won't be accepted.

I, *(print full name)* _____ **Architect/Engineer** of Record with registration number AR/PE # _____ with the Architectural/Engineering Firm (Name) _____

_____, hereby attest or affirm that the electronic files submittal of the plans for project located at the location shown below are an exact and accurate duplicate of the complete hardcopy set of plans submitted to the Building Division.

Project Name _____

Property Address: _____

Folio No.: _____

I also hereby acknowledge that if there are any discrepancies between the two versions, the review process for said project will be terminated, become null and void, and require re-application under a new permit application number. Previously reviewed plans and comments will be discarded. This affidavit will apply to all documents submitted electronically throughout the life of the project including initial submittal, re-works, revisions, shop drawings, etc.

Description of digitally signed & sealed documents: _____



Designer of Record Contact Phone: _____

Contact Email: _____

Architect/Engineer of Record Signature & Seal

If the above signature of Professional Engineer/Architect is in digital format, a notarization is required.

Sworn to (or affirmed and subscribed before me this _____ day of _____ 20_____.

Personally known Produced Identification _____ ID # _____

Notary Name: _____

Notary Signature: _____

_____ Notary Seal

FORM FOR "SPECIAL BUILDING INSPECTOR"
SECTION 110.10 - BROWARD COUNTY ADMINISTRATIVE CODE
AND THE FLORIDA BUILDING CODE, 8TH EDITION (2023)

NOTICE TO PROPERTY OWNER: You are hereby directed in accordance with Section 110.10.1 or 110.10.2 of the Broward County Administrative Code and the Florida Building Code to retain a Special Structural Inspector (A Florida Registered Architect or Licensed Engineer) to perform the following mandatory or discretionary inspections, as outlined in Section 110.10 of the Florida Building Code and submit progress reports, inspections reports, and a Certificate of Compliance to the Building Official as per Sections 110.10.6 and 110.10.7 of the Florida Building Code.

NOTE: The Building Official determines which discretionary inspections are to be delegated.

DATE IDENTIFICATION, CONTROL, OR BUILDING PERMIT NUMBER
PROJECT NAME
JOB ADDRESS ZIP CODE
LEGAL DESCRIPTION FOLIO #

A. MANDATORY INSPECTIONS TYPE BY CODE:

- 1. Precast Concrete Units - Section 110.10.2.1 YES NO
2. Reinforced Unit Masonry - Section 110.10.2.2 (TMS 402, TMS 602, FBC 2122.2 - 2122.10) * YES NO
3. Connections - 110.10.2.3 YES NO
4. Metal System Buildings - Section 110.10.2.4 YES NO
5. Smoke Control Systems - Section 110.10.2.5 YES NO

B. DISCRETIONARY INSPECTION TYPE BY BUILDING OFFICIAL:

- 1. Building Structures or part thereof of Unusual Size, Height, Design or Method of Construction and Critical Structural Connections - Section 110.10.1.1 YES NO
2. Windows, Glass Doors, and Curtain Walls on buildings over two (2) stories - Section 110.10.1.1 YES NO
3. Pile Driving Only - Section 110.10.1.1 YES NO
4. Precast Concrete Units - Section 110.10.2.1 YES NO
5. Reinforced Unit masonry - Sections 110.10.2.2 YES NO
6. Other YES NO

C. MANDATORY DOCUMENTATION

- 1. Inspection schedule stating the specific inspection that will be made and at what phase of construction must be submitted with this application. YES NO
2. Progress Report/Inspection reports during construction in accordance with Section 110.10.6. YES NO
3. Certificate of Compliance must be submitted prior to the scheduling of the final building inspection, Section 110.10.7. YES NO

ACKNOWLEDGMENT

PERMIT HOLDER'S SIGNATURE DATE
PRINTED NAME LICENSE # (IF APPLICABLE)
SPECIAL BUILDING INSPECTOR: Registered Architect Licensed Engineer
SIGNATURE OF SPECIAL BUILDING INSPECTOR PRINTED NAME OF SPECIAL BUILDING INSPECTOR
ADDRESS OF SPECIAL BUILDING INSPECTOR DATE AND SEAL
STATE OF FLORIDA REGISTRATION # TELEPHONE EMAIL
BUILDING OFFICIAL (OR DESIGNATED REPRESENTATIVE) DATE

