Lauderdale-By-The-Sea
Building Department
4501 Ocean Drive
Lauderdale-By-The-Sea, FL 33308
Phone: (954)640-4215
Fax: (954)640-4211

PERMIT NUMBER_____

Building Permit Application

Listed below are the basic permit submittal requirements. Additional information may be required based on project type.

- ☐ Permit application signed and notarized for each discipline of work. (I.e. Building, Electrical, Plumbing and Mechanical.)
- ☐ Copies of insurance certificates, liability and worker's compensation and copies of licensing documentation, contractor, certificate of competency, occupational license.
- ☐ Documented proof of cost total of all trades
- ☐ Town of Lauderdale-By-The-Sea Permit Affidavit- Required for residential projects signed and notarized by the property owner.
- ☐ Notice to Owner – Time Limits for Construction – Exterior Alteration and New Construction
- ☐ Town of Lauderdale By The Sea Hurricane preparedness and precautions form signed by contractor and owner.
- ☐ Permit fees are due and payable when the permit package is submitted.
- ☐ Copy of recorded Notice of Commencement, required for projects valued at $2,500 or higher. For A/C permits, the limit is raised to $7,500. (This must be posted prior to first inspection.)
- ☐ Two (2) sets of plans signed and sealed by a professional Engineer/Architect, if applicable
- ☐ Two (2) original surveys (raised seal)
- ☐ Two (2) copies of survey showing location of proposed construction
- ☐ Department of Urban Planning and Redevelopment Procedure Form and Stamp on plans when applicable (i.e. all new residential construction, additions for bedrooms and baths on sewer, and additions to non-residential buildings, all commercial and industrial alterations and demolitions.
- ☐ Product approvals for sheds, doors, all glass, roofs and all types of shutters.
- ☐ Energy calculations including heating and cooling load calculations
- ☐ Wind load calculations (signed and sealed) are required for shutters, windows, doors, skylights & garage doors.

Please call the (954) 640-2415 if you have any questions regarding either permit requirements or the process.

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APPLICATION DATE_____ FLORIDA BUILDING CODE 2014

PERMIT TYPE (SELECT ONE)	BUILDING	MECHANICAL	ELECTRICAL	PLUMBING
JOB ADDRESS:				
OWNER NAME:				
OWNER ADDRESS:				
CITY:		STATE:	ZIP:	
PHONE:	FAX:		EMAIL:	
CONTRACTING FIRM:				
MAIL ADDRESS:				
CITY:		STATE:	ZIP:	
PHONE:	FAX:		EMAIL:	
CERT. COMPENTANCY:		STATE REGISTRATION:		
LOT:		BLOCK:		
FOLIO NUMBER:		SUBDIVISION:		
PRESENT USE: SF COMM. CONDO/MF		PROPOSED USE: SF COMM. CONDO/MF		
JOB COST: (TOTAL ALL TRADES)	SQ. FT: (TOTAL)	L.F.:		
DESCRIBE WORK:				
ARCHITECT/ENGINEER NAME:				
ARCHITECT/ENGINEER ADDRESS:				
PHONE:	FAX:		EMAIL:	
ARCHITECT/ENGINEER NAME:				
ARCHITECT/ENGINEER ADDRESS:				
OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE				
APPROVED BY:		DATE:		
NOC	REQUIRED	RECEIVED	RECORDED	

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has been effected prior to the issuance of said permit and that all work will be performed to meet the standards of all laws and regulating construction in BROWARD County and the TOWN OF LAUDERDALE-BY-THE-SEA whether specified in this application and accompanying plans or not. I understand that a separate permit must be secured for ELECTRICAL, PLUMBING, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AIR CONDITIONERS, etc. the information provided herein by the applicant is not evaluated for issuance of a certificate of use. The Town reserves the right to deny or condition any proposed use of the property pursuant of the Town's Code of Ordinances.

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OWNER'S AFFIDAVIT: I certify that all information provided is accurate, and that all work will be performed in compliance with all applicable laws regulating construction and zoning. No work has been commenced prior to the permit sought by this application, and all work will be done as indicated in the application and all accompanying document and plans.

NOTICE: In addition the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of the county, and there may be additional permits required from other governmental entities such as water management districts, County, State or Federal agencies.

DISCLAIMER: Issuance of a development permit by a municipality does not in any way create any right on the part of the applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the municipality for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law.

CONDITION: All applicable state and federal permits must be obtained before commencement of the development.

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPORVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR ATTORNEY BEFORE RECORDING THE NOTICE OF COMMENCEMENT.

