



## DUCT WORK CHANGE OUT PERMIT APPLICATION CHECKLIST

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### Minimum Permit Application Requirements:

Broward County Uniform Building Permit Application (*filled out and notarized*)

Documented proof of cost, including all labor and materials (*signed contract*)

Set of clear floor plans showing supplies and return locations

Show all duct sizes, grill sizes and cubic feet per minute (cfm), etc.

Show all duct, flex, and grill sizes

Show CFM (cubic feet per minute) on all supply grills

Show R-Value on all ducts

**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

Revised 11-14-2025

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

Private Provider?  YES  NO If yes, attach [Form # 61G20-2.005-2002-01](#)

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 Use: _____	
	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: _____		
Legal Description: _____			<input type="checkbox"/> Attachment	
2	Property Owner: _____ Phone: _____ Email: _____			
	Owner's Address: _____ City: _____ State: _____ Zip: _____			
	Contracting Co.: _____ Phone: _____ Email: _____			
3	Company Address: _____ City: _____ State: _____ Zip: _____			
	Qualifier's Name: _____		Owner-Builder License Number: _____	
	<input type="checkbox"/> License Exempted per F.S. 489.117(4)(a)1		Business Tax Receipt Number: _____	
4	Architect/Engineer's Name: _____ Phone: _____ Email: _____			
	Architect/Engineer's Address: _____ City: _____ State: _____ Zip: _____			
	Bonding Company: _____			
	Bonding Company's Address: _____ City: _____ State: _____ Zip: _____			
	Fee Simple Titleholder's Name (If other than the owner) _____			
	Fee Simple Titleholder's Name (If other than the owner) _____ City: _____ State: _____ Zip: _____			
	Mortgage Lender's Name: _____			
Mortgage Lender's Address: _____ City: _____ State: _____ Zip: _____				

## BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Job Address: \_\_\_\_\_ Unit: \_\_\_\_\_ City: \_\_\_\_\_

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.**

<p><input checked="" type="checkbox"/> _____ Signature of Property Owner or Agent (Including Contractor)</p> <p><b>STATE OF FLORIDA</b> <b>COUNTY OF</b> _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____ by _____</p> <p style="text-align: center;">(Type/Print Property Owner or Agent Name)</p> <p>NOTARY'S SIGNATURE as to Owner or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>	<p><input checked="" type="checkbox"/> _____ Signature of Qualifier</p> <p><b>STATE OF FLORIDA</b> <b>COUNTY OF</b> _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____ by _____</p> <p style="text-align: center;">(Type/Print Qualifier or Agent Name)</p> <p>NOTARY'S SIGNATURE as to Qualifier or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>
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APPROVED BY: \_\_\_\_\_ Permit Officer \_\_\_\_\_ Issue Date: \_\_\_\_\_ Code in Effect: \_\_\_\_\_  
FOR OFFICE USE ONLY FOR OFFICE USE ONLY FOR OFFICE USE ONLY

**A jurisdiction may use a supplemental page to request additional information and cite 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.

\*\*\*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.\*\*\*



# 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 OWNER OF REAL PROPERTY UPON WHICH CONSTRUCTION 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>	