*** BE ADVISED THIS DOES NOT PRECLUDE YOU FROM OTHER MANDATORY INSPECTIONS IN THE CODE ***



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OTHER PERMITTING AGENCIES INFORMATION

NOTICE OF COMMENCEMENT BROWARD COUNTY RECORDS DIVISION

BROWARD COUNTY GOVERNMENT CENTER | 115 S. ANDREWS AVE ROOM #114 | FORT LAUDERDALE, FL 33301
PHONE (954) 357-7283

SOUTH BROWARD DRAINAGE DISTRICT

6591 S.W. 160 AVENUE | SOUTHWEST RANCHES, FLORIDA 33331
PHONE (954) 680-3337

IMPROVEMENTS WITHIN DISTRICT'S EASEMENTS: A permit shall be obtained from the District prior to the construction of any docks, decks, fences, brick pavers, seawalls, sprinkler intake lines or other improvements within the easements, rights-of-way or water management areas of the District

BROWARD COUNTY DEVELOPMENT & ENVIROMENTAL REVIEW (DER). URBAN PLANNING DIVISION

PHONE 954-357-6666 ext. 2 DERPlans@broward.org

DEPARTMENT OF BUSINESS REGULATIONS (DBPR) DIVISION OF HOTELS & RESTAURANTS

1525 WEST CYPRESS CREEK ROAD 4TH FLOOR
FORT LAUDERDALE, FL 33309 PHONE: (850) 487-1395

All restaurants, food stores, deli's, etc. (anything pertaining to food), must go to the above mentioned and have their plans approved by the Division of Hotels & Restaurants. This approval is required prior submittal of the plans to the Building Division.

BROWARD COUNTY ASBESTOS CERTIFICATE.

954-357-6666 ext.1, 954-519-0340 . Asbestoshelp@broward.org

BROWARD COUNTY CERTIFICATE OF COMPETENCY BUILDING CODE DIVISION | CONTRACTOR LICENSING

2307 WEST BROWARD BOULEVARD, SUITE 300
FORT LAUDERDALE, FLORIDA 33312 | 954-765-4400

BROWARD COUNTY BUSINESS TAX RECEIPT RECORDS, TAXES & TREASURY DIVISION | TAX & LICENSE SECTION

115 S. ANDREWS AVENUE ROOM A-100 | FORT LAUDERDALE, FLORIDA 33301 | (954) 357-4829

BROWARD COUNTY PUBLIC HEALTH UNIT

Onsite Sewage Treatment & Disposal Systems
2421 SW 6TH AVENUE
FORT LAUDERDALE | FLORIDA 33315 | 954-467-4700



URBAN
PLANNING



DEVELOPMENT AND ENVIRONMENTAL REVIEW GUIDE



DEVELOPMENT & ENVIRONMENTAL REVIEW APPROVAL

As part of the Broward County Development and Environmental Review (DER), the Environmental Review Approval is an important step in the process of obtaining a building or construction permit in Broward County.

Review and approval from the Resilient Environment Department (RED) and Urban Planning Division (UPD) serves as verification that all required environmental licenses and pending environmental enforcement issues related to the County's Natural Resource Protection Code (the Code) have been resolved. Environmental operation licenses which will be required at the completion of the project are also identified.

Applicants are required to complete an online application and upload construction plans for review. Once an application is approved, applicants will be instructed to pay any associated impact fees and environmental review fees to receive the Transportation Concurrence certificate and Environmental Review certificate. DER must be completed entirely online through Broward County's ePermits System at www.broward.org/ePermits. Paper plan submittals are no longer accepted, and all plans must be submitted electronically for review online. Most evaluations require payment of an impact or review fee. The size and nature of the project dictate the fee which cannot be determined until review of the project is completed. Fees for DER approval may be paid by E-Check, check or credit card (environmental only). Checks can be mailed to the address at the bottom of this guide.

