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: (____)_____________________________

WE ARE SUBMITTING TO YOU (CHECK ☐)

PLANS SUBMITTED: (CHECK ☐)

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Special Instructions
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For Departmental Use Only:

Received by: ______________ Date: ____/____/____

Rev. 1-15-20
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 if 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