



City of Pompano Beach
Department of Development Services
Planning & Zoning Division

100 W. Atlantic Blvd Pompano Beach, FL 33060
Phone: 954.786.4634 Fax: 954.786.4666

Minor Building Design for Permit

Minor Building Design

A development order for Minor Building Design in accordance with section 155.2408 is required before issuance of a Zoning Compliance Permit for any change to the exterior of an existing building or structure that is associated with any development other than those for which a development order for Major Building Design is required.

Application Review Process:

Application Type	Step 1	Step 2	Step 3
Minor Building Design Review	Pre-Application Conference (Optional)	Application Submittal and Acceptance	Development Order from the Development Services Director

APPLICATION SUBMISSION PROCESS: Upon reception of the **PAPER SUBMISSION** (see below) at the Zoning Inquires counter, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the **DIGITAL SUBMISSION** section (see below) shall be uploaded.

PAPER SUBMISSION: The following paper documents are to be submitted to the Planning & Zoning Department:

PAPER	<input type="checkbox"/>	One (1) completed application with original signatures. (pg. 2)*
	<input type="checkbox"/>	Minor Building Design Owner/Contractor Affidavit. (pg. 3)
	<input type="checkbox"/>	Physical paint chip/paint samples with manufacturer name, color name, and color ID.
	<input type="checkbox"/>	Application Fee as established by resolution of the City Commission. See Appendix C - Fee Schedule in the Information section of the P&Z webpage.

DIGITAL SUBMISSION: The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):

ePLAN	<input type="checkbox"/>	Current survey	<input type="checkbox"/>	Copy of Existing Elevations
	<input type="checkbox"/>	Digital Plans*	<input type="checkbox"/>	Completed Plans Checklist (this must be filled out)
	<input type="checkbox"/>	Copy of Floor Plan**		

*Refer to the Plans Checklist below for more information.

**Floor plan only required for changes in ingress/egress or changes in use (office to restaurant, etc.).

Plans Checklist

*****THIS CHECKLIST MUST BE INITIALED AND FILLED OUT.*****

Each plan must be uploaded as a single-sheet PDF. Plans must be named using a 3-digit ordering number, sheet name, and sheet title as named in the checklist above. (i.e. "001 S-1 Survey", "002 SP-1 Site Plan", "003 A-1 Floor Plan", "004 A-2 Elevations")

SURVEY: COPY of signed and sealed original:	
<input type="checkbox"/>	Current or dated within 1 year of submittal.
<input type="checkbox"/>	Location of all easements and utilities
SITE PLAN(S): Must be drawn to ONE (1") INCH = TWENTY (20') FEET where practical and include the following:	
A. General Information:	
<input type="checkbox"/>	Location of all adjacent rights-of-way
<input type="checkbox"/>	Scale and north arrow
<input type="checkbox"/>	Location of all principal and accessory structures with dimensions to lot lines and between structures
ELEVATIONS: Must include the following:	
<input type="checkbox"/>	Existing elevations must to coordinate with proposed elevations.
<input type="checkbox"/>	Proposed elevations must include dimensions for all details, including widths and overall height.
<input type="checkbox"/>	Proposed elevations must include color and material call-outs. Colors to correspond with paint chips/samples.
<input type="checkbox"/>	All elevations (existing and proposed) must be labeled North, South, East, West.
<input type="checkbox"/>	Indicate any rooftop-mounted mechanical equipment location(s), including required screening.



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Description of Work:		Zoning District:
Street Address:		Folio Number:
Subdivision:	Block:	Lot:

Project Data
Project Name:
Total square feet of the building:

Owner's Representative or Agent	Landowner (Owner of Record)
Business Name (if applicable):	Business Name (if applicable):
Print Name and Title:	Print Name and Title:
Signature:	Signature:
Date:	Date:
Street Address:	Street Address:
Mailing Address City/ State/ Zip:	Mailing Address City/ State/ Zip:
Phone Number:	Phone Number:
Email:	Email:
Email of ePlan agent (if different):	



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AFFIDAVIT

I hereby acknowledge that I am subject to obtaining Minor Building Design approval as per code section 155.2408. Application is hereby made to obtain Minor Building Design approval in order to make a change to the exterior of an existing building or structure on the above referenced property, as indicated on permit #_____. I acknowledge that I am subject to the appropriate Minor Building Design fee as indicated in APPENDIX C: FEE SCHEDULE of the City of Pompano Beach Zoning Code, Chapter 155. I certify that all the forgoing information is accurate.

Signature of Legal Owner/Agent

Signature of Legal Contractor

X _____
STATE OF FLORIDA – COUNTY OF BROWARD
Sworn to (or affirmed) and subscribed before me

X _____
STATE OF FLORIDA – COUNTY OF BROWARD
Sworn to (or affirmed) and subscribed before me

This _____ day of _____, 20____ by _____

This _____ day of _____, 20____ by _____

(Type / Print Owner's Name)

(Type / Print Contractor's Name)

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

NOTARY'S SIGNATURE as to Contractor's Signature

Name and Title (printed) _____

Name and Title (printed) _____

Personally Known _____ or Produced ID _____

Personally Known _____ or Produced ID _____

Type of Identification Produced: _____

Type of Identification Produced: _____