The DER approval certificates expire within ninety days of approval, if not submitted to the relevant municipal or county agency.

In general, projects requiring a specific RED license for construction of a new project or modifications to an existing facility must first obtain that license before DER approval is granted.

PROJECTS WHICH REQUIRE DEVELOPMENT & ENVIRONMENTAL REVIEW APPROVAL

BUILDING CONSTRUCTION

- All new building construction, residential or non-residential
- All additions to non-residential buildings
- All interior alterations to industrial buildings or warehouses if a building permit is required
- All interior alterations to commercial or office buildings where a change in use or seating capacity will occur or where the building has been vacant for six months or more if a building permit is required
- Final interior construction of existing shell buildings if a building permit is required
- All foundations or slabs

SITE PREPARATION AND INFRASTRUCTURE

- New construction or expansion of all roads and bridges
- Land clearing and grubbing
- Fill for areas located in or near wetland zones
- Wireless antennas & equipment
- Tree removal in the Broward Municipal Services District (BMSD - formerly known as Unincorporated Broward County) and certain municipalities (see page 4)
- Construction of docks, sea walls, boat ramps and bulkheads
- Commercial driveways and parking lots
- All drainage projects, including those in independent drainage districts

OTHER IMPACTS

- Conversion from septic tank to city sewer
- All new or replacement emergency generators, excluding portable generators
- All landfill and solid waste transfer facilities
- All new commercial or multifamily swimming pool construction
- Installation or modification of above or below ground storage tank systems
- Temporary buildings and construction trailers





PROJECTS WHICH DO NOT REQUIRE DEVELOPMENT & ENVIRONMENTAL REVIEW APPROVAL

- Interior renovation to individual condo units
- Additions or interior remodeling of a home with no increase in the number of dwelling units (except for locations in the BMSD)
- Residential emergency generators
- Residential fences
- All work to residential swimming pools
- Residential slabs
- Residential solar panels
- Residential balcony enclosures
- Residential driveways
- Carports for single family residences (except for locations in the BMSD)
- Screen porches on existing slabs
- Condo conversion that do not include the installation or replacement of cooling towers/ chillers or emergency generators
- Traffic striping
- Billboards
- Demolition only (nothing being built, repaired, and or replaced)
- Tree Trimming (excluding mangroves)
- Landscaping
- Utility pole installation
- Well construction
- Installation of compressed gas tanks
- Painting of buildings
- Sand blasting and pressure cleaning
- Sidewalk installation and replacement
- Re-roofing projects
- Installation of fire suppression systems
- The installation of outdoor recreation equipment such as swings and slides
- Routine maintenance of grounds and equipment
- Installation of security, telephone, intercom, and public-address systems
- Septic tank and drain field repair
- Construction or installation of signs
- Improvements to mobile homes
- Placement of mobile homes on existing slabs
- Routine maintenance
- Electrical installations which do not involve the installation of pollution control equipment
- Installation of lawn sprinklers
- Installation of residential satellite dishes and TV antennas

ENVIRONMENTAL EVALUATIONS MADE DURING THE APPROVAL PROCESS

WASTEWATER TREATMENT PLANT CAPACITY

Any project generating a wastewater flow will be reviewed to ensure sufficient capacity exists at the wastewater treatment plant serving the project. If the proposed project would put the associated wastewater treatment plant over capacity, or in any other way violate the treatment plant's license, DER staff may withhold approval until evidence is available that the wastewater treatment plant can accommodate the additional capacity.

AVAILABILITY OF A WASTEWATER COLLECTION SYSTEM

A wastewater collection/transmission system project is one involving construction, modification, expansion, or replacement of sanitary sewers, sanitary manholes, sanitary force mains, or pump stations. Under limited circumstances, a project may be allowed to proceed to the building department even if the wastewater collection system is not yet approved by the Environmental Permitting Division (EPD). Such conditional approval relies on a determination that construction will not adversely affect the environment, that necessary land development licenses have been obtained, and the applicant has agreed that no certificate of occupancy will be issued until the wastewater collection system is completed and certified in accordance with Section 27-199(c) of the Code. Release of this conditional approval will be granted only after EPD has reviewed as-built drawings and has determined that the design has been installed/constructed in compliance with current County code and State regulations.



