Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.

**MINIMUM SUBMITTAL REQUIREMENTS:**

- **Building Permit Application(s)** (Structural, Electrical, Plumbing & Mechanical, if applicable)  
  (Broward County Link)

- **Broward County Uniform Permit Application Online Notarization Certificate** (if applicable)

- **Two (2) sets of Building and/or Site plans are required** (Electronic Submittals Only Require 1 Set of Documents)

- All commercial new construction and alteration projects must be approved by your drainage district prior to the issuance of your building permit. (Please see “Drainage District Approval Information” for more detail.)

- Any project with an estimated job cost of $2,500.00 or more requires a **Recorded Notice of Commencement** per Florida Building Code (to be submitted prior to first inspection.)  
  (Broward County Link)

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**Addition / Alteration**

- Job value must be listed on permit application (Itemized cost breakdown may be required)
- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a records request)
- Sealed Plans from an Architect or Engineer (if estimated job costs over $15,000)
- Lot Coverage Calculation Worksheet
- Current Notice of Acceptances (Product Approval from Manufacturer)
- **Statement of Responsibility Regarding Asbestos (SRRA)**  
  (Broward County Link)
- $200 Deposit Required (if estimated job costs over $25,000)

**Awnings / Canopies**

- Job value must be listed on permit application (Itemized cost breakdown may be required)
- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a records request)

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Buildings Department • 9500 West Sample Road • Coral Springs, FL 33065 | coralsprings.gov/building
Mon-Thurs: 7:30a - 5p, Fri: 7:30a - 2:30p | Phone: 954-344-1025 | Fax: 954-344-5948

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New Construction

- Job value must be listed on permit application (Itemized cost breakdown may be required)
- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a records request)
- Sealed Plans from an Architect or Engineer (if estimated job costs over $15,000)
- $200 Deposit Required (if estimated job costs over $25,000)

Pool / Spa

- Electric/Plumbing/Deck & Heater Permit Applications (Broward County Link)
- Lot Coverage Calculation Worksheet
- Job value must be listed on permit application (Itemized cost breakdown may be required)
- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a records request)
- Sealed Plans from an Architect or Engineer (if estimated job costs over $15,000)

Re-Roof

- Job value must be listed on permit application (Itemized cost breakdown may be required)
- Zoning Addendum Required
- Roofers Application Packet
- Broward County Urban Planning Division (UPD) (DER) Approval (Required for Commercial/Multifamily 3+ Units) (Broward County Link)
- Statement of Responsibility Regarding Asbestos (SRRA) (Broward County Link)
- Current Notice of Acceptances (Product Approval from Manufacturer)

Satellite Dish UNDER 20”

- No permit required per FCC regulations.

Satellite Dish or Antennas OVER 20”

- Building/Electrical Plans (Sealed plans from an architect or engineer if job costs over $15,000)
- Site Plan or Survey Showing Location (Survey can be requested from the city by submitting a records request)

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Commercial Permit Application Checklist

BUILDING DEPARTMENT
Revision Date: 11/29/2022  Form I.D. Number: 035.0

Signs

- **Electric Permit Application** (if applicable for both permanent or temporary signs) [Broward County Link]
- **Zoning Addendum Required**
- **Site Plan or Survey Showing Location** (Survey can be requested from the city by submitting a [records request](#))
- **Electric Plans**
- **Dimensions, verbiage, color scheme, letter height**

Slab

- **Building Plans**
- **Lot Coverage Calculation Worksheet**
- **Site Plan or Survey Showing Location** (Survey can be requested from the city by submitting a [records request](#))

Tenant Improvement

- **Job value must be listed on permit application** (Itemized cost breakdown may be required)
- **Sealed Plans from an Architect or Engineer** (if estimated job costs over $15,000)
- **Broward County Urban Planning Division (UPD) (DER) Approval** [Broward County Link]
- **Statement of Responsibility Regarding Asbestos (SRRA)** [Broward County Link]
- **Health Department Approval for Restaurant**
- **HRS Approval for Day Care**
- **Current Notice of Acceptances** ([Product Approval from Manufacturer](#)) (if applicable)
- **$200 Deposit Required** (if estimated job costs over $25,000)

Tents/Canopies (Larger than 10’ X 10’)

- **Electric Permit Application** (if applicable) [Broward County Link]
- **Temporary Use Permit Application and Requirements** (if applicable)
- **Site Plan or Survey Showing Location** (Survey can be requested from the city by submitting a [records request](#))

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HOW TO CONTACT OUTSIDE AGENCIES FOR APPROVALS

NOTICE OF COMMENCEMENT
BROWARD COUNTY RECORDS, TAXES AND TREASURY DIVISION
BROWARD COUNTY GOVERNMENTAL CENTER
115 S. ANDREWS AVENUE – ROOM 114
FORT LAUDERDALE, FL 33301
954-831-4000
www.broward.org/recordstaxestreasury/records/pages/noticeofcommencement.aspx

BROWARD COUNTY RESILIENT ENVIRONMENTAL DEPARTMENT
PLANNING AND DEVELOPMENT MANAGEMENT DIVISION
1 NORTH UNIVERSITY DRIVE
PLANTATION, FL 33324
954-357-6666
954-357-6521 FAX
www.broward.org/planning

STATE OF FLORIDA DIVISION OF HOTELS & RESTAURANTS
2601 BLAIR STONE ROAD
TALLAHASSEE, FL 32399
850-487-1395
www.myfloridalicense.com/DBPR/hotels-restaurants

CHILDREN’S SERVICES ADMINISTRATION
115 SOUTH ANDREWS AVENUE, SUITE A360
FORT LAUDERDALE, FL 33301
954-357-7880
www.broward.org/children

NOTES:
In addition to the requirements of obtaining a permit, there may be additional restrictions applicable to a property that may be found in the public records of Broward County and there may be additional permits required from other governmental entities such as water management districts, drainage districts, state agencies or federal agencies.

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