



Building Permit Services

The Building Division of Development Services implements the minimum requirements of the Florida Building Code (FBC) and Broward County Administrative Provisions currently in effect to safeguard the public health, safety, and general welfare.

**CALL 954-457-1312 TO
REQUEST INSPECTIONS**



Hallandale Beach

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Requirements for Online Permitting Request

1. You need an Internet e-mail to receive the registration log information (Please make sure your spam blocker or firewall allows email from HallandaleBeachfl.gov)
2. Microsoft INTERNET EXPLORER capable of 128-bit encryption to ensure your security (version 6 or later).
3. Enable TLS 1.0 (click on Tools -> Internet Options -> Advanced Tab, and scroll down to the security section to the "Use TLS 1.0" checkbox. Click the checkbox to select it). This turns on encryption to protect your Personal Credit Information (PCI).

Registration Process

1. Start from the Development Services Department Online Portal and click register in the top right corner.
2. Complete the registration form providing an email address. Please note the password must be a minimum of 6 characters and using a combination of letter and numbers.
3. City staff will receive your request to register and will enable your login.
4. You will receive an email once activated within 48 business hours
5. You can now schedule inspections and view all the applications/permits you have submitted to the City.

Required Permits

Florida Building Code, Broward County Administrative Provisions – Current Edition

A permit is required to: "construct, enlarge, alter, repair, move, remove or demolish any building, structure or part thereof; or any equipment, device, or facility therein or thereon; or to change the Occupancy from one use group to another requiring greater strength, means of egress, fire and sanitary provisions; or to change to an unauthorized or prohibited use; or to install or alter any equipment for which provision is made, or the installation of which is regulated by the Code". Refer to the current edition of the Florida Building Code for all of the requirements regarding permitting and construction.

Sample list of work that requires permits:

- New buildings
- Additions
- Sheds
- Carport enclosures
- Garage conversions / doors
- Doors frames or windows
- Remodeling building interiors
- Canopies/awnings
- Hurricane shutters
- Removal & trimming of trees

- Roofs
- Electric or water service lines
- Security systems
- Satellite dishes
- Water heaters
- Installation of electric devices and fixtures other than those connected via a wall plug
- Porches
- Patios
- Screen rooms
- Signs
- Pools or spas
- Fences
- Driveways or sidewalks
- Installation of siding or soffit/fascia
- Air conditioning equipment
- Back flow preventers for your water lines
- Add plumbing fixtures
- Change a sewer line
- Generators

For a detailed list of work that requires a permit.

Please visit our website:

www.hallandalebeachfl.gov

You do not need a permit for maintenance work or repairs performed by licensed contractors which does not change the Occupancy and the value does not exceed \$1,500 as determined by the Building Official. However, it is strongly recommended you contact Building Department personnel and confirm the work planned falls within the minor repairs category and does not require a permit.

Should you do any work without first getting a permit, a penalty of double the normal permitting fee plus a fine must be paid. To save time and money, if you are unsure of whether or not a permit is required to perform specific work, the best advice is to call the Building Division and discuss your plans with the City staff.

General Guidelines for Permit Submittal

To expedite your permit application, please make sure that you have all of the following applicable items in your package prior to submittal pursuant to the checklist provided. The list is not all inclusive and additional documents may be required. All forms can be found on our webpage under Forms.

- Permit and sub-permit application (covering the different trades) completely filled out, signed and notarized by the licensed Qualifier; and a zoning application with Certificate of Elevation/Survey signed and sealed by a licensed Surveyor.
- Two (2) sets of plans drawn to scale (signed and sealed by the Designer when required by Code
- A certified copy of the recorded Notice of commencement(s) is/are required for projects exceeding \$2,500.00 in construction value; or when separate Contractors working directly for the owner, not hired by the General Contractor, apply for a permit.
- Provide structural calculations signed & sealed by the Designer of Record, when applicable; all new doors, windows and shutters require design wind pressure calculations.
- Proof of approval by Broward County Department of Planning and Environmental Protection (DPEP), responsible for platting, development and environmental reviews, administers the County's impact fee and concurrency programs, and collects information used to monitor the County's growth, development and environmental quality. Contact them by phone at (954) 357-6666 for further assistance.

