

Community Development Services Department  
2020 Wilton Drive  
Wilton Manors, FL 33305  
p. 954-390-2180  
f. 954-390-2184 or 954-567-6069

[www.wiltonmanors.com](http://www.wiltonmanors.com)

Hours of operation:

Monday thru Thursday

7am -6pm



## City of Wilton Manors Permit Submittal Checklist

1. The following items are required for Building Permit Submittal. Additional information may be required based on project type:
  - a. Permit application signed and notarized by property owner and individual qualifier for each discipline of work. (I.e. Building, Electrical, Plumbing and Mechanical.)
  - b. Copy of a signed contract/proposal stating the job valuation.
  - c. Copies of insurance certificates, liability and worker's compensation and copies of licensing documentation, contractor, certificate of competency, occupational license.
  - d. Copy of recorded Notice of Commencement, required for projects valued at \$2,500.00 or higher. For A/C permits, the limit is raised to \$7,500.00.
    - i. A contractor may submit a copy of a Notice of Commencement, however permits may not be issued until recorded copy is received.
  - e. Two (2) sets of plans signed and sealed by a professional Engineer/Architect for the following types of projects: new construction, building façade renovation, interior residential renovation and addition, commercial renovation and addition and civil site work.
    - i. For all other work: two (2) copies of survey showing location of proposed construction
  - f. Two (2) original surveys
  - g. Department of Urban Planning and Redevelopment Procedure Form (DEP) and Stamp on plans when applicable (i.e. all new residential construction, additions for bedrooms and baths on sewer, and additions to non-residential buildings, all commercial and industrial alterations and demolitions).

(see reverse side)

- h. Product approvals for sheds, doors, windows, all glass, roofs garage doors and all types of shutters.
- i. Energy calculations including heating and cooling load calculations
- j. Wind load calculations (signed and sealed) are needed for shutters, windows, doors, skylights & garage doors.
- k. Signed and sealed pressure calculations are required for doors and windows.
- l. Owner/ Builder Affidavit for all residential project in which the property owner is the qualifier.
- m. Applicable permit fees.

**Effective January 3, 2012, all building permits for Commercial/income producing properties will require a valid City of Wilton Manors Business Tax License Application to be submitted at the time of the building permit application**

Thank for full your cooperation.