



WOOD DECK PERMIT APPLICATION CHECKLIST

Required Permit Applications:

- ☐ Broward County Uniform Building Permit Application (*filled out and notarized*)

Permit Review Stops:

- ☐ Structural ☐ Zoning
- ☐ Fire Marshall (*required for commercial dwellings*)

Minimum Plan Submittal:

- ☐ Documented proof of cost, including all trades
- ☐ Two (2) sets of plans showing location of deck, complete structural dimensions, footings, post locations, spacing, fasteners and type of material used. Design must conform to Florida Building Code HVHZ
- ☐ Plans must be signed and sealed by a Florida registered architect or engineer and meet the current Florida Building Code requirements.
- ☐ Impervious and pervious space calculation form filled out
- ☐ Two (2) copies of current survey showing the location and size of deck, set back to property line and all easements
- ☐ Plans must indicate the height of the deck above the grade

Other Requirements & Information:

- ☐ Updated contractor documents or submit contractor registration form (*if not registered with the City*)
- ☐ Owner Builder Disclosure Statement (*if owner intends to perform the work*)
- ☐ Notice of commencement (*if job value is over \$2,500*)
- ☐ Easement agreement (*if installing in an easement*)
- ☐ If homeowner's association covenants apply to your property, you are advised to obtain the homeowners association approval for your project prior to submitting to the building department

Please note that this checklist is not intended to be all-inclusive.

Due to changes in the codes, regulations, ordinances and job conditions, other requirements may apply.

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Revised 11-17-2022

Select One Trade: ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Other **Select**

Application Number: _____ Application Date: _____

1

Job Address: _____ Unit: _____ City: _____

Tax Folio No.: _____ Flood Zn: **Select** BFE: _____ Floor Area: _____ Job Value: _____

Building Use: _____ Construction Type: **Select** Occupancy Group: **Select**

Present Use: _____ Proposed Used: _____

Description of Work: _____

☐ New ☐ Addition ☐ Repair ☐ Alteration ☐ Demolition ☐ Revision ☐ Other: _____

Legal Description: _____ ☐ Attachment

2

Property Owner: _____ Phone: _____ Email: _____

Owner's Address: _____ City: _____ State: _____ Zip: _____

3

Contracting Co.: _____ Phone: _____ Email: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Qualifier's Name: _____ ☐ Owner-Builder License Number: _____

4

Architect/Engineer's Name: _____ Phone: _____ Email: _____

Architect/Engineer's Address: _____ City: _____ State: _____ Zip: _____

Bonding Company: _____

Bonding Company's Address: _____ City: _____ State: _____ Zip: _____

Fee Simple Titleholder's Name (If other than the owner) _____

Fee Simple Titleholder's Name (If other than the owner) _____ City: _____ State: _____ Zip: _____

Mortgage Lender's Name: _____

Mortgage Lender's Name: _____ City: _____ State: _____ Zip: _____

See next page.

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

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 (Including Contractor)

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of
____ physical presence or ____ online notarization, this ____ day of
_____, 20____ by

(Type/Print Property Owner or Agent Name)

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

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ Produced Identification _____

Type of Identification Produced _____

X _____
Signature of Contractor

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of
____ physical presence or ____ online notarization, this ____ day of
_____, 20____ by

(Type/Print Property Owner or Agent Name)

NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ Produced Identification _____

Type of Identification Produced _____

APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____
FOR OFFICE USE ONLY FOR OFFICE USE ONLY FOR OFFICE USE ONLY

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.



IMPERVIOUS & PERVIOUS SPACE CALCULATIONS

PERMIT # _____ DATE _____

OWNER _____

CONTRACTOR _____

TOTAL LOT AREA (SQ.FT.) _____

BUILDING FOOTPRINT AREA _____

PORCH/PATIOS/WALKWAYS/SLABS _____

DRIVEWAY AREA _____

POOL/PATIO AREA _____

TOTAL IMPERVIOUS AREA TOTAL _____

PERVIOUS AREA _____

I CERTIFY THAT ALL THE FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK
WILL BE DONE IN COMPLIANCE WITH THE APPLICABLE LAWS REGULATION CONSTRUCTION
AND ZONING.

Owner

Date

Contractor

Date

**WE RESERVE THE RIGHT TO HAVE THIS DOCUMENT PREPARED SIGNED AND
SEALED BY AN ARCHITECT OPR ENGINEER**

SEAL

Architect/Engineer

DATE

THE PERMIT APPLICATION WILL NOT BE ACCEPTED WITHOUT THE ABOVE MINIMUM DOCUMENTATION
OTHER DOCUMENTS MAY BE REQUIRED DEPENDING UPON THE JOB CONDITIONS



CONTRACTOR REGISTRATION REQUIREMENTS

Signed Contractor Registration Form must be completed in its entirety

Following documents required for registration

- State License or Broward County Central Board of Examiners and State Registration
- County Business Tax Receipt in county business is located
- City Business Tax Receipt in the city Where the business is located
- Workman's Compensation Insurance identify, City of Oakland Park as Certificate Holder
5399 N. Dixie Highway Suite 3 Oakland Park, Florida 33334
- General Liability Insurance, Identify City of Oakland Park as Certificate Holder
5399 N. Dixie Highway Suite 3 Oakland Park, Florida 33334
- Copy of Qualifier's State Driver's License

All documents shall be current and legible. Any missing information will delay registration/permitting
All information shall be updated annually and upon renewal of license and insurance policies.



