



## DEMOLITION PERMIT APPLICATION CHECKLIST

---

Minimum Permit Application Requirements:

### **Residential Demolitions (small structures, etc.) -**

- Broward County Uniform Building Permit Application (*filled out and notarized*)
- Documented proof of cost, including labor and materials for **all** trades (*signed contract*)
- Notice of commencement (*if job value is over \$2,500*)
- Current survey signed and sealed identifying structure to be demolished

### **Commercial Demolitions (all the above plus the following, if applicable) -**

- Site Management Plan – showing location of fences, temporary toilets, parking, dumpsters, storage & trees; provide detail for tree protection.
- D.E.E.S. & Zoning Review required; show square footage of building
- Florida Department of Environmental Protection – asbestos statement of responsibilities (asbestos survey may be required) Available at [epermits.broward.org](http://epermits.broward.org)
- Provide proof of notification of all utilities – water, gas, sewer, electric, locates, etc.
- Notarized letter from contractor stating where water will be obtained for dust control
- Provide proof of recovering all refrigerant from A/C units
- Six-Foot-High ‘driven pole’ chain link fence is required around perimeter of site with access gates & fabric windscreen (separate permit required)
- Provide stone pad wash-out with 1.5” to 3.5” coarse aggregate at entry; min. 6” thick, full width of driveway and 50’ in length
- Any work in the city’s right of way (ROW) requires a Maintenance of Traffic Permit

**THE PERMIT APPLICATION WILL NOT BE ACCEPTED WITHOUT THE ABOVE MINIMUM DOCUMENTATION  
OTHER DOCUMENTS MAY BE REQUIRED DEPENDING UPON THE JOB CONDITIONS**

# BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select One Trade:  Building     Electrical     Plumbing     Mechanical     Other \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Date: \_\_\_\_\_

1	Job Address: _____		Unit: _____		City: _____	
	Tax Folio No.: _____		Flood Zn: _____		BFE: _____	
	Floor Area: _____		Job Value: _____			
	Building Use: _____			Construction Type: _____		Occupancy Group: _____
	Present Use: _____			Proposed Used: _____		
	Description of Work: _____					
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____					

2	Property Owner: _____		Phone: _____		Email: _____	
	Owner's Address: _____			City: _____		State: _____ Zip: _____

3	Contracting Co.: _____		Phone: _____		Email: _____	
	Company Address: _____			City: _____		State: _____ Zip: _____
	Qualifier's Name: _____		Owner-Builder: <input type="checkbox"/>		License Number: _____	

4	Architect/Engineer's Name: _____		Phone: _____		Email: _____	
	Architect/Engineer's Address: _____			City: _____		State: _____ Zip: _____
	Bonding Company: _____					
	Bonding Company Address: _____			City: _____		State: _____ Zip: _____
	Fee Simple Titleholder's name (if other than owner): _____					
	Fee Simple Titleholder's Address (if other than owner): _____			City: _____		State: _____ Zip: _____
	Mortgage Lender's Name: _____					
	Mortgage Lender's Address: _____			City: _____		State: _____ Zip: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

X \_\_\_\_\_  
Signature of Property Owner or Agent

X \_\_\_\_\_  
Signature of Qualifier

STATE OF FLORIDA  
COUNTY OF BROWARD

STATE OF FLORIDA  
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
(Type / Print Property Owner or Agent Name)

\_\_\_\_\_  
(Type / Print Qualifier's Name)

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

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Permit Officer    Issue Date: \_\_\_\_\_    Code in Effect: \_\_\_\_\_

**A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.**  
Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit. 1.56

\*\*\*Issuance of a building permit by the City of Margate does not guarantee that the work permitted is allowed by your homeowner's association. The homeowner and/or contractor is responsible for obtaining their approval separately.\*\*\*



# OWNER-BUILDER COST VERIFICATION FORM

PERMIT # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ MARGATE, FL

## COST TO COMPLETE WORK FOR THIS PERMIT

**Please note: a VALID amount must be entered for both labor and materials, regardless of who is doing the work.**

**LABOR:** \_\_\_\_\_

(PROVIDE BREAKDOWN BY HOURS/DAYS REQUIRED TO COMPLETE WORK)

**MATERIALS:** \_\_\_\_\_

(PROVIDE RECEIPTS OR OTHER VERIFICATION)

**TOTAL:** \_\_\_\_\_

**SIGNED BY HOMEOWNER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**WARNING**

## **Pulling an Owner/Builder Permit is Risky Business!**

If you do not intend to do the work yourself and have been asked by someone without a contractor's license to pull the permit, you are at risk of financial harm.

