



City of Pompano Beach
Department of Development Services
Building Inspections Division

100 W. Atlantic Blvd Pompano Beach, FL 33060
Phone: 954.786.4670 Fax: 954.786.4677

Plan Review Check List

BUILDING DEPARTMENT REQUIREMENTS

- Owner Builder Affidavit
Building Permit application
Roofing Permit application
High Velocity Roofing application (2 copies)
Demolition Permit Application
Tree Removal Permit application
Sign Permit application
Electrical Permit application
Electrical Specialty Permit application
Plumbing Permit application
Gas Permit application
Mechanical Permit application
Notice of Commencement (if value of work exceeds \$2500)
Capitol Recovery Fee form
Contractor Registration form (include copies of all licenses and insurance's)
Prepaid Plan Review Fee
Energy Calculations form (3 copies)
Product Approvals (Submit all sheets and any additional information required by the approval) (2 copies) (May need Designer's Approvals)
Acknowledgement of Waste Form
Easement Release Forms (FPL, Bell South Telephone, Teco Peoples Gas & Drainage Easement\*) \*only by City of Pompano Beach Utilities Department

ENGINEERING REQUIREMENTS

- Engineering permit application
Copy of Contract
One additional set of sealed plans for driveways, seawalls, docks, sidewalks, etc
Army Corps of Engineers and D.D.M.D. approval for all dredge and fill activities

FIRE DEPARTMENT REQUIREMENTS

- Fire Plan Review application

ZONING REQUIREMENTS

- 3 Sets of Plans (at least 2 sealed sets)
4 sets of Plans for signs
Surveys (at least 3 but not less than one for (each set of plans) on all exterior work including free standing signs.

OUTSIDE AGENCY APPROVALS

- Department of Development Management Division (DPEP)
1 N University Drive, Suite 201
Plantation, FL 33324
954-357-6666
Department of Planning and Environmental Protection (DPEP) Surface Water Management
1 N University Drive, Suite 201
Plantation, FL 33324
954-519-1483
Broward County Health Department
780 SW 24 Street
Fort Lauderdale, FL 33315
954-467-4700 --- General Information
954-467-4201 --- New Septic Tanks
954-467-4201 --- Restaurants & Pools
Department of Business and Professional Regulation, Division of Hotels and Restaurants.
5080 Coconut Creek Parkway
Margate, FL 33063
850-487-1395
Filing Notice of Commencement:
Governmental Center
County Record Division
115 S. Andrews Ave
Suite 115 Fort Lauderdale, FL
954-831-4000
OR
Broward County Public Satellite Recording Office
1800 NW 66 Avenue, Suite #101
Plantation, FL 33313
954-831-4000/ 954-357-8666 7:30 AM - 5:30 PM

NOTE: All applications must be signed and notarized, by the owner of record and the qualifier.