WELLFIELD PROTECTION

For new construction and all industrial and commercial projects, a determination is made regarding location with respect to drinking water supply wells. If staff determines that the project is in a protected wellfield zone, the project is referred to EPD for possible licensing. If such a license requirement is confirmed, DER approval will not be granted until a complete application for a wellfield protection license has been received by EPD.

STORAGE TANK LICENSING

All projects are reviewed to determine the presence of regulated storage tank system(s). A regulated storage tank system includes any above or under-ground tank used to contain hazardous materials as defined in the Code. If such a tank is present, a valid storage tank license is required in accordance with the requirement in Section 27-306 of the Code in order to obtain DER approval. A storage tank facility license shall be required to build, erect, operate, modify, maintain out-of-service status, close or replace in whole or in part any storage tank system that is intended to contain hazardous material unless otherwise exempted by the code.

AIR FACILITY LICENSE

All projects are reviewed to determine if a Broward County Air License or State of Florida Air Permit is required. An air facility is a business or project which emits or has the potential to emit certain air contaminants as defined in the Broward County, Florida – Code of Ordinances / Chapter 27 – Pollution Control / Article IV – Air Quality and the State of Florida Administrative Code Chapter 62-4 Permits. All air facilities are referred to the Natural Resources Division (NRD) for either licensing or permitting as required by the above county or state environmental codes. Air facilities may be subject to air license or air permit applicable requirements, are subject to criteria used for issuance or denial of authority to construct, modify or operate or may be exempt. DER approval will not be issued for construction, modification, or operation of the air facility until the appropriate license or permit is issued or is exempted by the NRD.

PARKING FACILITY LICENSE

All projects are reviewed to determine if the proposed number of parking spaces are greater than the parking facility license thresholds: Construction or modification that will result in 400 spaces or more for a parking facility that may degrade or exceed the National Ambient Air Quality Standards (NAAQS) for carbon monoxide as determined by NRD, 750 spaces or more for parking garages and 1,500 parking spaces or more for surface parking lots or 1,000 or more for a single or multilevel parking facility. The associated air impacts from the increased vehicular traffic must be considered in the review. The project is referred to the NRD for evaluation and NRD will notify the applicant and the DER Section if a license is required under Section 27-176(c) of the Code and identify any conditions the project must meet prior to proceeding.

SPECIAL AREAS OF CONCERN

If a project lies within a special area of concern as defined in the Code, the project will be referred to the EPD for evaluation. These areas include Natural Resource Areas, Local Areas of Particular Concern, and other protected areas. DER approval will not be granted until the EPD notifies the DER staff that the project complies with the requirements of Section 27-67 (d) of the Code.

CONTAMINATED SITES

Every application for new construction is reviewed to determine if the site overlies or is adjacent to a site for which there is evidence that some prior release or discharge of pollutants has required assessment or possible remediation. In such a case, the project is referred to the EPD for evaluation. If this evaluation determines that the proposed project will not adversely affect cleanup of the site in accordance with Section 27-66(g) of the Code, notification is made to the DER staff so that the DER approval process may continue.

ENFORCEMENT ACTIVITIES

Every project is reviewed for current or outstanding enforcement actions. If the project is found to have an outstanding enforcement issue, the project is referred to the Consumer Protection Division (CPD) for evaluation in accordance with Sections 27-66 (k) and 27-55(d) (1), (6) and (7) of the Code. Upon resolution of enforcement matters, the CPD will notify the DER staff in writing to allow the project to continue through the approval process.

ENVIRONMENTAL RESOURCE LICENSE

All projects are reviewed to determine if an Environmental Resource License is necessary. Such projects may involve 1) clearing of vegetative overgrowth, 2) impacts to wetlands, 3) dredging and filling activities, 4) construction or installation of docks, pilings, jet ski lifts, floating vessel platforms and bridges, 5) pond, lake or canal filling and/or excavation, 6) trimming or alteration of mangroves, and any other water-related activities. These projects must obtain

a license from the EPD in accordance with Article XI of the Code. DER approval for such a project will not be granted until the project receives review and a license (if required) from the EPD.