CONTRACTOR

_____
PRINT NAME OF CONTRACTR

_____
SINATURE OF CONTRACTOR

STATE OF FLORIDA
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me this_____ day of _____ 20____, by_____
NOTARY:_____

SEAL:

Personally Known:_____
Or produced Identification_____
Type of Identification Produced_____

OWNER

_____
PRINT NAME OF OWNER

_____
SIGNATURE OF OWNER

STATE OF FLORIDA
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me this_____ day of _____ 20____, by_____
NOTARY:_____

SEAL:

Personally Known:_____
Or produced Identification_____
Type of Identification Produced_____

- FAX ALL INSPECTION REQUESTS TO (954) 640-4211.
- ALLOW ONE (1) DAY'S NOTICE FOR ALL INSPECTIONS.
- INSPECTION REQUESTS AFTER3:00pm will be scheduled for the following.
- Approved Plans and permit card must be on job before inspections will be made
- At least one (1) approved inspection every 90 days is required from the department before using the completed building.

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PERMIT AFFIDAVIT

FOR ACKNOWLEDGEMENT OF COMPLIANCE WITH RESTRICTIVE DEEDS AND COVENANTS

STATE OF FLORIDA
COUNTY OF BROWARD

On this day personally appeared before me, the undersigned officer duly authorized to administer oaths and take acknowledgments, _____ *, who being by me first duly sworn, deposes and says:*
(Homeowner)

By my signature below, I acknowledge that the legal description for the property for which I am applying for a permit is _____
(Lot/Block)

a/k/a _____
(Street Address & Subdivision)

1. *That I am the legal owner of the property.*

2. *I acknowledge that approval may be required from the following:*

_____
(Homeowners Association)

which entities or associations regulate or otherwise govern the community, neighborhood, or development in which my property is located.

3. *I further acknowledge that I am responsible for any additional costs that may be assessed by the Town of Lauderdale-by-the-Sea and/or the entity regulating or governing the subject property as a result of my not having obtained the necessary approvals from any entity or association that may regulate or otherwise govern the community, neighborhood, or development in which my property is located.*

FURTHER AFFIANT SAYETH NAUGHT

_____*Witness name-signature*
_____*Witness name printed*

_____
AFFIANT
(Homeowner)

_____*Witness name-signature*
_____*Witness name printed*

STATE OF FLORIDA)
COUNTY OF BROWARD)

Affirmed and signed before me, on _____ *the foregoing document was acknowledged before me by Affiant* _____*, who personally appeared before me at the time of notarization, who signed and acknowledged signing the foregoing document, who did take an oath, and:*

[ ] who is personally known to me or
*[ ] who produced the following identification:*_____

_____ *Commission Expiration date:*
Notary Public

_____ *(Seal)*
(Printed or typed name)

Time Limits for Construction - NOTICE TO OWNER

Section 6-12 of the Town's Code of Ordinances requires:

1. ***The construction of any new structure or new addition to an existing structure to be completed and all construction material, equipment and debris removed from the property within <u>18 months</u> of the date of the issuance of the first building permit.***

2. ***The exterior elements of any repair or renovation to an existing structure which requires a building permit shall be completed and all construction material, equipment and debris removed from the property within <u>six months</u> of the issuance of the first building permit.***

This notice is the minimum 60 days notice required in 6-12.9(g).

The Failure to complete the construction at _____,
by the construction deadline may result in a fine or legal action by the Town.

If there are extenuating circumstances that prohibit the property owner from completing the construction within the deadline, the owner may seek an extension of time from the Town Commission. An application for extension of time may be obtained from the Development Services Department or Town Clerk.

Owner's Acknowledgement

I acknowledge receipt and understanding of the Town's code provisions regarding the time period to complete a construction projects.

Signature: _____ Date: _____

Print Name: _____

Address of Property: _____

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BUILDING DEPARTMENT

DURING A HURRICANE WATCH & BEFORE THE ONSET OF HURRICANE VELOCITY WINDS YOU ARE REQUIRED TO

SECURE THIS SITE

IN ACCORDANCE WITH THE BROWARD COUNTY ADMINISTRATIVE PROVISIONS OF THE FLORIDA BUILDING CODE SECTION 110.13

All loose objects in exposed outdoor locations shall be lashed to rigid construction or shall be stored inside an enclosed structure.

Florida Building Code Broward County Administrative Provisions Section 110.13.2.4

NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE DEEMED SUFFICIENT NOTICE TO THE OWNER OF REAL PROPERTY UPON WHICH CONSTRUCTION IS OCCURRING, OR ANY CONTRACTOR RESPONSIBLE FOR SAID CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS AND LOOSE CONSTRUCTION MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS

This includes but not limited to:

- 110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash
- 110.13.2.2 Waste and Trash Enclosures Temporary Toilets
- 110.13.2.3 Loose Construction Debris Forms and Construction Materials
- 110.13.2.5 Roofing Tile and Materials Construction Shacks
- 110.13.2.5 (1) Loading of Roof Tile
- 110.13.2.5 (4) Store the construction materials inside an enclosed structure.
- 110.13.3 Building materials shall be loaded on a roof no earlier than (20) working days prior to permanent installation.
- Temporary Electric Service Poles

AND PROTECT ALL GLASS AREAS