



**COMMUNITY DEVELOPMENT SERVICES**

(954) 390-2180 FAX: (954) 567-6069

**NEW CONSTRUCTION FOR  
SINGLE FAMILY / DUPLEX**

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**NEW CONSTRUCTION FOR SINGLE FAMILY / DUPLEX CHECKLIST**

This checklist is designed to expedite permit application processing by ensuring that all required documentation is submitted with your application. **However, please note based on your project the following items may or may not be required.**

REQUIRED PERMIT APPLICATION(S)

- Building
- Electrical (if applicable)
- Mechanical (if applicable)
- Plumbing (if applicable)

MINIMUM PLAN SUBMITTAL

- One (1) copy of the survey showing:
  - An original seal prepared within the last two (2) years
  - Drawn to scale
  - The actual dimensions of the lot(s) to be built upon
  - The size of the building(s) or structure(s) to be erected and the location of the building(s) or structure(s) on the lot
  - Flood zone information including base flood elevation.
- One (1) copy of signed and sealed architectural plans showing the following:
  - Site Plan
  - Breakdown of square footage (living/per unit, porch, garage, parking, showroom, office, storage, etc.)
  - Electric layout and riser diagram/panel schedule
  - Electrical load calculation
  - Elevations (all sides)
  - Energy calculations including extra copy of Form 600A (Residential)
  - Floor plan (each floor)
  - Foundation plan
  - Roof plan
  - HVAC plans
  - Plumbing riser diagram
  - Site plan w/required drainage information
  - Truss drawings prepared by a truss manufacturer or roof framing drawings prepared by a structural engineer and approved by designer of record
  - Exterior wall and roof sections
  - Interior wall sections
  - Signed and sealed design wind load calculations
  - Landscape plans, irrigation plans, fire sprinkler/alarm plans
- One (1) copy of the completed "Impervious & Pervious Space Calculation" form.
- One (1) copy of the product approvals on garage doors, roofing material, windows and doors.
- Storm shutters: Dade County or Florida Product Approval and Engineering.
- One (1) copy of the elevation certificate.

- One (1) copy of approval from Broward County Environmental Protection & Growth Management Department.
- Owner/Builder Affidavit if installed/constructed by Owner. This must be signed in person at the Community Development Services Department.
- One (1) copy of Homeowner's Association approval. (if applicable)

GENERAL INFORMATION

- Certain type of projects may be subject to one or more impact fee.
- The submitted plans are to be drawn on standard blueprint/blueline paper, drawn to scale at size of 24"x36".

INSPECTIONS

Inspections must be submitted online prior to **4:30 PM** for the next business day.

REVIEW STOP(S)

- Building
- Zoning
- Public Utilities (if applicable)
- Electrical (if applicable)
- Mechanical (if applicable)
- Plumbing (if applicable)

\*Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.



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**IMPERVIOUS & PERVIOUS  
SPACE CALCULATION**

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**IMPERVIOUS & PERVIOUS SPACE CALCULATION**

TYPE OF IMPROVEMENT:    ADDITION    CIVIL & SITE    DECK    DRIVEWAY    PATIO  
    POOL                     SHED                     SLAB    SPA                     WALKWAY

**Owner Name:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Job Address:** \_\_\_\_\_

	<u>AREA (SQ. FT.)</u>
TOTAL LOT AREA:	_____
PRIMARY BUILDING (HOUSE):	_____
PORCHES/PATIOS/WALKWAYS/CONCRETE SLABS:	_____
DRIVEWAYS (CIRCULAR/BACKOUT):	_____
POOL:	_____
OTHER:	_____
TOTAL IMPERVIOUS AREA	= _____
<b>TOTAL IMPERVIOUS AND PERVIOUS PERCENTAGES</b>	
[(TOTAL IMPERVIOUS/TOTAL LOT AREA) X 100= IMPERVIOUS %]	Impervious % = _____
	Pervious % = _____

**I certify that all foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.**

\_\_\_\_\_  
Property Owner Signature (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

**NOTE:** RS-5 Single Family Zoning: 50% of the entire property can be impervious.