

## BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select One Trade:  Building  Electrical  Plumbing  Mechanical  Other \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Date: \_\_\_\_\_

	Job Address: _____	Unit: _____	City: _____
	Tax Folio No.: _____	Flood Zn: _____	BFE: _____
		Floor Area: _____	Job Value: _____
	Building Use: _____	Construction Type: _____	Occupancy Group: _____
1	Present Use: _____	Proposed Used: _____	
	Description of Work: _____		
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____		
	Legal Description: _____		<input type="checkbox"/> Attachment

	Property Owner: _____	Phone: _____	Email: _____
2	Owner's Address: _____	City: _____	State: _____ Zip: _____

	Contracting Co.: _____	Phone: _____	Email: _____
3	Company Address: _____	City: _____	State: _____ Zip: _____
	Qualifier's Name: _____	Owner-Builder: <input type="checkbox"/>	License Number: _____

	Architect/Engineer's Name: _____	Phone: _____	Email: _____
	Architect/Engineer's Address: _____	City: _____	State: _____ Zip: _____
	Bonding Company: _____		
4	Bonding Company Address: _____	City: _____	State: _____ Zip: _____
	Fee Simple Titleholder's name (if other than owner): _____		
	Fee Simple Titleholder's Address (If other than owner): _____	City: _____	State: _____ Zip: _____
	Mortgage Lender's Name: _____		
	Mortgage Lender's Address: _____	City: _____	State: _____ Zip: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

X \_\_\_\_\_  
Signature of Property Owner or Agent

STATE OF FLORIDA  
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
(Type / Print Property Owner or Agent Name)

X \_\_\_\_\_  
Signature of Qualifier

STATE OF FLORIDA  
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
(Type / Print Qualifier's Name)

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Owner or Agent's Signature

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Permit Officer Issue Date: \_\_\_\_\_ Code in Effect: \_\_\_\_\_

**A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.**  
Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.

**FLORIDA JURAT**  
FS 117.05(13) — Effective January 1, 2020

State of Florida }  
County of \_\_\_\_\_ }

Sworn to (or affirmed) and subscribed before me by means of

Physical Presence,

— OR —

Online Notarization,

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by  
Day Month Year

\_\_\_\_\_  
*Name of Person Swearing or Affirming*

\_\_\_\_\_  
*Signature of Notary Public — State of Florida*

\_\_\_\_\_  
*Name of Notary Typed, Printed or Stamped*

Personally Known

Produced Identification

Type of Identification Produced: \_\_\_\_\_

*Place Notary Seal Stamp Above*

**OPTIONAL**

*Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

# HOW TO FILL OUT A BUILDING PERMIT

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The items listed below correspond to the items listed on the building permit application(s):

1. **Contractor's Information** – Fill in Contractor's name as it appears on the qualifying license. Also fill in mailing address, phone, fax and email address.
2. **Owner's Information** – Fill in the owner's full name, mailing address and fax number (if applicable).
3. **Job Address** – Fill in the address of the location of job site where work will be performed.
4. **Lot, Block, Subdivision, and Folio #** – This information can be found at the County's Record Division, [www.bcpa.net](http://www.bcpa.net), and is the legal description of the property, which will be on a survey, tax record, etc.
5. **Zoning** - This is information provided by the Zoning Department, which defines what your property is zoned for, city staff will fill in this information.
6. **Type of Property** – Check off if it is Residential, Non-Residential or Multi-Family (whichever applies).
7. **Type of Work** – Check off Interior or Exterior (whichever applies).
8. **Tenant** – Fill in the name of the business name or person(s) that will occupy the space (Non-Residential only).
9. **Description of Work** – Describe the scope of the work you are performing.
10. **Square Footage** – Fill in the square footage of job on the appropriate line as it applies.
11. **Type of Construction, Occupancy Group and Occupancy Load** – Enter the information from the architect's drawings, or the plan reviewer will enter information.
12. **Total Cost of Improvement** – Enter the total estimated value of the job.
13. **Architect/Engineer** – Fill in the name and address of any architect or engineer who may be involved with the project.
14. **Fee Simple Titleholder & Address** – Enter in the name and address of the fee simple titleholder. This should be on the deed of the property.
15. **Bonding Company & Address** – Enter in the name and address of any company holding a bond on any part of the project.
16. **Mortgage Lender's Name & Address** – Enter in the name and address of the mortgage lender for the construction on the project.

**\*NOTE: All applications must be notarized with the qualifier's signature and an owner's signature in lieu of a contract.**