



SIMPLIFIED PERMITTING PROCESS FOR FIRE SPRINKLERS PER FLORIDA STATE STATUTE 553.7932 AND 633.102 20 OR FEWER FIRE SPRINKLERS - CHECKLIST

Required Forms:

- ☐ Broward County Uniform Application (***filled out and notarized***)
- ☐ A Notice of Commencement must be recorded if the job exceeds \$5,000.
- ☐ The contractor must be registered by the City of Margate
- ☐ Copy of Property Search/Ownership from Broward County Property Appraisers Office
WWW.BCPA.NET

Required Permit Applications:

- **Fire** – Broward County Uniform Application
- **Plumbing** – Broward County Uniform Application

Permit Review Stops:

- **Fire** – Plans reviewed at job site during Rough Inspection
- **Plumbing** – Plans review at job site during Rough Inspection

Information For Permit:

- This permit is only for fire sprinkler alteration projects involving 20 or fewer sprinklers that have the same K-factor (relating to discharge rates from sprinkler heads) and does not change a hazard classification or an increased system coverage area, or the installation or replacement of an equivalent sprinkler system component in an existing commercial, residential, apartment, cooperative, of condominium building.
- "Component" means valves, fire sprinklers, escutcheons, hangers, compressors, or any other item deemed acceptable by the local enforcing agency. For purposes of this document, a valve does not include pressure-regulating, pressure-reducing, or pressure-control valves.
- A Contractor I or II may design the alteration of an existing fire sprinkler system if the alteration consists of the relocation or deletion of 249 or fewer sprinklers, and the addition of 49 sprinklers, as long as the cumulative total number of fire sprinklers being added, relocated or deleted does not exceed 249.
- While submittal of plans or specifications are not required as a condition of obtaining a permit for a fire sprinkler system project that meets the parameters of FSS 553.7932(1)(d), FSS 553.7932(5)(b) requires a contractor to keep a copy of the plans and specifications, along with the permit, at the fire sprinkler system project worksite and make such plans and specification available to the inspector at each inspection.
- For a fire sprinkler system project to install or replace a component, a contractor must keep a copy of the manufacturer's installation instructions and any pertinent testing instructions needed to certify or accept the component at the fire sprinkler system project worksite and make sure documents available to the inspector at each inspection.
- An inspection will be provided on the next business day if requested by 2pm, if after 2pm it will be provided on the second business day. Inspections are conducted Monday-Thursday.
- Once the Fire and Plumbing inspector has approved the plans at the job site, you must submit a revision in Projectdbox for Electronic Plan Review within four (4) days, to upload these plans. This is **required** to upload field approved plans prior to scheduling the Fire and Plumbing Final Documentation final inspection to close/complete permit.

Please Note:

- If a fire sprinkler project does not meet the parameters of FSS 553.7932, a regular Fire Sprinkler System permit will be required.

Effective 10/1/2025

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: _____

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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: _____

☐ New ☐ Addition ☐ Repair ☐ Alteration ☐ Demolition ☐ Revision ☐ Other: _____Legal Description: _____ ☐ Attachment**2**

Property Owner: _____ Phone: _____ Email: _____

Owner's Address: _____ City: _____ State: _____ Zip: _____

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Contracting Co.: _____ Phone: _____ Email: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Qualifier's Name: _____ Owner-Builder License Number: _____

☐ 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.

X _____
Signature of Property Owner or Agent (Including Contractor)

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of
____ physical presence or ____ online notarization, this ____ day of

_____, 20____ by

(Type/Print Property Owner or Agent Name)

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

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ Produced Identification _____

Type of Identification Produced _____

X _____
Signature of Qualifier

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of
____ physical presence or ____ online notarization, this ____ day of

_____, 20____ by

(Type/Print Qualifier or Agent Name)

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

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ Produced Identification _____

Type of Identification Produced _____

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.