



ELECTRICAL SERVICE PERMIT APPLICATION CHECKLIST

Required Permit Applications:

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

Permit Review Stops:

- ☐ Electrical

Minimum Plan Submittal:

- ☐ Documented proof of cost
- ☐ Dedicated electrical plans. Signed and sealed by a Florida licensed architect / engineer or residential electrical service / panel change signed by qualifier. Plans must show the full scope of work.
- ☐ Surveys / site plan / floor plan showing the location and scope of work
- ☐ Residential electrical service / panel change signed by qualifier
- ☐ Show location of smoke alarms on plans. Smoke alarms must comply with F.S. 553.883

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*) [Owner-Builder-Disclosure-PDF](#)
- ☐ Notice of commencement (*if job value is over \$5,000*) [Notice of Commencement](#)
- ☐ Easement agreement (*if installing in an easement*) [EASEMENT AGREEMENT](#)
- ☐ 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 check with BORA website for latest revision: [Code Appeals Broward County - Board of Rules and Appeals](#)

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.

Building Department – 1100 Park Lane East Oakland Park, FL 33334 – www.oaklandparkfl.gov/166/building-permitting

Hours: Monday – Friday 8am to 4pm | **Phone:** 954-630-4350 | **Email:** building@oaklandparkfl.gov

Online permit access: <https://oaklandparkfl-energovweb.tylerhost.net/apps/SelfService#/home>



RESIDENTIAL ELECTRIC SERVICE / PANEL CHANGE

JOB ADDRESS _____

CONTRACTOR OR OWNER NAME _____

TYPE OF SERVICE:

____ UNDERGROUND
____ OVERHEAD

ALL CONDUCTORS SIZED PER NEC ARTICLE 220
ALL UNDERGROUND SERVICE CONDUCTORS MUST HAVE
A WARNING RIBBON 12" ABOVE CONDUIT 300.5 (D) (3)

**SERVICE
ENTRANCE**

____ CONDUIT SIZE

WIRE TYPE ALUMINIUM ☐ COPPER ☐

OVERHEAD
SERVICE
CONDUCTORS
SHALL COMPLY
WITH NEC 230
PART II

PANEL SIZE

____ VOLTAGE RATING
____ AMP RATING
____ MLO
____ MCB

METER OR
METER
MAIN
COMBO

**SERVICE
DISCONNECT**

WITH OR
WITHOUT
BRANCH
CIRCUIT
BREAKERS

____ NEW OR
____ EXISTING

SERVICE RATED PANEL

____ VOLTAGE RATING
____ AMP RATING
____ MAIN BREAKER SIZE
____ A.I.C. RATING

PANEL
____ NEW OR
____ EXISTING

COLD WATER BOND
SIZE _____
NEC 250.66

**INTERSYSTEM
BONDING**
NEC 250.94

**GROUNDING
ELECTRODE
CONDUCTOR**
SIZE _____
NEC 250.66

GROUND ROD
SIZE IN FT _____
TYPE CU OR GALV

SUB FEEDER

CONDUIT SIZE _____
CONDUIT TYPE _____
WIRE SIZE _____
EQUIPMENT GROUND WIRE
SIZE _____
WIRE TYPE CU OR ALUMINIUM
NEW _____
OR
EXISTING _____

**APPROVED BY LICENSED ELECTRICAL
CONTRACTOR:** _____

APPROVED BY HOME OWNER: _____

NOTARY SEAL:

DATE: _____

City of Oakland Park

APPROVED BY _____
ELECTRICAL DIVISION



CONTRACTOR REGISTRATION REQUIREMENTS

Listed below is the documentation required to register as a Contractor with the City of Oakland Park.

1. Signed and notarized Contractor Registration Form completed in its entirety.
2. State of Florida Certification or State Registration and/or Central Board of Examiners of Broward County Certificate of Competency Card. The City of Oakland Park cannot accept Certifications, Registrations, or Certificates of Competency from any other jurisdictions or examining boards.
3. County Business Tax Receipt from the County in which your business is located.
4. Certificate of Insurance which identifies Liability Insurance and Worker's Compensation information. The Certificate of Insurance shall identify the City of Oakland Park with an address of 1100 Park Lane East, First Floor, Oakland Park, FL 33334, as the Certificate Holder. A Worker's Compensation Exemption from the State of Florida may substitute the requirement of Worker's Compensation Insurance.
5. Qualifier's State Driver License.



CONTRACTOR'S REGISTRATION FORM

Company Name (DBA):		
Company Address:		
City:	State:	Zip Code:
Mailing Address:		
City:	State:	Zip Code:
Phone #:	Fax #:	Email:
Type of Contractor:		
Qualifier's Name:		Driver License #:
Qualifier's Address:		
City:	State:	Zip Code:
State Cert #:	State Reg #:	Cert of Comp #:
County BTR #:	City BTR #:	Other Lic #:

LIABILITY INSURANCE

Insurance Co. Name:	Phone #:
Policy #:	Insurance Limits:
Effective Date:	Expiration Date:

WORKER'S COMPENSATION

Insurance Co. Name:	Phone #:
Policy #:	Insurance Limits:
Effective Date:	Expiration Date:

Signature of Qualifier

Date

NOTARY as to Qualifier

Date

Printed name of NOTARY

Seal



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