**Section 489.103 (7), Florida Statutes** requires that when property owners act as their own contractor, they must supervise the work being performed. Any person working on your building who is not licensed must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee.

Without workers' compensation insurance, you could be held liable for injuries incurred on your property. Typically, your homeowners' insurance policy will not honor your claim if the work being performed required a licensed contractor. You could end up responsible for thousands of dollars of medical bills.



**Not only is it dangerous, but it's against the law.**

**Section 455.227(1)(j), Florida Statutes** prohibits any person from aiding, assisting, procuring, employing or advising any unlicensed person or entity. Individuals who aid unlicensed persons may face fines of up to \$5,000.

## **Is it worth it?**

For more information, speak with your local building department before you apply for a permit or contact the Department of Business and Professional Regulation at 866.532.1440 or online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)

PERMIT NUMBER: \_\_\_\_\_

**NOTICE OF COMMENCEMENT**

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

**1. DESCRIPTION OF PROPERTY** (Legal description & street address, if available) **TAX FOLIO NO.:** \_\_\_\_\_

**SUBDIVISION** \_\_\_\_\_ **BLOCK** \_\_\_\_\_ **TRACT** \_\_\_\_\_ **LOT** \_\_\_\_\_ **BLDG** \_\_\_\_\_ **UNIT** \_\_\_\_\_

**2. GENERAL DESCRIPTION OF IMPROVEMENT:**

**3. OWNER INFORMATION:** a. Name \_\_\_\_\_

b. Address \_\_\_\_\_ c. Interest in property \_\_\_\_\_

d. Name and address of fee simple titleholder (if other than Owner) \_\_\_\_\_

**4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:**

**5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:**

**6. LENDER'S NAME, ADDRESS AND PHONE NUMBER:**

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

**NAME, ADDRESS AND PHONE NUMBER:**

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes:

**NAME, ADDRESS AND PHONE NUMBER:**

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): \_\_\_\_, 20\_\_\_\_

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

\_\_\_\_\_  
**Signature of Owner or  
Owner's Authorized Officer/Director/Partner/Manager**  
State of Florida  
County of Broward

\_\_\_\_\_  
**Print Name and Provide Signatory's Title/Office**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By \_\_\_\_\_, as \_\_\_\_\_  
(name of person) (type of authority, ...e.g. officer, trustee, attorney in fact)

For \_\_\_\_\_ (name of party on behalf of whom instrument was executed)

\_\_\_\_\_ Personally known or \_\_\_\_\_ produced the following type of identification: \_\_\_\_\_

Notary

\_\_\_\_\_  
(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

**Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:**

By \_\_\_\_\_ By \_\_\_\_\_



# PROCEDURES FOR DEMOLITION OF SWIMMING POOLS

## REQUIREMENTS:

- **APPLY FOR STRUCTURAL POOL DEMOLITION PERMIT, PLUMBING PERMIT & ELECTRICAL PERMIT\***
  - **PROVIDE COPY OF SURVEY AND COST OF PROJECT**
- **SAW-CUT & REMOVE APPROXIMATELY 24" X 24" SECTION OF CONCRETE – ONE AT THE DEEP END AND ONE AT THE SHALLOW END**
- **IF THERE IS A SEPARATE SPA, SAW-CUT & REMOVE AN ADDITIONAL SECTION**
- **REMOVE ALL POOL COPING & GUNITE WALLS TO 12" BELOW THE GRADE**
- **SCHEDULE A ROUGH INSPECTION FOR THE SAW-CUTS PRIOR TO BACKFILLING THE POOL**
- **AFTER ROUGH INSPECTIONS HAS BEEN APPROVED, BACKFILL POOL WITH CLEAN FILL AND COMPACT IN 12" LIFTS**
- **SCHEDULE PLUMBING, ELECTRICAL AND STRUCTURAL FINALS WHEN ALL WORK HAS BEEN COMPLETED\***

