



## Letter of Transmittal

To: City of Hollywood  
P.O. Box 229045  
Hollywood, FL, 33022-9045  
Phone: (954)921-3335 ● Email: ePermits@hollywoodfl.org

Date \_\_\_/\_\_\_/\_\_\_  
Permit Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Project/ Reference: \_\_\_\_\_

**For Review By: (check all applicable spaces)**

- Planning    Zoning    Engineering    Fire    Water / Sewer    Drainage    Landscape    CRA  
**Discipline:**  Structural    Electrical    Plumbing    Mechanical    Reserve Capacity Changes

From: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_  
Fax: (\_\_\_\_) \_\_\_\_\_

**PLANS SUBMITTED: (CHECK )**

- |                                                                  |                                                                |
|------------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Architectural<br>Sheet # _____<br>_____ | <input type="checkbox"/> Fire<br>Sheet # _____<br>_____        |
| <input type="checkbox"/> Structural<br>Sheet # _____<br>_____    | <input type="checkbox"/> Zoning<br>Sheet # _____<br>_____      |
| <input type="checkbox"/> Electrical<br>Sheet # _____<br>_____    | <input type="checkbox"/> Engineering<br>Sheet # _____<br>_____ |
| <input type="checkbox"/> Mechanical<br>Sheet # _____<br>_____    | <input type="checkbox"/> RCC<br>Sheet # _____<br>_____         |
| <input type="checkbox"/> Plumbing<br>Sheet # _____<br>_____      | <input type="checkbox"/> Drainage<br>Sheet # _____<br>_____    |
| <input type="checkbox"/> Water<br>Sheet # _____<br>_____         | <input type="checkbox"/> Sewer<br>Sheet # _____<br>_____       |
| <input type="checkbox"/> CRA<br>Sheet # _____<br>_____           | <input type="checkbox"/> Landscape<br>Sheet # _____<br>_____   |

**WE ARE SUBMITTING TO YOU (CHECK )**

- Via  hand delivery    postal delivery    drop box  
 special delivery    fax copy
- Email  
 initial (original) set of plans  
 corrected (non-permitted) plans  
 revised (permitted) plans  
 shop drawings:
- |                                            |                                               |
|--------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> structural steel  | <input type="checkbox"/> pile logs            |
| <input type="checkbox"/> wood trusses      | <input type="checkbox"/> condo/ H.O. approval |
| <input type="checkbox"/> glass/glazing     | <input type="checkbox"/> turtle glass I.D.    |
| <input type="checkbox"/> product approvals | <input type="checkbox"/> wind loads           |
| <input type="checkbox"/> fire protection   | <input type="checkbox"/> sub-permit           |
| <input type="checkbox"/> other _____       | <input type="checkbox"/> outside agencies     |
- spot survey    final survey  
 energy (insulation) certification    special inspector letter / form  
 soil reports    inspection reports  
 energy calcs    site plans  
 other \_\_\_\_\_

**Special Instructions**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Departmental Use Only:**

**Received by:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

# PERMIT APPLICATION CHECKLIST

## GENERAL

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

- \* Permit application (s) completely filled out (Sub-permit which can be submitted after Master Permit issuance)
- \* Two (2) sets of plans drawn to scale (signed and sealed by designer when required by Code)
- \* Two (2) plot plans or surveys
- \* Two (2) product approvals (must submit all sheets and additional information required by the approval) for roofs, utility sheds, windows, exterior doors metal awnings, shutters skylights
- \* Two (2) sets of energy calculation forms and heating / cooling load calculations.
- \* Proof of approval by Department of Planning and Environmental Protection for new building, additions to nonresidential buildings, bedroom additions on sewer, interior commercial alterations, commercial re-roofs, commercial pools, land clearing and demolition.
- \* Proof of approval by Division of Hotel & Restaurants for restaurants.
- \* Proof of approval by HRS, Broward Public Health Unit for 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 movie house fare), nursing homes, schools, 'other' institutional type settings (churches offering food to the public), bedroom additions on septic tanks, etc...
- \* Proof of approval by Army Corps of Engineers & Department of Planning & Environmental Protection for dredge and fill activities of structures within jurisdictional waterways