



Early Start Request Application

BUILDING DEPARTMENT

Revision Date: 7/10/2026

Form I.D. Number: 019.0

PURPOSE

The City of Coral Springs Building Department has implemented an Early Start Request Program to provide an opportunity for construction work to begin while the application for building permit(s) is being reviewed.

Please Note: An Early Start request will only be approved if there is delay in the approval of plans and/or specifications or other similar special circumstances and only after the completion of the first round of reviews. **Early Start Approval is not available for projects using a Private Provider for plan reviews. Projects using a Private Provider for Inspections Only may be considered but NO WORK may begin until the Early Start request has been reviewed and approved by the Building Official or designee.**

AUTHORITY

Section 105.12 of the Broward County Administrative Provisions to the Florida Building Code 8th Edition (2023) allows limited work to start before a building permit is issued. This code section allows certain work to commence up to the point an inspection would be required. In other words, a contractor is not allowed to continue work beyond the point of a required inspection without an official permit. Any work completed prior to the permit issuance is entirely at the risk of the permit applicant.

SUBMITTAL PRE-REQUISITES

- ☐ All required building permit applications and corresponding plans must have been submitted to the Building Department.
- ☐ Building permit applications and plans must have been approved by both Planning & Zoning and Engineering Divisions (if applicable).
- ☐ Required demolition permits and inspections must be obtained and approved.

SUBMITTAL REQUIREMENTS

- ☐ Early Start Request Application may be submitted via email at buildingpermits@coralsprings.gov or uploaded to the permit via our [online portal](#). Applications **must be** accompanied by a completed Credit Card Authorization Form.
- ☐ **\$227.00 fee** charged upon approval of application.
- ☐ Completed application signed by both property owner (or owner's agent) **and** the Qualifier.



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Please complete all sections of this application (pages 2 through 4) to apply for an Early Start Approval. Make sure all contractor information is complete, including what specific work will be performed, for all contractors working under the Early Start Request.

Please be sure to complete the Credit Card Authorization Form included with this application packet.

All applicable required county and state agency approvals must be uploaded to the permit. Please confirm that these approvals (if applicable) have been uploaded to the permit by checking all that apply. **Application will be rejected if left blank.**

PERMIT NUMBER: _____

YES N/A (Must Indicate One or the Other for Each Item Listed Below)

- ☐ ☐ BCEPGMD Environmental Review Approval Certificate (ER Review)
- ☐ ☐ BCEPGMD Transportation Concurrency Satisfaction Certificate (DR Review)
- ☐ ☐ Broward County Asbestos Certificate of Submittal (SRRA)
- ☐ ☐ BCEPGMD Surface Water License Approval
- ☐ ☐ Broward County Health Department Approval



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PROJECT INFORMATION

Permit Number: _____

Name of Project: _____

Job Address: _____ Unit#: _____

Scope of Work: New Construction Alteration

CONTRACTOR INFORMATION

Is this a change of Use / Occupancy?

Yes

No

☐ Description of Early **STRUCTURAL** Work: _____

Name _____ License # (State / BC COC) _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail _____

Contact Name _____ Contact Phone _____

☐ Description of Early **ELECTRICAL** Work: _____

Name _____ License # (State / BC COC) _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail _____

Contact Name _____ Contact Phone _____

☐ Description of Early **PLUMBING** Work: _____

Name _____ License # (State / BC COC) _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail _____

Contact Name _____ Contact Phone _____

☐ Description of Early **MECHANICAL** Work: _____

Name _____ License # (State / BC COC) _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail _____

Contact Name _____ Contact Phone _____

*All contractors performing work under the Early Start Request must be registered with the City of Coral Springs Building Department and submit a current liability insurance and worker's compensation prior to Early Start application.

**FOR
USE
ONLY:**

Application Requirements Verified By _____
License and Insurance Current? Yes ☐ No ☐ Checked By _____

Date: _____
Date: _____



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APPLICANT NAME: _____ DATE: _____

APPLICANT ADDRESS: _____

Re: Building Permit Application # _____ Job Address: _____

Please allow this letter to serve as a formal request to allow work to commence for the above referenced location prior to the issuance of the permit. This request is being made pursuant to, and in accordance with the provisions of the Broward County Administrative Amendments to the Florida Building Code, effective December 31, 2023, Section 105.12, which provides that the Building Official may authorize work beginning before the issuance of a building permit if there is a delay in approval of the plans and/or specifications or other similar special circumstances.

Section 105.12 further provides that upon written approval of the Building Official, "the scope of work delineated in the building permit application and plan may be started prior to the final approval and issuance of the permit, provided any work completed entirely at risk of the permit applicant and **the work does not proceed past the first required inspection.**"

We, the undersigned, assert that all work will be performed as represented on the plans submitted with the application and in accordance with the Florida Building Code. It is understood that the Florida Building Code may require changes to the proposed scope of work. We, the undersigned, collectively and individually, accept that risk. In consideration for approval of this request, we, the undersigned, collectively and individually, agree to indemnify, hold harmless, and defend the City of Coral Springs, its elected officials, employees, and from any and all legal actions or damages, claims, costs, losses, and/or attorney's fees that may result from the approval of this request to allow work to commence prior to the issuance of a permit. The City shall have the right to select its own legal counsel.

We understand the risks and responsibilities associated with this request and appreciate your consideration in this matter.

Sincerely yours,

Signature of Qualifier

Date

Signature of Property Owner or Agent / Tenant

Date

Printed Name of Qualifier and License #

Printed Name of Owner/Tenant

STATE OF FLORIDA – COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me this _____

day of _____ 20 _____

by means of _____ physical presence or _____ on-line notarization,

personally known _____ or by I.D. _____

STATE OF FLORIDA – COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me this _____

day of _____ 20 _____

by means of _____ physical presence or _____ on-line notarization,

personally known _____ or by I.D. _____

Notary Signature

Notary Name

Notary Signature

Notary Name

Building Official's signature below indicates the request has been approved.

Alex Hernandez, Chief Building Official



Credit Card Authorization Form

BUILDING DEPARTMENT

Revision Date: 10/1/2022

Form I.D. Number: 026.0

~ PLEASE MAKE COPIES FOR FUTURE USE ~

Visa or MasterCard Only

buildingpermits@coralsprings.gov

Cardholder Name *(As it appears on the card)* _____

Company Name _____

Type of Credit Card **Visa** **MasterCard** **3 Digit Security Code** _____

Credit Card Number _____ Exp. Date _____

Cardholder Address _____
City _____ State _____ Zip _____

Work Phone _____ Home Phone _____

Fax _____ E-mail _____

Print Cardholder's Name _____

I hereby authorize the City of Coral Springs Building Department to charge the credit card listed above in an amount to be determined according to the current City of Coral Springs Building Permit Fee Schedule, as per your application requirements. This charge is payment for fees and/or services and is accepted in good faith by the Building Department. Should I have any questions concerning the credit card charge(s) made to my account, I will make every attempt to resolve the issue directly with the Building Department. By signing this authorization, I acknowledge that I am an authorized signatory for the above referenced credit card.

Cardholder's Signature _____ Date _____

Permit Number *(Required, if assigned)* _____

Job Description _____

Job Address _____

Re-inspection Fee \$ _____

Re-inspection Date *(optional)* _____

Type of inspection *(required)* _____

Expired Permit Renewal \$ _____

Expedited Plan Review \$ _____

Open/Expired Permit Request \$ _____

Early Start Request \$ _____

Overtime Inspection Request \$ _____

Requested Date: _____

Other (Specify) _____ \$ _____