



TOWN OF PEMBROKE PARK

Building Department

3150 SW 52 AVE

PEMBROKE PARK, FL 33023

954-966-4600 Ext 211/227. 954-966-5310 (FAX)

Permit Application General Checklist

Please verify that your permit application package contains all applicable items which are required for permit submission and/or issuance.

Submission:

- Permit and all sub-permit application(s) completely filled out with owner/qualifier signature and copy of contract(s).
- Two sets of signed and sealed plans
- Two sets of park approval and/or association for Residential (when applicable)
- Two sets of associated paperwork (when applicable) such as: NOA, Energy Calculations, Heating/Cooling Load Calculation, etc.
- Two copies of Special Inspector Forms BOTH signed and sealed
- Two sets of A/c Replacement forms completed
- Two sets of Water Heater Replacement Forms completed
- Two sets of Roofing Packet completed
- Contractor registration and all updated licenses with insurances made out to the Town of Pembroke Park with our address.

PRIOR and/or BEFORE permit pick up:

- All outside agency stamps and approvals as applicable based on the type of project

Notice of Commencement

- Recorded N.O.C must be posted at the first inspection or preferred remitted at permit pick up to the Building Department.

Please Note: If you have any questions on what you need to submit for a specific project please contact the Building Department.