

PURPOSE

The City of Hollywood Building Division has implemented an Early Start Request Program to provide an opportunity for construction work to begin while the application for building permit(s) is being reviewed.

Please Note: An Early Start is only valid for 30 working days. If a Building Permit is not obtained within 30 working days after an Early Start is approved all construction must cease. A site visit will be required before any extension request. Complete Demo Permits are not eligible for an Early Start. Permit applications to comply a work without permit violation are not eligible for an Early Start.

AUTHORITY

Section 105.12 of the Broward County Administrative Provisions to the Florida Building Code 6th Edition (2017) allows limited work to start before a building permit is issued. This code section allows certain work to commence up to the point an inspection would be required. In other words, a contractor is not allowed to continue work beyond the point of a required inspection without an official permit. Any work completed prior to the permit issuance is entirely at the risk of the permit applicant.

SUBMITTAL PRE-REQUISITES

- All initial reviews must have been completed prior to an Early Start request
- All required building permit applications and corresponding plans must have been already submitted to the Building Division.
- Building permit applications and plans must have been approved by both Planning and Engineering Divisions (if applicable).
- Any issued demo permits must have passed Final Inspection prior to an Early Start request.

SUBMITTAL REQUIREMENTS

- Early Start Request application submitted by email: ePermits@hollywoodfl.org.
- \$200.00 fee** will be added to the permit fee.
- Submit an **additional completed uniform building permit application** with the permit #, description of work stating for "Early Start" and the application must be signed by the property owner (or owner's authorized agent) **and/or** the Qualifier.
An Early Start permit will be issued from this application.
- Copies of all applicable required County and State Agencies approvals:
 - Recorded Broward County Notice of Commencement- NOC
 - BCEPGMD Environmental Review Approval Certificate (ER Review)
 - BCEPGMD Transportation Concurrency Satisfaction Certificate (DR Review)
 - Asbestos SRRA Certificate
 - BCEPGMD Surface Water License Approval
 - Broward County Health Department Approval
 - FDEP, BCEPGMD Army Core of Engineers Environmental Approval
 - FDEP Coastal Construction Control Line Permit

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

Please complete this application to apply for an Early Start request. Make sure all contractor information is complete, including what specific work will be performed, for all contractors working under the Early Start Request.

PROJECT INFORMATION

Permit Number: _____

Name of Project: _____

Job Address: _____

Suite #: _____

Scope of Work: New Construction Alteration

CONTRACTOR INFORMATION

Is this a change of Use / Occupancy? Yes No

- Description of Early **STRUCTURAL** Work: _____

Business Name _____ License # (State / BC COC) _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail _____

Qualifier Name _____ Contact Phone _____
- Description of Early **ELECTRICAL** Work: _____

Name _____ License # (State / BC COC) _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail _____

Contact Name _____ Contact Phone _____
- Description of Early **PLUMBING** Work: _____

Name _____ License # (State / BC COC) _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail _____

Contact Name _____ Contact Phone _____
- Description of Early **MECHANICAL** Work: _____

Work: Name _____ License # (State / BC COC) _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail _____

Contact Name _____ Contact Phone _____

*All contractors performing work under the Early Start Request must be registered with the City of Hollywood Building Division and submit a current liability insurance and worker's compensation prior to Early Start application.

FOR USE ONLY:	Application Requirements Verified By _____	Date: _____
	License and Insurance Current? Yes <input type="checkbox"/> No <input type="checkbox"/>	Checked By _____ Date: _____



Early Start Request Application

Development Services Building Division

Rev. Date: 3/23/2023

APPLICANT NAME: _____ DATE: _____

APPLICANT ADDRESS: _____

TO:
Chief Building Official
City of Hollywood - Building Division
2600 Hollywood, Blvd. Ste. 312
Hollywood, FL. 33020

Re: Building Permit Application # _____ Job Address: _____

Please allow this letter to serve as a formal request to allow work to commence for the above referenced location prior to the issuance of the permit. This request is being made pursuant to, and in accordance with the provisions of the Broward County Administrative Amendments to the Florida Building Code, effective January 1, 2018, Section 105.12, which provides that the Building Official may authorize work beginning before the issuance of a building permit if there is a delay in approval of the plans and/or specifications or other similar special circumstances.

Section 105.12 further provides that upon written approval of the Building Official, "the scope of work delineated in the building permit application and plan may be started prior to the final approval and issuance of the permit, provided any work completed entirely at risk of the permit applicant and **the work does not proceed past the first required inspection.**"

We, the undersigned, assert that all work will be performed as represented on the plans submitted with the application and in accordance with the Florida Building Code. It is understood that the Florida Building Code may require changes to the proposed scope of work. We, the undersigned, collectively and individually, accept that risk. In consideration for approval of this request, we, the undersigned, collectively and individually, agree to indemnify, hold harmless, and defend the City of Hollywood, it's elected officials, employees, and from any and all legal actions or damages, claims, costs, losses, and/or attorney's fees that may result from the approval of this request to allow work to commence prior to the issuance of a permit. The City shall have the right to select its own legal counsel.

We understand the risks and responsibilities associated with this request and appreciate your consideration in this matter.

Sincerely yours,

Signature of Qualifier

Date

Signature of Property Owner or Agent

Date

Printed Name of Qualifier and License #

Printed Name of Owner or Agent

STATE OF FLORIDA – COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me this _____

day of _____ 20 _____

by means of _____ physical presence or _____ on-line notarization

personally known _____ or by I.D. _____

STATE OF FLORIDA – COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me this _____

day of _____ 20 _____

by means of _____ physical presence or _____ on-line notarization

personally known _____ or by I.D. _____

Notary Signature

Notary Name

Notary Signature

Notary Name

Building Official's signature below indicates the request has been approved.

Russell Long, Chief Building Official