



Town of Hillsboro Beach Building Department

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
Fax: (954) 427-4834

New Single-Family Residence Permit Checklist

Listed below are the submittal requirements for a **New Single-Family Residence**:

- Broward County Uniform Permit Application per discipline (Structural, Roof, Plumbing, Electrical, Mechanical, Irrigation, Driveway, Pool, Fence, Dock, Seawall, etc.)
- Signed Contract including cost breakdown
- Recorded Notice of Commencement (If job value exceeds \$2500)
- Contractor records are current
- Two (2) sets of current property surveys
- Two (2) complete sets of plans (Signed & Sealed if over \$10,000) indicating the following information:
 - Occupancy Group
 - Type of Construction
 - Square Footage (A/C & Non-A/C)
 - Method of Compliance
 - Interior Finishes
 - Roof framing plan- include the required bracing
 - Flood Zone- BFE & DFE
 - Materials to be used- wood, concrete, plastic class
 - Foundation, Column, Beam Schedules
 - Window & Door Schedule- include design wind loads
- Two (2) Soil Conditions (Geotech Report) or a Soil Statement
- Two (2) Energy Calculations Forms, Heating/Cooling Load Calcs, Manufacturer Specs
- Two (2) Structural calculations- signed & sealed
- Two (2) Window & Door Product Approvals
- Two (2) Copies of Shop Drawings (Signed & Sealed and Approved by Designer of Record)
 - ❖ Required for stairs, Railings, Screen Enclosures or any other applicable special construction
- Two (2) sets of Truss Drawings (submitted prior to receiving Foundation Inspection)
- Approval from Broward County Environmental Protection & Growth Management Department
- Two (2) Refer to FBC 107.3 for minimum plan review criteria
- Two (2) Special Inspector Forms (if project involves reinforced masonry construction or pilings)
- Tree Removal Permit will be required if trees are located within the slab area (obtain at Broward County)
- Copy of Receipt from Broward County for School Road Impact Fees

***Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations and ordinances, other requirements may apply.**