



Town of Pembroke Park, Florida

DEPARTMENT OF DEVELOPMENT ADMINISTRATION

PERMIT APPLICATION CHECKLIST GENERAL

Please verify that your permit application package contains all applicable items which are required for permit instance

- Permit and Sub-Permit application (s) completely filled out
- Two (2) sets of plans drawn to scale (signed and sealed by designer when required by Code)
- Two (2) plot plans or surveys
- Two (2) product approvals (must submit all sheets and additional information required by the approval) for roofs, utility sheds, windows, exterior doors, metal awnings, shutters, skylights, etc...
- Two (2) sets of energy calculation forms and heating/cooling load calculations
- Proof of approval by Department of Planning and Environmental Protection for new building, additions to nonresidential buildings, bedroom additions on sewer, interior commercial alterations, commercial re-roofs, commercial pools, land clearing and demolition
- Proof of approval by Division of Hotel & Restaurants for restaurants
- Proof of approval by HRS, Broward Public Health Unit for septic tanks, ACLF (17 or more residents), bars/lounges (COP beverage license, no food service and not located in a hotel setting), child care centers, detention facilities, fraternal and civic associations, hospitals, movie theaters (serving traditional movie house fare), nursing homes, schools, 'other' institutional type settings (churches offering food to the public), bedroom additions on septic tanks, etc...
- Proof of approval by Army Corps of Engineers & Department of Planning & Environmental Protection for dredge and fill activities of structures within jurisdictional waterways
- Occupational license obtained (business location only)
- Engineer's letter for special inspector
- Notice of Commencement
- Air Conditioning change out forms / Roofing supplement application
- Fire Sprinkler / Fire Alarm System when applicable
- 11" x 17" (approximately) Floor Plan indicating all exits (when applicable)

I have reviewed the checklist, fill it out completely and all applicable items are in my application packing in duplicate.

Permit Applicant

Date:

Permit Processor Verifying

Process Number



TOWN OF PEMBROKE PARK

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October 7, 2004

NOTICE TO ALL CONTRACATORS:

NOTE: PERMIT APPLICATIONS CANNOT BE PHOTOCOPIED OR FAXED, ONLY ORGINIALS WILL BE ACCEPTED – “NO CHECKS IN ADVANCE”.

THE FOLLOWING DATA MUST BE ON ALL APPLICATIONS, PRIOR TO SUBMITTAL FOR PROCESSING.

Date of application submittal.

Folio Number – Lot Number (without these the permit cannot be processed)

Business Owners Name, Address in full and Phone Number.

Property Owners Name, Address in full and Phone Number.

Contractors Name, Address in full, Phone Number and Certificate Number - Contractor's signature must be Notarized

Property Owner signature - Notarized - “NOT TENANT”

All Contractors must register with the Town (Please ask for clerk for registration form)

All paper work for the Contractors registration must be photocopied, Notarize and attached to the registered form, prior to submittal.

All Building, Electrical, Plumbing, and Mechanical applications must be completed in accordance to the ~~Florida~~ Florida Building Code – Two set of plan, sealed when necessary, by an Engineer or Architect registered in and by the State of Florida.

Description of job – Present use of building – proposed use of the Building.

Give detail number of items listed below in description columns.

Construction Value (The amount being charged for the job) in Some cases a contract may be requested.

No permits will be processed without the required item listed above. Check each application carefully before submittal, this will save you unnecessary trips to the Building Department.