CONTRACTOR REGISTRATION FORM

COMPANY NAME: _____
COMPANY ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
BUSINESS PHONE: _____ EXT: _____ OTHER: _____
COMPANY EMAIL: _____
QUALIFIERS NAME: _____
STATE CERTIFICATE OF COMPETENCY NO.: _____
BROWARD COUNTY CERTIFICATE OF COMPETENCY NO.: _____
STATE REGISTRATION NO.: _____

LIABILITY INSURANCE

INSURANCE COMPANY NAME: _____
POLICY NO.: _____
EFFECTIVE DATE: _____ EXPIRATION DATE: _____

WORKERS COMPENSATION INSURANCE

INSURANCE COMPANY NAME: _____
POLICY NO: _____
EFFECTIVE DATE: _____ EXPIRATION DATE: _____

Qualifiers Signature

Date:

Sworn and subscribed before me this _____ Day of _____, 20_____

Type of Identification _____
_____ Personally Known _____ Produced Identification _____

Print Notary Name

Notary Signature

Seal

*****ALL OF THE ABOVE INFORMATION IS MANDATORY*****



Owner-Builder Disclosure Statement

- *Provide property address under Statement #11.*
- *Provide copy of property owner's Florida Driver License.*
- *Provide notarized property owner signature at end of Disclosure Statement.*

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may be subject me to serious financial risk.
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will



abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at (850)487-1395 or call.center@dbpr.state.fl.us for more information about licensed contractors.
11. I am aware of, and consent to an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: _____
12. I agree to notify the City Of Oakland Park immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Property Owner Signature: _____

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by

_____ who is personally known to me or who has produced _____ (Type of I.D.) as identification and who did (did not) take an oath.

Signature of Notary

SEAL ABOVE

Name of Notary typed, printed or stamped



NOTICE OF COMMENCEMENT INSTRUCTIONS

In accordance with Section [713.13 \(1\) \(h\)](#) of the Florida Statutes, a Notice of Commencement is required for the construction of, improvements to, alteration of or repair of real property. The Notice of Commencement must be recorded with Broward County Records, Taxes and Treasury Division, or in the office of the clerk where the real property is located.

E-Recording or In-Person Recording a Notice of Commencement

Complete the [Notice of Commencement Form](#).

- All information must be typewritten or legibly printed.
- Lines 1, 2 and 3 must always be filled in. Items 4 through 9 are completed as applicable. For lengthy legal descriptions, attach a separate page and indicate on the form that the legal description is attached.
- If line 5 applies, a copy of the Payment Bond must be attached to the instrument when it is recorded.
- Be sure to read the Warning to Owner. The owner (of the property) must sign in two places on the Notice of Commencement, or the Owner's Authorized Officer/Director/Partner/Manager.
- The owner or the person who signed must also sign under the Verification Pursuant to Section 92.525 of the Florida Statutes, indicating that they have read the foregoing instrument and declare that the facts stated in it are true. At the bottom of the form please type or print the name and address of the party to whom the recorded Notice is to be returned.

The owner or person who signed must appear with the completed form before a Notary Public, who must complete the acknowledgment portion of the form and affix his or her seal. You can get the form notarized at the offices of the Broward County Records, Taxes and Treasury Division. The owner must appear in person, and present official photo ID, such as a current driver's license or other current government-issued photo identification, to the Notary. The fee is \$10 per acknowledgement. To calculate recording fees due, count the total number of pages in the document. The fee is \$10 for the first page and \$8.50 for each additional



page of the same document. If you require a certified copy to post on the job site, include an additional \$1 for each page of the document and \$2 for certification of each document. If you are unsure of the fees and wish to record your document in person, wait until you get to the recording office to complete your check. If you need the certified copy right away, you should go in person to the recording office. If you mail in your Notice of Commencement, please include a self-addressed, stamped envelope for the return of your recorded documents.

4. Make checks payable to "Board of County Commissioners."
5. Electronically record the documents within minutes at:

Governmental Center West
1 N. University Drive
Plantation, FL 33324

Notice of Commencement Services are available Monday through Friday from 8AM to 1PM and 2 to 4PM.

