



# ***GUIDELINES FOR AN EARLY START CERTIFICATE***

## **GUIDELINES FOR AN EARLY START CERTIFICATE**

### **Purpose**

The City of Margate Building Department Early Start Certificate (ESC) program allows construction projects to begin work while the application for permit is being reviewed.

### **Authority**

Section 105.12 of the 2023 8<sup>TH</sup> edition Florida Building Code Administrative Chapter allows limited work to start before a permit is issued. Certain work is allowed to commence up to the point an inspection is required. An ESC is only valid for 30 working days. If a Building Permit is not obtained within 30 working days all construction must cease.

### **Submittal Requirements & Process**

- a- Submit all required applications, Contractor Business Names, license numbers, workman's comp and liability insurance for each registered trade for the permit.
- b- Obtain any Demolition Permits and Final Inspections required prior to request for ESC.
- c- Submit Early Start Certificate Request (Pay Fee).
- d- Provide a copy of Development Review Committee approval (If applicable).
- e- Provide a copy of all applicable State and County Agencies Site Engineering & Environmental Approvals:
  - BCEPGMD Environmental Review Approval Certificate
  - SFWMD or BCEPGMD Surface Water Approval
  - Broward County Health Department Approval
- f- Pay all Bonds required.
- g- Schedule pre-construction meeting with Building Department (if applicable).
- h- File and provide recorded Notice of Commencement (NOC) with Broward County.
- i- **The Early Start Certificate must be posted in a conspicuous and accessible place on the job site.**

### **Caution**

- **DO NOT** work beyond the description of work on the Early Start Certificate request.
- **UNDER NO CIRCUMSTANCES** shall any work proceed past the first required inspection threshold.
- **INSPECTIONS CANNOT BE OBTAINED** on any work until the Master Building Permit has been issued.
- **DO NOT** conceal any work performed.

For any questions concerning the Early Start Certification (ESC) process, please contact the Building Official.



## EARLY START CERTIFICATE

Owner/Tenant Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Job Address: \_\_\_\_\_ Contact Name & Number: \_\_\_\_\_

### DESCRIPTION OF EARLY WORK TO BE DONE

Structural \_\_\_\_\_  
Contractor \_\_\_\_\_ License # \_\_\_\_\_  
Electrical \_\_\_\_\_  
Contractor \_\_\_\_\_ License # \_\_\_\_\_  
Mechanical \_\_\_\_\_  
Contractor \_\_\_\_\_ License # \_\_\_\_\_  
Plumbing \_\_\_\_\_  
Contractor \_\_\_\_\_ License # \_\_\_\_\_

In accordance with the Florida Building Code Section 105.12, construction work is hereby authorized to commence pursuant to this certificate at the above referenced address. Work done pursuant to this Early Start Certificate (ESC) shall not be concealed but shall remain open for inspection. Work can only proceed to the point approved by the ESC. Applicant is responsible for knowing when inspections are required and may not rely upon representation of the City or its employees for such information. An inspection shall not be made for any construction trade until a building permit has been issued for the project. The use of a special inspector is not authorized for this type of certificate.

Issuance of this Early Start Certificate does not constitute permission to violate State of Florida and/or Broward County Building Codes and does not provide any guarantee that construction plans will be approved as submitted. All work done pursuant to this ESC shall be at the contractor's risk and any work done contrary to the approved permit shall be corrected at the contractor's expense. The City of Margate shall not be held liable for any damages or losses resulting from this work.

**\*\*All contractors must be registered with the City of Margate, and submit current Worker's Comp and Liability Insurance with Early Start Request.**

\_\_\_\_\_  
(Owner's Signature)

STATE OF FLORIDA -COUNTY OF BROWARD  
Sworn to (or affirmed) and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by

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

NOTARY'S SIGNATURE as to Owner or Agent's Signature  
Name & Title (printed) \_\_\_\_\_  
(Type / Print / Stamp Notary's Name)  
Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

Building Approval \_\_\_\_\_

\_\_\_\_\_  
(Qualifier's Signature)

STATE OF FLORIDA -COUNTY OF BROWARD  
Sworn to (or affirmed) and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by

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

NOTARY'S SIGNATURE as to Qualifier's Signature  
Name & Title (printed) \_\_\_\_\_  
(Type / Print / Stamp Notary's Name)  
Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

Date \_\_\_\_\_