\* COORDINATE WITH PLUMBING & ELECTRICAL INSPECTORS



# PROCEDURES FOR DEMOLITION PERMITS

## REQUIREMENTS:

- COMPLETED PERMIT APPLICATIONS FOR M.E.P.S. WITH ALL REQ INS/WC
- PROVIDE COST FOR ALL FULL SCOPE OF WORK INCLUDING LABOR AND MATERIALS
- SITE MANAGEMENT PLAN – SHOW LOCATION OF FENCES, TEMPORARY TOILETS, PARKING, DUMPSTERS, STORAGE, & TREES; PROVIDE DETAIL FOR TREE PROTECTION
- D.E.E.S. & ZONING REVIEW REQUIRED; SHOW SQ. FOOTAGE OF BUILDING
- TWO COPIES OF CURRENT SURVEY SIGNED & SEALED IDENTIFYING STRUCTURE TO BE DEMOLISHED
- FLORIDA D.E.P. – ASBESTOS STATEMENT OF RESPONSIBILITIES (ASBESTOS SURVEY MAY BE REQUIRED)
- PROVIDE PROOF OF NOTIFICATION OF ALL UTILITIES - WATER, GAS, SEWER, ELECTRIC, LOCATES, ETC.
- NOTARIZED LETTER FROM CONTRACTOR STATING WHERE WATER WILL BE OBTAINED FOR DUST CONTROL
- PROVIDE PROOF OF RECOVERING ALL REFRIGERANT FROM AC UNITS
- SIX-FOOT-HIGH 'DRIVEN POLE' CHAIN LINK FENCE IS REQUIRED AROUND PERIMETER OF SITE WITH ACCESS GATES & FABRIC WINDSCREEN (SEPARATE PERMIT REQUIRED)
- PROVIDE STONE PAD WASH-OUT WITH 1.5" TO 3.5" COARSE AGGREGATE AT ENTRY; MIN 6" THICK, FULL WIDTH OF DRIVEWAY AND 50' IN LENGTH
- ANY WORK IN THE CITY'S RIGHT-OF-WAY REQUIRES A MAINTENANCE OF TRAFFIC PERMIT PROCEDURES

## PROCEDURES:

- PRE-DEMOLITION ON SITE REVIEW WITH FIRE DEPARTMENT IS REQUIRED PRIOR TO COMMENCEMENT
- NOTIFY POLICE TO CLEAR OUT HOUSE/BLDG PRIOR TO COMMENCEMENT
- APPROVED FENCE MUST BE IN PLACE PRIOR TO ANY WORK
- HOSE DOWN DEBRIS TO CONTROL DUST AS NEEDED DURING DEMOLITION
- BROOM CLEANING OF SIDEWALK/STREETS REQUIRED DAILY
- USE FLAGMAN AS NEEDED FOR DELIVERIES & TRAFFIC CONTROL
- UPON COMPLETION, SITE IS TO BE COMPLETELY LEVELED, GRADED & SODDED
- OTHER MUNICIPAL ORDINANCES MAY APPLY RESTRICTIONS

## RESTRICTIONS:

**ABSOLUTELY NO EXPLOSIVES MAY BE USED WITH PRIOR WRITTEN PERMISSION FROM THE BUILDING OFFICIAL. OBSERVE ALL MARGATE NOISE ORDINANCES AND WORK SCHEDULE; MON – SAT 7 AM TO 7 PM**



# SECURE THIS JOB

**DURING A HURRICANE WATCH  
& BEFORE THE ONSET OF HURRICANE VELOCITY WINDS  
YOU ARE REQUIRED TO **SECURE THIS JOB****

**IN ACCORDANCE WITH THE BOARD COUNTY ADMINISTRATIVE PROVISIONS  
OF THE FLORIDA BUILDING CODE SECTION 110.13**

**All loose objects  
in exposed outdoor locations  
shall be lashed to rigid construction  
or shall be stored in buildings.**

**Florida Building Code Broward County Administrative Provisions  
Section 110.13.2**

**NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE DEEMED SUFFICIENT NOTICE TO THE WONER OF REAL PROPERTY UPON WHICH CONSTRUCTIONS IS OCCURRING, OR ANY CONTRACTOR RESPONSIBLE FOR SAID CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS AND LOOSE CONSTRUCTION MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS.**

**THIS INCLUDES BUT IS NOT LIMITED TO:**

<b>110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash</b>	
<b>110.13.2.2 Construction Waste and Trash Contained</b>	<b>110.13.2.3 Construction Materials; Loose Construction Debris; Roofing Tile &amp; Materials; Temporary Electric Service Poles; Temporary Toilets and Temporary Construction Trailer</b>
<b>AND PROTECT ALL GLASS AREAS</b>	