

Building Shell Checklist

WHEN DO I NEED A PERMIT?

The construction of a building shell requires a Building Permit to be issued. A separate permit will be issued for the interior buildout or units.

REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

- Submit a completed [Broward County Uniform Permit Application \(Building Checked\)](#) from a licensed General Contractor for the shell. Submit a separate application for roofing along with the [HVHZ Permit Application for Roofs](#). Submit a separate application for a fence.
- Submit a completed [Broward County Uniform Permit Application \(Other Box Checked\)](#) for Floodplain from the Applicant.
- Submit a completed [Broward County Uniform Permit Application \(Plumbing Checked\)](#) from a licensed plumbing contractor for irrigation.
- Submit a completed [Broward County Uniform Permit Application \(Electrical Checked\)](#) from a licensed Electrical contractor. Submit separate applications for electrical, low voltage and fire alarm service scope of work.
- Submit a completed [Broward County Uniform Permit Application \(Mechanical Checked\)](#) from a licensed Mechanical contractor. *(if applicable)*.
- Submit a completed [Engineering Permit Application](#) from a licensed contractor. Separate applications must be submitted for on-site and off-site. Include engineering itemized schedule of values and details for all site work on and off.
- Submit a completed [Zoning Compliance Permit Application](#) from a licensed contractor. Submit Development Orders along with conditions and responses. Provide private utility easements *(if applicable)*.
- Submit a completed [Tree Permit Application](#) from a licensed contractor. A Tree Protection Plan along with a [Tree Protection Detail](#) may be required if any trees are located adjacent to the work area.
- Submit a completed [Fire Review Application](#) from a licensed contractor.
- Submit a completed [Utility Connection and Capitol Recovery Fee Application](#).
- Submit the Broward County Environmental Review, Planning and Redevelopment Division approval along with Broward County Transportation Concurrency Satisfaction Certificate. Submit Broward Surface Water Management Approval. Plans can be submitted to Broward County through the ePermits OneStop [portal](#).
- Submit a full set of Civil Plans, Site Plans, Surveys, Elevations, Foundation Plans, Floor Plans, Structural Plans and Calculations, Fire Alarm Plans, Fire Sprinkler Plans, Mechanical Plans, Electrical Site Lighting Plans, Photometric Plans, Plumbing Plans, Irrigation Plans, Crime Prevention Through Environmental Design (CPTED) Plans, Landscape Plans, Tree Disposition Plans, etc.
- Submit current approved [Miami/Dade Notice of Acceptance](#) or [Florida Product Approval](#) for all windows, exterior doors, mullions, shutters, garage doors and roofing systems with all elements identified and stamped by Architect / Engineer of Record.
- Submit Energy Calculations, Manual J Heat Loads, AHRI and Tie Down Attachment details.
- Submit signed and sealed Truss Engineering Shop Drawings stamped by Architect / Engineer of Record.
- Provide cut sheet specifications for all equipment and fixtures being installed.
- Submit signed and sealed Geotechnical/Subsoil Report for foundation design recommendations.
- Submit a completed Threshold and/or [Special Inspector Form](#) for inspections required in accordance with F.S. 553.79(5)(a) and Broward County Administrative Amendments 110.10.

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INSPECTIONS

Building (Shell) Permit Inspections

1. BLDG FOOTINGS
2. BLDG SLAB/REINF
3. BLDG BEAMS
4. BLDG FRAMING
5. BLDG DRYWALL-SCREW/NAIL
6. BLDG ENGINEER REPORTS
7. BLDG FINAL STRUCTURAL (*additional inspections may be required*)

Roofing Permit Inspections

1. BLDG TIN TAG
2. BLDG MOP-IN PROGRESS
3. BLDG TILE/SHINGLE-IN PROGRESS
4. BLDG ENGINEERS REPORTS
5. BLDG FINAL STRUCTURAL

Engineering (Concrete Paving) Permit Inspections

1. E PAVING CONC.FORM/STEEL INSP
2. E PAVING CONCRETE/FINAL INSP.

Zoning Permit Inspections

1. Z ZONING FINAL

Tree Permit Inspections

1. L – PRE-CON MEETING
2. L – TREE PROTECTION INSPECTION
3. L – SITE/SOIL INSPECTION
4. L – TREE/PLANT DELIVERY INSP
5. L – SHRUB/SOD/GROUNDCOVER
6. L – IRRIGATION WET TEST
7. L – FINAL LANDSCAPE

NOTICE OF COMMENCEMENT

A Notice of Commencement is required to be submitted when the contract price is greater than \$2,500.00. A recorded copy of the N.O.C. can be submitted with the permit application, or made available on the job site during your first inspection. Visit Broward County's website for more information:

<https://www.broward.org/RecordsTaxesTreasury/Records/Pages/NoticeofCommencement.aspx>