PERMIT APPLICATION PROCEDURES
FORM 2 - ONLINE

STEP 1

Please verify that your permit application package contains all applicable items which are required for permit issuance.

IF THE INFORMATION IS NOT COMPLETELY FILLED OUT AND SIGNED, THE APPLICATION WILL NOT BE PROCESSED.

STEP 2

The following Permit Application Checklist items must be checked off Applicable or Non Applicable by the applicant.

- Permit and Sub Permit application completely filled out.
- Two (2) sets of plans drawn to scale (signed and sealed by designer when required by Code).
- Proof of approval by Department of Planning & Environmental Protection for New Buildings, additions to nonresidential buildings, bedroom additions on sewer, interior commercial alterations, demolitions and commercial reroofs.
- Proof of approval by Department of Business Regulation for restaurants.
- Proof of approval by the HRS, Broward Public Health Unit for units (bedroom addition) on septic tanks, ACLF'(17 or more residents), bars/lounges (COP beverage license, no food service, and not located in a hotel setting), child care centers, detention facilities, fraternal and civic associations, hospitals, movie theaters (serving traditional moviehouse fare), nursing homes, schools, "Other" institutional-type settings (churches offering food to the public, for example), etc.
- Proof of approval by Army Corps of Engineers & Department of Planning & Environmental Protection for dredge and fill activities or structures within jurisdictional waterways.
- Plot plan or survey.
- City of Hollywood Environmental Services Commitment Form.
- Energy calculations form and heating/cooling load calculations
- Product Approvals (must submit all sheets and additional information required by the approval.) for roofs, utility sheds, windows, exterior doors, metal awnings, shutters, skylights, etc.

If you should have any questions please call the Building Division at 954-921-3335

STEP 3

Calculate the correct process and permit fees using the following: (Applicable for review by three or more disciplines)

PROCESS FEE SCHEDULE

NEW CONSTRUCTION AND ADDITIONS

Square Foot	Process Fee
0 -1,000	$50.00
1,001 -2,500	$100.00
2,501 -5,000	$150.00
5,001 -7,500	$200.00
7,501 - 10,000	$250.00
10,001 - 15,000	$300.00
15,001 - 20,000	$350.00
20,001 - 25,000	$400.00
25,001 -30,000	$450.00
Over -30,001	$500.00

ALTERATIONS TO EXISTING BUILDINGS (JOB VALUE)

	Process Fee
0 – 5,000	$60.00
5,001 -10,000	$120.00
10,001 -25,000	$180.00
25,001 -50,000	$240.00
50,001 - 100,000	$300.00
Over - 100,001	$400.00

A) Processing fees for permits related to general repairs, re-roof, air-conditioning, change outs, electrical service changes, swimming pools, fences, sheds and other permits (excluding new buildings, additions and alterations to existing buildings) shall be calculated on a charge of $10.00 per building discipline (structural, electric, mechanical, plumbing) with a minimum fee of $10.00.

B) Maximum processing fee not to exceed 50% of the permit fee with a maximum of $ 500.00.

PERMIT FEE SCHEDULE

A) Minimum permit fee is $45.00. B)

1) Work valued up to $1,000 total cost including all systems, permit fee shall be charged at a rate of 4.5%.

2) Additional work to be charged as follows:
   a. work valued from $1,000 to $1,000,000 — 2%
   b. work valued from $1,000,000 to $2,000,000 — 1.5%
   c. work valued in excess of $2,000,000 — 7%

ZONING PROCESS FEE

- Process fee of $15.00 for application requiring residential zoning plan review.
- Process fee of $85.00 for application requiring commercial zoning plan review.

STATE SURCHARGE SCHEDULE

All Permits include a State Surcharge Fee of 1.5% of permit fees payable to DCA and DBPR (total of 3%).

BROWARD COUNTY SURCHARGE SCHEDULE

There is a Broward County surcharge of $ 0.60 per $1,000 or portion thereof – which applies to Mechanical, Electrical, Plumbing and Gas Permits.

CERTIFICATE OF OCCUPANCY/COMPLETION

- Certificate of Occupancy, Residential - $50.00/unit or 5% of permit fee, whichever is greater .
- Certificate of Completion:
  1) Permits issued to property owner: 1% of the permit fee, or $15.00, whichever is greater .
  2) Permits issued to licensed contractors: 3% of permit fee, or $45.00, whichever is greater.
- Certificate of Occupancy, Non-Residential - 3% of permit fee, or $50.00, whichever is greater.
- Temporary or Partial Certificate of Occupancy or Completion shall be calculated at 3% of permit fee, or $100.00, whichever is greater.

SUMMARY OF APPLICABLE FEES

$_____ Process Fee
$_____ Permit Fees(Building, Electrical, Mechanical, Plumbing)
$_____ Zoning Fee
$_____ State Surcharge (1.5% DCA + 1.5% DBPR)
$_____ Broward County Surcharge
$_____ Certificates of Occupancy/Completion

Plan replacement or plan revision processing fee per discipline with a $25.00 minimum

STEP 4

Once the application is approved, the permit will be available for you to pay online and held for pickup in the Building Division.

NOTE: **Any application over 60 days will be voided and discarded

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CITY OF HOLLYWOOD, FLORIDA
PERMIT APPLICATION

MASTER PERMIT #_____

Permit Type (Check one): ☐ **STRUC** ☐ **ELEC** ☐ **MECH** ☐ **PLUMB** ☐ **FIRE** ☐ **PAVING** ☐ **WTR/SWR** ☐ **DRAINAGE**

APPLICATION DATE _____ TAX FOLIO NO. _____

LEGAL DESCRIPTION:_____

JOB NAME _____ PHONE # _____

JOB ADDRESS _____ HOLLYWOOD, BROWARD COUNTY, FL. ZIP_____

OWNER NAME _____

Owners Address _____CITY _____STATE _____ZIP_____

WORK DESCRIPTION _____

USE/OCCUPANCY _____ SQ. FT. _____ Value of Proposed Work:$_____

CONTRACTOR'S NAME _____ PHONE # _____Fax # _____

Contractor's Address _____CITY _____STATE _____ZIP_____

CONTRACTOR'S CERTIFICATION OR REGISTRATION NUMBER: _____EMAIL ADDRESS_____

ARCHITECT/ENGINEER'S NAME _____PHONE # _____FAX # _____

Architect/Engineer's Address _____CITY _____STATE _____ZIP _____

FEE SIMPLE TITLE HOLDER NAME_____

Fee Simple Title Holder Address_____CITY_____STATE_____ZIP_____

BONDING COMPANY NAME_____

Bonding Company Address_____CITY_____STATE_____ZIP_____

MORTGAGE LENDER'S NAME_____ _____

Mortgage Lender's Address_____CITY_____STATE_____ZIP_____

Application is hereby made to obtain a permit to do 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 the City of Hollywood, Florida. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, 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 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. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature _____Date:_____
Owner or **Agent
Sworn to (or affirmed) and subscribed before me this _____day of

_____, 20 _____.

Signature _____Date:_____
Prime Contractor
Sworn to (or affirmed) and subscribed before me this _____day of

_____, 20_____.

Signature _____
NOTARY as to Owner/Agent

___ Personally Known, _____ Identification Provided: _____

Signature _____
NOTARY as to Contractor

____ Personally Known, _____ I.D. Provided: _____

**** Individuals who sign as the owner's agent must first obtain the owner's authorization to sign on their behalf.**

Application Approved by: _____ ***(Permit Office)*** ***Effective Code:*** ***20____ Florida Building Code***

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