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).

Set backs, sign requirements, variances will be dealt with in the Zoning Department and information regarding such should be acquired beforehand.

Please verify that your permit application package contains all the applicable items that are required for permit issuance. If the information is not completely filled out and signed, the application 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, signed and notarized.
- 2. Two sets of plans (where necessary signed and sealed by proper authority) must accompany the application. Three sets of plans must be submitted if Fire Department review is required. (Note: Plans will not be returned for corrections. New Plan sheets must be submitted to the Building Department.)
- 3. 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. Three sets of plans must be submitted if Fire Department review is required.
- 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. Three sets of plans must be submitted if Fire Department review is required.
- 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. Homeowner Association approval letter if applicable.

OUTSIDE AGENCIES

Environmental Department of Protection (EDP)

1 North University Drive, Plantation, FL 33324 954-357-6666

Department of Business and Professional Regulations

5080 Coconut Creek Parkway, Suite A, Margate, FL 33063 954-917-1330

Broward County Health Department

2421 Southwest 6th Avenue, Fort Lauderdale, FL 33315

General Information 954-467-4700

New Septic Tank 954-467-4700, ext. 4231

Pools 954-467-4700, ext. 4224

www.browardchd.org

Water Management Division

954-831-0751

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.

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.

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 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.