



CITY OF PEMBROKE PINES - ENGINEERING DIVISION

CONSTRUCTION - PERMIT APPLICATION

8300 South Palm Drive Pembroke Pines, Florida 33025

Phone: 954-518-9040 - Fax: 954-518-8905

Permit No.	
Date Issued:	
** Official use ONLY **	

ALL BLANK SPACES MUST BE FILLED-IN. SEE PAGE 2 FOR PERMIT SUBMITTAL AND FEE REQUIREMENTS

Date Submitted:	APP #	* Eng. Division Working Hours: 7:00 am - 6:00 pm Monday through Thursday *	
Plan Review Fee: \$	Inv. No.	Permit Fee: \$	Inv. No.
Residential Bond W&S+P&D:		Non-residential Bond W&S:	
Project Name:			
Project Location:			
Describe proposed work:			
Proposed date of commencement of construction:			

Type of Work	Construction Cost (\$)	Permit Fee - Calculation (\$)
<input type="checkbox"/> Clearing / Demolition		
<input type="checkbox"/> Demucking /Excavation / Fill		
<input type="checkbox"/> Paving / Signage & Markings		
<input type="checkbox"/> Parking Lot repairs		
<input type="checkbox"/> Drainage		
<input type="checkbox"/> Water		
<input type="checkbox"/> Sewer		
<input type="checkbox"/> Other		
Permit fee and requirements info on Page # 2	TOTAL \$	

Contractor: _____ Office Phone: _____
Address: _____ City / Zip code _____
State Reg. No: _____ Cert. of Competency No: _____
Contact Name: _____ Direct Phone: _____
Email: _____ Cell phone: _____

Developer/Owner: _____ Phone No: _____
Address: _____ City / Zip code _____
Contact Name: _____ Email: _____

Engineer/Architect: _____ Phone No: _____
Address: _____ City / Zip code _____
Contact Name: _____ Email: _____

Approval Dates & Permit Numbers (Provide Copies of Agency Permits / Licenses / Approval Letters)

FDEP Water _____ BC/FDEP Sewer _____ SBDD _____
BCHCED/BCTED _____ BCEPD _____ FDOT _____ SFWMD _____
FDEP SWPP "NOI" _____ City Plans Approved _____ Shop Drawings W&S _____ D _____

NOTE: FDEP 'NOTICE OF INTENT' (NOI) LETTER MUST BE SUBMITTED PRIOR TO SCHEDULING OF PRECONSTRUCTION MEETING. MUST CALL (954) 518-9040 FOR ALL REQUIRED INSPECTIONS. THE PERMIT CARD MUST BE POSTED AT JOB SITE.

It shall be the responsibility of the Engineer of Record, the Owner/Developer and the contractor to obtain all necessary permits required from other agencies such as SFWMD, SBDD, FDEP Water, BC Domestic Wastewater Program & FDEP Wastewater, FDEP/BCEPGMD, BCHCED, BCTED, FDOT applicable to project scope of work and to comply with the requirements of these permits.

An Engineering Division Construction Permit for proposed work, identified and described above and according to the Drawings and/or specifications, is hereby approved and granted to the above contractor, subject to the permit and/or approval conditions of the project plans, drawings and/or specifications as required by other applicable Local, County, State, and/or Federal Agencies, having jurisdiction over the project.

Submitted by:	Approved By:	Date:
Qualifier's Signature:	City of Pembroke Pines / Engineering Division	
Qualifier's Name:		
Title:		

CITY OF PEMBROKE PINES - ENGINEERING DIVISION

CONSTRUCTION PERMIT APPLICATION - REQUIREMENTS AND INSTRUCTIONS

1. The Engineering Division Construction Permit shall be issued by the Engineering Division and is required for all construction activities within private property, dedicated public rights-of-way, and easements. This includes, but is not limited to: clearing/demolition, lake/DRA/swale excavation and fill, roadway construction, roadway cuts/restoration, parking and sidewalk improvements/modifications, curbing, light poles, traffic signs and signals, pavement markings, drainage systems, water distribution systems, sewer collection and transmission systems, sewage lift stations, public utility systems and other site engineering-related improvements and work activities.
2. For Plan Review Submittal Acceptance: **All submissions must include an attached transmittal or cover letter indicating project information and a list of documents being submitted. All plans' sets are required to have a cover sheet.**

For initiation of the plan review process, please submit:

One (1) Signed and sealed set of 24" X 36" format plans, one (1) PDF copy of digitally signed plans, and applicable plan review fee payment.

