



**CITY OF PARKLAND**  
DEVELOPMENT SERVICES DEPARTMENT  
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## **NEW RESIDENTIAL, DUPLEX & TOWNHOUSE CHECKLIST**

- BROWARD COUNTY UNIFORM BUILDING APPLICATION PER DISCIPLINE (STRUCTURAL, ROOF, PLUMBING, ELECTRICAL, MECHANICAL, FIRE SPRINKLERS, ETC)**  
*(TOWNHOUSES / DUPLEX – APPLICATIONS FOR ALL DISCIPLINES FOR EACH UNIT)*
  
- OTHER SUB PERMITS SUCH A ROOFING, GAS, SPRINKLERS, LOW VOLTAGE, ETC MAY BE SUBMITTED AT A LATER DATE.***
  
- CONTRACTOR RECORDS UP-TO-DATE**
  
- OWNER/BUILDER AFFIDAVIT (IF OWNER TO ACT AS CONTRACTOR)**
  
- RECORDED NOTICE OF COMMENCEMENT (IF JOB VALUE OVER \$2,500) FBC CHAPTER ONE, BROWARD COUNTY ADMINISTRATIVE PROVISIONS 105.8 – MUST BE RECORDED & POSTED PRIOR TO THE FIRST INSPECTION**  
*(TOWNHOUSES / DUPLEX -NEEDED FOR EACH UNIT)*
  
- 2 SURVEYS**
  
- 2 SITE PLANS**
  
- 2 SETS OF PLANS (SIGNED & SEALED IF OVER \$10,000)**
  
- 2 COPIES OF STRUCTURAL CALCULATIONS**  
*(TOWNHOUSES / DUPLEX -NEEDED FOR EACH UNIT)*
  
- BROWARD COUNTY SPECIAL INSPECTORS FORM**

- ❑ **2 SETS OF TRUSS DRAWINGS (SUBMITTED PRIOR TO RECEIVING A FOUNDATION INSPECTION)**
- ❑ **APPROVAL FROM BROWARD COUNTY ENVIRONMENTAL PROTECTION & GROWTH MANAGEMENT DEPARTMENT**  
*(TOWNHOUSES/DUPLEX – REQUIRED FOR EACH UNIT)*
- ❑ **2 COPIES OF ENERGY CALCULATION FORMS, HEATING/COOLING LOAD CALCS, MANUFACTURER SPECS**  
*(TOWNHOUSES / DUPLEX -NEEDED FOR EACH UNIT)*
- ❑ **2 COPIES OF PRODUCT APPROVALS**
- ❑ **2 COPIES OF SHOP DRAWINGS (SIGNED & SEALED & APPROVED BY THE DESIGNER OF RECORD)**
- \*REQUIRED FOR STAIRS, RAILINGS, SCREEN ENCLOSURES, OR ANY OTHER APPLICABLE SPECIAL CONSTRUCTION**
- ❑ **FOR PINETREE & RANCHES, NEED A COPY OF SEPTIC & WELL PERMITS FROM BROWARD COUNTY HEALTH DEPARTMENT, AND DRAINAGE INFORMATION ON SURVEY.**
- ❑ **COPY OF RECEIPT FROM BROWARD COUNTY FOR SCHOOL & ROAD IMPACT FEES**
- ❑ **A PARK FEE OF \$3,850 WILL BE INCLUDED WITH THE PERMIT FEE.**
- ❑ **TREE REMOVAL PERMIT WILL BE REQUIRED IF TREES ARE LOCATED WITHIN THE SLAB AREA.**
- ❑ **COPY OF SIGNED CONTRACT BETWEEN CONTRACTOR & OWNER**
- ❑ ***TO PICKUP PERMIT, MUST SUBMIT WATER METER RECEIPT, EXCLUDING PINETREE AND RANCHES IF SERVICED BY SEPTIC AND WELL.***