



## COMMUNITY DEVELOPMENT SERVICES

(954) 390-2180 FAX: (954) 567-6069

**RESIDENTIAL  
RENOVATIONS/ADDITIONS**

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### RESIDENTIAL RENOVATIONS/ADDITIONS

This checklist is designed to expedite permit application processing by ensuring that all required documentation is submitted with your application. ***However, please note based on your project the following items may or may not be required.***

#### REQUIRED PERMIT APPLICATION(S)

- Building
- Electrical (if applicable)
- Mechanical (if applicable)
- Plumbing (if applicable)

#### MINIMUM PLAN SUBMITTAL

- Two (2) copies of the survey showing:
  - An original seal prepared within the last one (1) year
  - Drawn to scale
  - The actual dimensions of the lot(s) to be built upon
  - The size of the building(s) or structure(s) to be erected and the location of the building(s) or structure(s) on the lot
  - Flood zone information including base flood elevation.
- Two (2) copies of signed and sealed architectural plans showing the following:
  - Site Plan
  - Breakdown of square footage (living/per unit, porch, garage, parking, showroom, office, storage, etc.)
  - Electric layout and riser diagram/panel schedule
  - Electrical load calculation
  - Elevations (all sides)
  - Energy calculations including extra copy of Form 600A (Residential)
  - Floor plan (each floor)
  - Foundation plan
  - Roof plan
  - HVAC plans
  - Plumbing riser diagram
  - Site plan w/required drainage information
  - Truss drawings prepared by a truss manufacturer or roof framing drawings prepared by a structural engineer and approved by designer of record
  - Exterior wall and roof sections
  - Interior wall sections
  - Signed and sealed design wind load calculations
  - Landscape plans, irrigation plans, fire sprinkler/alarm plans
- Two (2) copies of the soil tests.
- Two (2) copies of the completed "Impervious & Pervious Space Calculation" form.
- Two (2) copies of the product approvals on garage doors, roofing material, windows and doors.
- Storm shutters: Dade County or Florida Product Approval and Engineering.
- Two (2) copies of the elevation certificate.

- Two (2) copies of the Notice of Termite Protective Treatment. Final treatment required to be complete before final inspection.
- Two (2) copies of the asbestos report
- Two (2) copies of approval from Broward County Environmental Protection & Growth Management Department.
- Owner/Builder Affidavit if installed/constructed by Owner. This must be signed in person at the Community Development Services Department.
- Two (2) copies of Homeowner's Association approval. (if applicable)

#### GENERAL INFORMATION

- The submitted plans are to be drawn on standard blueprint/blueline paper, drawn to scale at size of 24"x36".
- Certain types of projects may be subject to one or more impact fees.

#### INSPECTIONS

Inspections must be submitted online, faxed or dropped off prior to **4:30 PM** for the next business day.

#### REVIEW STOP(S)

- Building
- Zoning
- Public Utilities (if applicable)
- Electrical (if applicable)
- Mechanical (if applicable)
- Plumbing (if applicable)

\*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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IMPERVIOUS & PERVIOUS SPACE CALCULATION

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IMPERVIOUS & PERVIOUS SPACE CALCULATION

- TYPE OF IMPROVEMENT: [ ] ADDITION [ ] CIVIL & SITE [ ] DECK [ ] DRIVEWAY [ ] PATIO [ ] POOL [ ] SHED [ ] SLAB [ ] SPA [ ] WALKWAY

Owner Name: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Job Address: \_\_\_\_\_

Table with 2 columns: Description and AREA (SQ. FT.). Rows include TOTAL LOT AREA, PRIMARY BUILDING (HOUSE), PORCHES/PATIOS/WALKWAYS/CONCRETE SLABS (NO WOOD DECKS), DRIVEWAYS (CIRCULAR/BACKOUT), POOL, OTHER, TOTAL IMPERVIOUS AREA, TOTAL IMPERVIOUS AND PERVIOUS PERCENTAGES, Impervious %, and Pervious %.

I certify that all foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

Property Owner Signature (required)

Date

Contractor Signature

Date

NOTE: RS-5 Single Family Zoning: 50% of the entire property can be impervious.