



Building Department
4501 N Ocean Drive
Lauderdale-By-The-Sea, FL 33308
954-640-4215

APPLICATION FOR NEW CONSTRUCTION

Submission Requirements:
(Must submit two of each document)

- COMPLETE BUILDING PERMIT APPLICATION SIGNED AND NOTARIZED
- DOCUMENTED PROOF OF COST INCLUDING ALL TRADES
- NOTICE OF COMMENCEMENT FOR PROJECTS OVER \$2,500 IN VALUE
- DPEP APPROVAL
- IMPACT FEES PAID TO TOWN AND COUNTY
- EASEMENTS AGREEMENTS
- ZONING APPROVAL
- ARCHITECTURAL PLANS, CIVIL PLANS, SITE PLANS, WIND LOAD, ROOF DEAD AND LIVE LOADS
- VACANT SURVEY, ELEVATION CERTIFICATE SIGNED AND SEALED, BASE FLOOD ELEVATION, FLOOD ZONE, AND EASEMENT LOCATIONS
- SPECIAL INSPECTOR FORM LIST OF INSPECTIONS
- CONSTRUCTION FENCE PERMIT INCLUDING SILT FENCE FOR PERIMETER OF PROPERTY AND FILTER FABRIC OVER CATCH BASINS
- SOILS TEST AND REPORT
- PRODUCT APPROVALS HIGHLIGHTED AND APPROVED BY DESIGNER OF RECORD
- PERVIOUS/IMPERVIOUS CALCULATIONS SIGNED AND SEALED BY DESIGNER OF RECORD
- ENERGY CALCULATIONS
- INSULATION AND FENESTRATION DOCUMENTATION COMPLYING WITH R401 OR C401 FBC ENERGY

THE FOLLOWING DOCUMENTS IF REQUIRED

- FIRE DEPARTMENT APPROVAL
- HOTEL AND RESTAURANT APPROVAL
- HEALTH DEPARMENT APPROVAL
- ELEVATOR PERMIT
- DEPARTMENT ON NATURAL RESOURCE APPROVAL
- COASTAL CONSTRUCTION PERMIT
- PERMIT FROM SOUTH FLORIDA WATER MANAGEMENT DISTRICT



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LBTS BUILDING DEPARTMENT

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

SECURE THE SITE

IN ACCORDANCE WITH THE BROWARD COUNTY ADMINISTRATIVE PROVISIONS OF THE FLORIDA BUILDING CODE SECTION 110.12.2.4

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

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 is 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**
- **110.13.2.8(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 200 working days prior to permanent installation**
- **Temporary electric service poles**

AND PROTECT ALL GLASS AREAS

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

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 Used: _____		
	Description of Work: _____				
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____				
	Legal Description: _____				<input type="checkbox"/> 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: <input type="checkbox"/>	License Number: _____	

4	Architect/Engineer's Name: _____	Phone: _____	Email: _____	
	Architect/Engineer's Address: _____	City: _____	State: _____	Zip: _____
	Bonding Company: _____			
	Bonding Company Address: _____	City: _____	State: _____	Zip: _____
	Fee Simple Titleholder's name (if other than owner): _____			
	Fee Simple Titleholder's Address (If other than owner): _____	City: _____	State: _____	Zip: _____
	Mortgage Lender's Name: _____			
	Mortgage Lender's Address: _____	City: _____	State: _____	Zip: _____

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.

X _____
Signature of Property Owner or Agent

X _____
Signature of Qualifier

STATE OF _____
COUNTY OF _____

STATE OF _____
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

(Type / Print Property Owner or Agent Name)

(Type / Print Qualifier's Name)

NOTARY'S SIGNATURE as to Owner or Agent's Signature

NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name _____
(Print, Type or Stamp Notary's Name)

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ or Produced Identification _____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

Type of Identification Produced _____

APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____

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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Time Limits for Construction – **NOTICE TO OWNER**

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

1. *New construction* – 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 18 months of the date of the issuance of the first building permit.
2. *Exterior repair and renovation* – 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 6 months of the issuance of the first building permit.

Failure to complete construction within the specified timeline will result in 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 that I have received and understand the Town’s code provisions regarding the time period to complete construction projects.

Signature: _____ Date: _____

Print Name: _____

Address of Property: _____

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**
State of Florida
County of Broward

Print Name and Provide Signatory's Title/Office

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 _____