

LAUDERDALE•BY•THE•SEA

Additions & Alterations Application Submission Requirements

Submit 2 copies of each document (unless noted otherwise)

- COMPLETE BUILDING PERMIT APPLICATION, SIGNED & NOTARIZED – 1 COPY ONLY
- COMPLETE SUB-PERMIT APPLICATION EACH TRADE, SIGNED & NOTARIZED – MECHANICAL, ELECTRICAL, PLUMBING, GAS – 1 COPY
- SEPARATE PERMITS REQUIRED FOR: ROOFING, WINDOWS, SWIMMING POOLS, FENCES, TEMPORARY FENCES – 1 COPY ONLY
- COPY OF OWNER/GC CONTRACT INDICATING TOTAL JOB COST - INCLUDING ALL TRADES – FOR TOTAL SCOPE OF WORK
- HOA OR CONDO ASSOCIATION APPROVAL LETTER, WHERE NECESSARY
- NOTICE OF COMMENCEMENT (NOC) FOR PROJECTS OVER \$2500 IN VALUE
- STATEMENT OF RESPONSIBILITIES REGARDING ASBESTOS (SRRA)** AVAILABLE ONLINE AT BROWARD.ORG
- SPECIAL BUILDING INSPECTOR FORM COMPLETED BY FLORIDA ARCHITECT OR ENGINEER
- BROWARD COUNTY PROPERTY APPRAISERS (BCPA) ASSESSED VALUATION
- PERCENTAGE OF IMPROVEMENT COST-TO-BUILDING ASSESSED VALUE CALCULATION
- CONSTRUCTION PLANS PREPARED, SIGNED & SEALED BY FLORIDA ARCHITECT OR ENGINEER
- KEY PLAN OF BUILDING SHOWING UNIT LOCATION AND WORK AREA (MULTI FAMILY BUILDINGS)
- SITE PLAN SHOWING PROPOSED NAVD ELEVATION
- CURRENT FEMA ELEVATION CERTIFICATE INDICATING BASE FLOOD ELEVATION & FLOOD ZONE, PREPARED, SIGNED & SEALED BY FLORIDA SURVEYOR
- CURRENT PROPERTY SURVEY PREPARED, SIGNED & SEALED BY FLORIDA SURVEYOR, SHOWING ALL EASEMENTS AND ELEVATIONS
- PERVIOUS / IMPERVIOUS SITE CALCULATION PREPARED, SIGNED & SEALED BY ARCHITECT OR ENGINEER OF RECORD
- STRUCTURAL CALCULATIONS PREPARED, SIGNED & SEALED BY FLORIDA ENGINEER
- WIND LOAD CALCULATIONS PREPARED, SIGNED & SEALED BY FLORIDA ENGINEER
- PRODUCT APPROVALS, HIGHLIGHTED & APPROVED, BY ARCHITECT OR ENGINEER OF RECORD
- UL APPROVED FIRE WALL/CEILING/FLOOR DETAILS (MULTI FAMILY BUILDINGS)
- UL APPROVED FIRE STOPPING DETAILS FOR PENETRATIONS IN FIRE RATED ASSEMBLIES (MULTI FAMILY BUILDINGS)
- SOUND PROOFING DETAILS AND DATA FOR WALLS AND FLOORS (MULTI FAMILY BUILDINGS)
- ENERGY CALCULATIONS
- INSULATION AND FENESTRATION DOCUMENTATION IN COMPLIANCE WITH FBC-ENERGY CONSERVATION SECTIONS R401 OR C401
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INCLUDING - BUT NOT LIMITED TO - THE FOLLOWING DOCUMENTS WHERE REQUIRED

- FIRE DEPARTMENT APPROVAL
- HOTEL AND RESTAURANT APPROVAL
- BROWARD COUNTY DEPARTMENT OF HEALTH APPROVAL
- BROWARD COUNTY DEPARTMENT OF ENVIRONMENTAL PROTECTION APPROVAL
- BROWARD COUNTY ELEVATOR APPROVAL
- UNITED STATES ARMY CORPS OF ENGINEERS (USACOE) APPROVAL



Need assistance or clarification?
Please contact us at (954)-640-4215 or email building@lbts-fl.gov