Or mail to:

Broward County Records, Taxes and Treasury Division
ATTN: Recording Section
P.O. Box 14668
Fort Lauderdale, FL 33302

Or deliver in person to either our Fort Lauderdale or Plantation location:

6. Broward County Records, Taxes and Treasury Division
Broward County Governmental Center Room 114
115 S. Andrews Ave.
Fort Lauderdale, FL 33301
Open Monday through Friday, 7:30 a.m. to 5:00 p.m.



PERMIT NUMBER: _____

NOTICE OF COMMENCEMENT

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) **TAX FOLIO NO.:** _____

SUBDIVISION _____ **BLOCK** _____ **TRACT** _____ **LOT** _____ **BLDG** _____ **UNIT** _____

2. GENERAL DESCRIPTION OF IMPROVEMENT:

3. OWNER INFORMATION: a. Name _____

b. Address _____ c. Interest in property _____

d. Name and address of fee simple titleholder (if other than Owner) _____

4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:

5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:

6. LENDER'S NAME, ADDRESS AND PHONE NUMBER:

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): ____, 20____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN 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.

Signature of Owner or
Owner's Authorized Officer/Director/Partner/Manager
 State of Florida
 County of Broward

Print Name and Provide Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

By _____, as _____
 (name of person) (type of authority, ...e.g. officer, trustee, attorney in fact)

For____ (name of party on behalf of whom instrument was executed)

_____ Personally known or _____ produced the following type of identification: _____

Notary

 (Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:

By _____ By _____



EASEMENT AGREEMENT

Date: _____ Attention: _____

I, _____ propose to apply for a building permit to construct a
_____ In the ☐ Utility Easement, ☐ Drainage Easement, ☐ Canal Maintenance

Easement, at my property located at _____

Legal Description: Lot _____ Block _____ Subdivision _____

City of Oakland Park (SEE ATTACHED SURVEY)

A BRIEF DESCRIPTION OF THE TYPE OF CONSTRUCTION AND LOCATION OF THE PROPOSED CONSTRUCTION AS FOLLOWS:

I understand that your company will not be responsible in any way for repairs to, or replacement of, any portion of this
_____. And that any removal or replacement of this construction necessary for the use of this
easement will be done at my expense, I further understand that I will assume full responsibility for any damage incurred to the utility
facilities during construction.

This is to certify that I am the lawful owner(s)

_____ Signature of Owner	_____ Contact Phone Number
_____ Address	_____ Return Fax Number
_____ City State Zip	_____ Email Address

Note: This agreement shall be attached to the permit application when completed.

We ☐ Agree ☐ Disagree with the comments noted with the proposed construction based upon the circumstances stated herein:

Name of Utility Company:

Representative: _____

Title and Date: _____

Utility companies: _____

AT&T Southeast (Bell South)
8601 W. Sunrise Boulevard, Plantation, Florida 33324 (Fax) Attn: Lisa Goltiz, Engineering
954-423-6108

Comcast Cable
2601 SW 145th Avenue, Suite 100 Miramar, Florida 33027
(Fax Juan Arivello 954-447-8445)

Oakland Park Utilities
3650 NE 12TH AVENUE OAKLAND PARK, FL 33334 954-630-4280

FP&L Customer Service Department
330 S.W. 12 Avenue Pompano Beach, Florida (Fax) Attn: Mike Engineering 954-956-2019

TECO (People's Gas) Engineering Department
16101 W. Dixie Highway North Miami Beach, Florida 33162 (Fax) Attn: Yolanda,
Engineering 1-305-945-0171



BUILDING DEPARTMENT

**DURING A HURRICANE WATCH & BEFORE THE ONSET OF HURRICANE
VELOCITY WINDS YOU ARE REQUIRED TO**

SECURE THIS SITE

**IN ACCORDANCE WITH THE BROWARD COUNTY ADMINISTRATIVE PROVISIONS
OF THE FLORIDA BUILDING CODE SECTION 110.13**

**All loose objects in exposed outdoor locations shall be
lashed to rigid construction or shall be stored inside an
enclosed structure.**

**Florida Building Code Broward County Administrative Provisions Section
110.13.2.4**

**NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE
DEEMED SUFFICIENT NOTICE TO THE OWNER OF REAL PROPERTY UPON WHICH
CONSTRUCTION IS OCCURRING, OR ANY CONTRACTOR RESPONSIBLE FOR SAID
CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS AND LOOSE CONSTRUCTION
MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS**

This includes but not limited to:

- 110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash
- 110.13.2.2 Waste and Trash Enclosures Temporary Toilets
- 110.13.2.3 Loose Construction Debris Forms and Construction Materials
- 110.13.2.5 Roofing Tile and Materials Construction Shacks
- 110.13.2.5 (1) Loading of Roof Tile
- 110.13.2.5 (4) Store the construction materials inside an enclosed structure.
- 110.13.3 Building materials shall be loaded on a roof no earlier than (20) working days prior to permanent installation.
- Temporary Electric Service Poles

AND PROTECT ALL GLASS AREAS