SURFACE WATER MANAGEMENT LICENSE

Each project is evaluated to determine jurisdiction for drainage. Projects in the EPD jurisdiction that are non-residential or residential and larger than a duplex must meet the drainage criteria set forth in Section 27-200 of the Code. Those projects will be referred to EPD for evaluation and may require a Surface Water Management License. DER approval for such projects will not be granted until a license is obtained from EPD.



SEPTIC TANKS

Projects are reviewed to determine if the use of septic tanks is appropriate. Notify the Florida Department of Health for all projects involving septic tank systems and other onsite sewage treatment and disposal systems.

HAZARDOUS MATERIAL LICENSE

All non-residential projects are reviewed to determine if a Hazardous Material License will be required after the project has been completed. If a determination is made that such a license may be required, the applicant is notified of their responsibility to obtain this license in accordance with the requirements in Section 27-356 of the Code. Projects for existing facilities that appear to need a Hazardous Material License may be referred to the EPD, Pollution Prevention section to determine if either a valid license exists or a license application is on file. The project may not receive DER approval until an appropriate application is received by EPD.

TREE PROTECTION LICENSING

If trees will be removed, relocated, or replaced and the project is in the BMSD or in a municipality where Broward County has jurisdiction, the project will be referred to the EPD for licensing and/or approval in accordance with Section 27-401 thru 414 of the Code. DER approval will not be granted until the EPD license or approval is obtained.

Municipalities where Broward County has jurisdiction include:

- Hillsboro Beach
- Lauderdale by the Sea
- Lauderdale Lakes
- Lazy Lake
- Lighthouse Point
- North Lauderdale
- Pembroke Park
- Sea Ranch Lakes
- Wilton Manors

OTHER LICENSE REVIEW CHECKS

In addition, all projects are assessed to determine the need for other licenses including solid waste and industrial transfer station licenses. If a license is required for construction of a facility in any of these categories, the applicant will be referred to the appropriate RED for further evaluation. DER approval will not be granted until all appropriate licenses are issued.

For Development & Environmental Review,
complete the online application via our website at:
Broward.org/EPermits

Development & Environmental Review Applications
can be submitted from any computer with internet
access.



The benefits of e-Permits:

- ✓ No paper forms to complete
- ✓ Work online any time, day or night

If you have any demolition/asbestos questions,
please contact Air Licensing & Compliance at
asbestoshelp@broward.org
Or call **954-357-6666 ext. 1**

-  @BrowardEnvironment
-  @BrowardEnvironment
-  @BrowardEnv



Broward County Board of County Commissioners

Our office location is:
**Resilient Environment Department
Urban Planning Division**
1 North University Drive, Box-102,
Plantation, Florida 33324

Phone: **954-357-6666 ext. 2**
Web: Broward.org/Planning
Located on the northwest corner of Broward
Boulevard and University Drive.

Updated January 2024

PERMIT NUMBER:

NOTICE OF COMMENCEMENT

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

1. **DESCRIPTION OF PROPERTY** (Legal description & street address, if available) **TAX FOLIO NO.:** _____

SUBDIVISION _____ **BLOCK** _____ **TRACT** _____ **LOT** _____ **BLDG** _____ **UNIT** _____

2. **GENERAL DESCRIPTION OF IMPROVEMENT:**

3. **OWNER INFORMATION:** a. Name _____

b. Address _____ c. Interest in property _____

d. Name and address of fee simple titleholder (if other than Owner) _____

4. **CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:**

5. **SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:**

6. **LENDER'S NAME, ADDRESS AND PHONE NUMBER:**

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _____, 20____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

**Signature of Owner or
Owner's Authorized Officer/Director/Partner/Manager**

Print Name and Provide Signatory's Title/Office

State of Florida
County of Broward

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

By _____, as _____
(name of person) (type of authority,...e.g. officer, trustee, attorney in fact)

For _____
(name of party on behalf of whom instrument was executed)

____ Personally known or ____ produced the following type of identification: _____

Notary

(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:

By _____ By _____