



Residential Remodel/Alteration Permit Application Checklist

BUILDING DEPARTMENT

Revision Date: 2/9/2026

Form I.D. Number: 062.0

(Effective January 1, 2026, the Building Department is no longer processing paper submittals. Paper submittals will be accepted and converted into an electronic format ([for a fee](#)) and returned to you.)

For instructions on how to apply via our online portal, [click here](#).

Required Permit Applications

- ☐ [Building Permit Application](#) (Broward County Link)
- ☐ [Building Permit Application](#) (Electrical, if applicable) (Broward County Link)
- ☐ [Building Permit Application](#) (Plumbing, if applicable) (Broward County Link)
- ☐ [Building Permit Application](#) (Mechanical, if applicable) (Broward County Link)
- ☐ [Lot Coverage Calculation Worksheet](#) (if adding square footage)
- ☐ \$100 Deposit Required if Job Value over \$12,500

Permit Review Stops (Your application will be reviewed by the following disciplines)

- ☐ Structural
- ☐ Electrical
- ☐ Plumbing
- ☐ Mechanical
- ☐ Zoning
- ☐ Fire (if condominium or multi-family)

Minimum Plan Submittal

- ☐ Job value must be listed on permit application (Itemized cost breakdown may be required)
- ☐ Survey or Site Plan showing the location and/or scope of work
(Survey can be requested from the city by submitting a [records request](#))

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



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- ☐ Plans required for all work
 - Plans must be signed and sealed by a Florida licensed Architect/Engineer if total job cost is over \$30,000
 - Plans for work involving slab, masonry or truss repairs, regardless of job cost, must be signed and sealed by a Florida licensed Architect/Engineer
- ☐ Product Approval, reviewed and approved by designer of record
- ☐ [Product Approval Submittal Packet](#) (if applicable)
- ☐ Manufacturer's Specifications (Electrical)
- ☐ Equipment Tie-Down Specifications (Mechanical, if applicable)
- ☐ [Statement of Responsibility Regarding Asbestos \(SRRA\)](#) (Broward County Link)

Other Requirements & Information

- ☐ [Contractor Registration Requirements](#) (if Contractor not registered with City)
- ☐ [Owner/Builder Affidavit Packet](#) (if Owner/Builder)
- ☐ [Notice of Commencement](#) (if job value over \$5,000, required before 1st inspection) (Broward County Link)
- ☐ Energy Calculations (if applicable)
- ☐ [Asbestos Compliance Program](#) (Broward County Link)
- ☐ [Waste Hauler Information](#)

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