



City of Dania Beach

PERMIT CHECKLIST AND APPLICATION PROCEDURES

Please read and follow ALL the instructions before submitting to the Permit Counter.

The City of Dania Beach uses one (1) generic Building Permit Application. For each discipline a Building Permit Application PLUS the appropriate Information sheet will be necessary.

1. Simple permits: Plumbing only: Electric only: Mechanical only will be accepted with the Building permit application and the information sheet correctly filled out, signed and notarized.
2. Interior renovation permits will require ALL disciplines submitted together. These WILL include Fire Alarm and Fire Sprinkler permits for Commercial Renovations.
3. New Construction: A Plan Review Fee will be charged on the day of submittal for each building plan received. (Schedule of fees is attached to the Permit Fee Schedule)
4. By Owner submittals will require all disciplines to be submitted at the same time.
5. Notice of Commencement signed and recorded with the County Clerk necessary for application over \$2,500.

Set backs, sign requirements, variances will be dealt with in the Zoning Department and information regarding such should be acquired beforehand.

Please verify that your permit application package contains all the applicable items that are required for permit issuance. If the information is not completely filled out and signed, the application will not be processed.

Check that you have complied with all the following items before you submit an application.

- a) Permit and Sub Permits are correctly filled out, signed and notarized
- b) Two sets of plans (where necessary signed and sealed by proper authority) accompany the application.
- c) Proof of approval by DPEP and accompanying paperwork are attached
- d) Proof of approval by Department of Business Regulation for restaurants.
- e) Proof of approval by HRS, Broward Public Health for additions on septic, certain ACLF's bars, lounges (COP beverage license), childcare centers, detention facilities, fraternal and civic associations, nursing homes, school and other types of institutional settings.
- f) Proof of approval by Army Corp of Engineers & DPEP for dredge and fill activities or structures within jurisdictional waterways.
- g) Two copies of the Survey and when necessary a "plot" or "site" plan showing the area in which work will be done.
- h) Energy Calculation forms and heating/cooling load calculations
- i) Two copies of all necessary Product Approvals. These include but are not limited to all roofing materials, exterior windows and doors, sheds, shutter, awnings, skylights etc.

OUTSIDE AGENCIES

Environmental Department of Protection (EDP)
115 South Andrews Ave. Room 240A
954-519-1400

Department of Business and Professional Regulations
5080 Coconut Creek Parkway
954-917-1330

Broward County Health Department
2421 Southwest 6th Ave.
General Information 954-467-4700
New Septic Tank 954-467-4901
Pools 954-467-4851
www.browardchd.org

Water Management Division
954-831-0751

Permits:

- Addition/Alteration:** Signed and Sealed Plans; Survey showing location of addition; Current Notice of Acceptance approved by designer
- Awnings/Canopies:** Engineered Signed and Sealed building plans; Site plan showing location; Flame Retardant Certificate and sample of material
- Demolition:** Clearance from Sunshine Florida (954) 000-0000 for all utilities; Site Plan/Survey or Detail showing area to be demolished; Structural, Electric, Plumbing and Mechanical permits necessary
NOTE: Letter from FPL will negate the need for Electrical Permit
- Dock:** Engineered Signed & Sealed Drawings DPEP approval; Commercial may require Army Corp of Engineers Approval; Survey showing size and location of dock
- Driveway:** Survey highlighting driveway area along with measurements
NOTE: If swale area is to be anything other than asphalt, a Swale affidavit must be attached to the Permit Application and recorded with the Clerk at 115 S. Andrews Ave, Room 114 after approval and before issuance of the permit.
- Dumpster Enclosure:** Site Plan/ Survey; DPEP approval
- Fences:** Survey highlighting area to be fenced. Length & height noted; Fence Information Sheet (for wood fencing); Homeowner Association approval if appropriate.
NOTE: Fencing material other than wood may require product approval or engineered drawings.
- Shutters:** Product acceptance or engineered drawings; Site Plan showing location of openings to be covered along with measurements.
- Windows/Doors:** Product acceptance for product being used; Detailed drawing of location and size of each window and distance of window from the side of the building; Homeowner Association approval if appropriate.
- Sheds:** Survey showing location and size of shed (length, width, height); Homeowner Association approval if applicable; Product Acceptance or engineered drawings; Tie down information
NOTE: Not all sheds are approved for our hurricane area. Be sure to check for appropriate product acceptance for the South Florida area.
- Roof:** Florida Building Code roofing forms completely filled out; Product acceptance for product being used
- Wall:** Survey showing location and size highlighted and marked; Detailed drawings or engineered plans for structure
- Construction Trailer:** Plans for Trailer and tie down information; Survey showing location of trailer highlighted; DPEP approval; Port-O-Let Agreement or Health Dept. approval (for holding tank); Stair and parking detail
- Screen Enclosures:** Sealed plans; Survey showing location; Homeowner Association approval if appropriate