- Proof of Licensure by Department of Business and Professional Regulation (DBPR), for cooking facilities at Division of Hotel and Restaurants, or by phone at (850) 487-1395 for both agencies.
- Proof of approval by Army Corps of Engineers, South Florida Division (800) 291-9405 and EPD, Biological Resources Division (954) 519-1483 for dredge and fill activities or structures within jurisdictional waterways.
- Proof of approval by South Florida Water Management District (SFWMD), (800) 686-8800, for all surface water, statutes and criteria management.
- Three signed and sealed sets of energy calculations forms and heating/cooling load calculations.
- Current Product Approvals/Shop Drawings (must submit all sheets) for roofs, utility sheds, windows, exterior doors, awnings, shutters, skylights, wall panels/cladding, etc. approved by the Designer of Record.
- Proof of property ownership.
- Copy of a signed contract between the Contractor and Owner as well as any Sub-Contractors showing all costs of construction this includes labor, material and any owner supplied items required to complete construction.
- Permit fees are based on the total cost of the construction for the project. and a non-refundable processing fee and submittal fee (when applicable) shall be paid at the time of submittal and will be credited towards the total cost of the permit.

Permit Timetable Guidelines

Plan review time depends on the completeness of the application and plans submitted. The review of minor projects (ex. fences, driveways, roofs, shutters, etc.) is usually ready in one (1) to five (5) days. Plan reviews of average complexity can be completed in five (5) to fifteen (15) days. Major projects require a minimum review time of fifteen (15) days and typically longer.

We have walk-through reviews for minor residential projects Monday, Wednesday and Friday 8:00-9:00 AM. Plan Reviewers and Inspectors are available for minor questions Monday through Friday 8:00-9:00 AM must be signed in no later than 8:45 AM. Customers seen on a first come, first serve basis.

The application for a permit shall become null and void if additional information requested by the City is not provided or the permit has not been issued within sixty (60) days after the date of expiration notification.

Once a permit is issued the permit holder will have one hundred and eight (180) days to commence work. A permit may be extended for a single period of one hundred and eighty days (180).

Contractor Licensing and Owner Builder Requirements

The State of Florida requires all persons who holds themselves out to be a "Contractor" to be licensed by the State. There is an exception to this requirement, called the "Owner-Builder." You do not need a license to get a permit to do work on the single family or duplex home that you own and in which you live. These dwelling are also referred to as "homestead" properties.

Owner-Builder's Responsibilities

It does not allow for Owner-Builder improvement to an investment property, second home, or property being leased. Furthermore, Owner-Builder permits are not allowed for any type of work in condominiums including improvement to individually owned units. It is the Owner-Builder's responsibility to employ and supervise the workers, and provide for F.I.C.A./withholding tax from their compensation. Everyone else must be licensed and insured to perform the work undertaken.

Flood Elevation Information

The City provides base flood information, Flood Insurance Rate Map (FIRM) information and Special Flood Hazard Area (SFHA) information to residents, insurance agents, real estate agents, and the general public free of charge. Flood information is available at the City's Building Department during regular business hours. Please call (954) 457-1383 for information.

Inspections

- Inspections include but are not limited to the Mechanical, Electrical, Plumbing and Structural trades. Work in any part of any building or structure shall not be covered or concealed, in any manner whatsoever, without an approved inspection of the work. All permits require a final inspection for each trade when the work is completed.
- All inspections must be scheduled through the automated phone system or the through the online permit information system. Both systems can be used to; schedule inspections, cancel inspections, retrieve inspection results and check plan review status.
- To access the automated phone system call 954-457-1312 you will need the permit number and the type of inspection. the required inspectionson are listed on the back of the permit card. The cutoff time for inspections is 4:00 PM for an inspection to be performed the next business day. You can call the morning of the inspection between 7:30-8:00 AM to speak with the Inspector to get a better "window" or time period of when they expect to arrive at the site.

Code Enforcement & Corrections

The Inspector will cite the Building Code section pertaining to the deficiency on the correction notice. The violation must be corrected prior to the next inspection. Inspections cannot be scheduled if plan revisions are necessary. The revisions must be approved by the City and available on-site, prior to the next inspection. All revisions must be accompanied by an application, covering the changes to the Scope of Work and signed by the Contractor (Qualifier).

Red-Tag Order

A Red Tag (also known as a Stop-Work-Order) is issued when work on a project must be stopped. Stop-Work-Orders are issued, for example, when projects become unsafe during construction or for work started without permits.

40 Year Building Safety Inspection Program

The 40 year and older Building Safety Inspection Program was created in 2005 and became effective throughout Broward County in January 2006. Broward's program calls for structural and electrical safety inspections for buildings 40 years old or older and every ten years thereafter. One- and two-family dwellings, U.S Government, State of Florida buildings, schools under the jurisdiction of the B.C. School Board, and buildings built on Indian Reservations are exempt from this program. The Broward County program excludes all buildings under 3,500 square feet. Broward County has experienced instances of structural building failures. By having such a program in effect we are minimizing the possibilities of future building failure and will be better prepared for hurricane wind events.

[Broward County 40 Year Building Safety Inspection Program Policy](#)

[40 Year Building Safety Inspection Form](#)