

ePermits Submittal Guide

Prior to submitting a permit application please read the following:

1. Complete a [letter of transmittal](#) (cover page) and include with documents when applying for a new permit, submitting a correction or a revision. Please note: When submitting with a correction or revision- include the permit # and indicate the discipline for review.
2. Submit the “[Broward County Uniform Permit application](#)”; and if required, submit one application for each discipline (sub-permit) - depending on the scope of work.
3. Email the plans and required documentation submittal as a “PDF” (portable document format) for each discipline (Structural, Electrical, Mechanical, Plumbing, Fire, Engineering, Zoning, Utilities etc.) as needed. **All documents must be labeled/titled, categorizing its content (i.e. Application, Sub-Application, Survey, Product approvals, etc.).**
4. All plans should have a digital seal, digitally signing your design file protects the contents from being altered. Please do not add any additional/optional security from your pdf software or certification authority. “Locking” or “Restricting” the document before you submit the file can prevent us from opening and processing the document or stamping it for approval in our software. This results in lost time for us all and may require you to resubmit a new set of documents. In addition, see the [Electronic Signature Affidavit](#).
5. **Contractor of record** must be registered with the City of Hollywood Building Division. Register by submitting the “[contractor record management form](#)” with all the listed required contractor documents (i.e. License, insurance, etc.) to: ePermits@hollywoodfl.org . **A Contractor must be registered prior to submitting a permit application.**
6. If applying for an **Owner-Builder permit**, complete the [Owner Disclosure statement](#) and submit with all the required documentation.
7. A recorded **NOC (Notice of Commencement)** will be required for any job value \$2,500 or greater; except permits related to heat and air-conditioning systems, which require an NOC when the job value is \$7,500 or greater. **Prior to submitting the NOC to the City of Hollywood, an NOC must be recorded with Broward County.**
8. For the **Permit # or status** you may visit our website at www.hollywoodfl.org, and search **Building Permit Self-Service** or <http://apps.hollywoodfl.org/building/PermitStatus.aspx> by entering the property address, folio # or Owner name. To receive **automatic e-mail notifications** about a plan review and inspection updates, enter your email address at the link below the permit page. Notifications are sent within one hour of a plan review or inspection update.
9. All documents must be submitted via pdf format to email: ePermits@hollywoodfl.org; additional forms may be found- <http://www.hollywoodfl.org/499/Applications-Forms>

If you have any questions or require further assistance, please contact The City of Hollywood Building Division at Ph. (954)921-3335 or via email ePermits@hollywoodfl.org .