



# City of Pompano Beach Plan Review Check List



## ZONING REQUIREMENTS

- 3 Sets of Plans (at least 2 sealed sets)
- 4 Sets of Plans for signs
- Surveys (*at least 3, but not less than one for (each set of plans)*) on all exterior work including free standing signs.

## ENGINEERING REQUIREMENTS

- Engineering permit application
- Copy of Contract
- One additional set of sealed plans for driveways, Seawalls, docks, sidewalks, etc.
- Army Corps of Engineers and D.P.E.P. approval for all dredge and fill activities.

## FIRE DEPARTMENT REQUIREMENTS

- Fire Plan Review application

## BUILDING DEPARTMENT REQUIREMENTS

- Owner Builder Affidavit
- Building Permit application
- Roofing Permit application
- High Velocity Roofing application (2 copies)
- Demolition Permit application
- Tree Removal Permit application
- Sign Permit application
- Electrical Permit application
- Electrical Specialty Permit application
- Plumbing Permit application
- Gas Permit application
- Mechanical Permit application
- Notice of Commencement (*if value of work exceeds \$2500*)
- Capitol Recovery Fee form
- Contractor Registration Form (*include copies of all licenses and insurance's*)
- Prepaid Plan Review Fee
- Energy Calculations form (3 copies)
- Product Approvals (*Submit all sheets and any additional information required by the approval.*)(2 Copies)(May Need Designer's Approvals)
- Acknowledgement of Waste Form
- Easement Release Forms - (F.P.L. & Bell South Telephone)

## OUTSIDE AGENCY APPROVALS

- Department of Development Management Division (DPEP)**  
Governmental Center  
115 S. Andrews Ave.  
Suite A-240  
Fort Lauderdale, Fl.  
954-357-6666
- Department of Planning and Environmental Protection (DPEP) Water Management Division**  
Governmental Center  
115 S. Andrews Ave.  
Suite A-240  
Fort Lauderdale, Fl.  
954-519-1270
- Broward County Health Department**  
2421 S.W. 6 Ave  
Fort Lauderdale, Fl.  
954-467-4800 --- General Information  
954-467-4901 --- New Septic Tanks  
954-467-4823 --- Restaurants & Pools
- Department Of Business and Professional Regulation, Division of Hotels and Restaurants.**  
Cypress Commerce Plaza  
1700 N.W. 64 Street  
Suite 600  
Fort Lauderdale, Fl.  
954-958 5520
- Filing Notice of Commencement:**  
Governmental Center  
County Record Division  
115 S. Andrews Ave.  
Suite 114  
Fort Lauderdale, Fl.  
954-831-4000

**NOTE:** All applications must be signed by the qualifier and notarized. If the valuation is over \$2500, application shall be signed by both the owner of record and the qualifier.