



**CITY OF PARKLAND**  
DEVELOPMENT SERVICES DEPARTMENT  
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[www.cityofparkland.org](http://www.cityofparkland.org)

## **COMMERCIAL ADDITION CHECKLIST**

- BROWARD COUNTY UNIFORM BUILDING APPLICATION**  
**PER DISCIPLINE (STRUCTURAL, ROOF, PLUMBING, ELECTRICAL, MECHANICAL, FIRE SPRINKLERS, ETC)**
- CONTRACTOR RECORDS UP-TO-DATE**
- RECORDED NOTICE OF COMMENCEMENT (IF JOB VALUE OVER \$2,500) FBC CHAPTER ONE, BROWARD COUNTY ADMINISTRATIVE PROVISIONS 105.8 – MUST BE RECORDED AND POSTED PRIOR TO THE FIRST INSPECTION**
- 1 SURVEY**
- 1 SITE PLAN**
- 1 SET OF PLANS (SIGNED & SEALED)**
- 1 COPY OF GEOTECHNICAL REPORTS (IF ADDING TO BUILDING FOOTPRINT)**
- 1 SET OF TRUSS DRAWINGS (SUBMITTED PRIOR TO RECEIVING A FOUNDATION INSPECTION)**
- SPECIAL INSPECTOR FORM**
- APPROVAL FROM BROWARD COUNTY ENVIRONMENTAL PROTECTION & GROWTH MANAGEMENT DEPARTMENT**
- 1 COPY OF ENERGY CALCULATIONS, HEATING/COOLING LOAD CALCS, MANUFACTURER SPECS**

- 1 COPY OF PRODUCT APPROVALS/NOA'S**
  
- 1 COPY OF SHOP DRAWINGS (SIGNED & SEALED & APPROVED BY DESIGNER OF RECORD)**
  
- \*REQUIRED FOR TRUSSES, ROOF CURBS, STOREFRONTS, ETC**
  
- STATEMENT OF RESPONSIBILITY REGARDING ASBESTOS FORM (BROWARD COUNTY SRRA) REQUIRED AT SUBMITTAL**  
<https://www.broward.org/Air/AsbestosCompliance/Pages/AsbestosRegulations.aspx>
  
- COUNTY ELEVATION SECTION REVIEW**
  
- COPY OF SIGNED CONTRACT BETWEEN CONTRACTOR & OWNER**