



Pool Deck/Patio/Slab Permit Application Checklist

BUILDING DEPARTMENT

Revision Date: 2/5/2026

Form I.D. Number: 023.5

(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)
- ☐ [Lot Coverage Calculation Worksheet](#)

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

- ☐ Structural
- ☐ Zoning
- ☐ Electrical (if applicable)

Minimum Plan Submittal

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

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)

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