Paving & Drainage Plan Review Fee: \$1,050.90 Water & Sewer Plan Review Fee: \$1,050.90 Lump Sum WSPD: \$ 2,101.80

NOTE: Plan Review Fees include only two (2) reviews of the plans, after that, an additional plan review fee will be required.

3. Permit Application: Blank forms may be obtained from the Engineering Division at 8300 S. Palm Drive, Pembroke Pines, Florida 33025, or by visiting the City Website: 'PPines.com'. Please complete all applicable application fields.

➔ **Incomplete and/or unsigned applications will not be accepted for permit processing.** ←

4. Permit Processing: All submittal documentation, (Items #5 - #10 below), except for the permit fee, must be presented for acceptance of the application by the Engineering Division for processing.
5. Contractor's License and Insurance: These are required for permit processing and issuance.
6. Construction Contract: A copy of the Contractor's executed construction contract, which shows the breakdown of all site construction quantities and costs for the project, must be submitted with the permit application for the City to calculate the permit fee. The City will advise the Contractor of the permit fee required to be paid prior to the Engineering Division's scheduling of the required pre-construction meeting.
7. Plans/Drawings and Governmental Approvals/Licenses/Permits - **Upon notification of plan approval: two (2) sets of 24" x 36" format and two (2) sets of 11" x 17" format plans/drawings** (and specifications, if applicable), signed and sealed by a Professional Engineer registered in the State of Florida, must be provided. These plans must have already been reviewed and approved by all applicable governmental agencies having jurisdiction over the project. Copies of all applicable permits, licenses, and 'approval letters' (showing stipulations or conditions of approval, if any) from applicable governmental agencies must also be provided. All permits, licenses, and 'approval letters' must be within a maximum period of 12 months preceding the date of issuance of the City's construction permit.
8. Permit Fee: 6.1497 % of all site construction costs, except for earthwork (demucking/excavation) and fill costs at 3.0749 % or as otherwise specified in Sections 150.16 of the City Code of Ordinances. Note that permit fees are subject to adjustments based on the consumer price index as of October 1st of each year.
9. Material Review Checklist and Shop Drawings: A minimum of two (2) copies of the City's 'Materials Review Checklist for Water and Sewer Utility Construction' and sewer manholes shop drawings, along with one (1) set of SBDD stamped approved drainage structure shop drawings, must be submitted to the Engineering Division as a prerequisite to scheduling the required pre-construction meeting. NOTE: All items on the "Materials Review Checklist" must be completed (or noted as "N/A"). The sewer manhole and drainage structure shop drawings must be reviewed by and stamped as acknowledging approval or "No Exception Taken" by both the Engineer of Record and the Contractor.
10. Performance Bond: A performance bond or equivalent in the amount of 110% of the site construction costs is required to ensure construction per the approved plans/drawings (all costs for residential projects, water and sewer and roadway improvements within public R.O.W costs for non-residential projects). Performance bonds or equivalent will be verified before the issuance of the permit by the Engineering Division. A bond is not required for projects within private property with a total water and sewer construction cost of \$25,000 or less. For residential projects, the bond will be based on the value of water, sewer, and paving and drainage improvements.
11. M.O.T Plans: If deemed applicable/required by the City, a minimum of two (2) sets of MOT plans prepared by an FDOT certified MOT Engineer must be submitted and accepted by the Engineering Division as a prerequisite to scheduling the pre-construction meeting.
12. Pre-Construction Meeting: A pre-construction meeting must be scheduled prior to the issuance of the construction permit. The pre-construction meeting will take place at the Engineering Division office. No construction shall begin prior to the completion of the pre-construction meeting unless otherwise approved in advance by the Engineering Division. **The engineering permit card and one (1) set of the approved plans will be released to the contractor at the meeting. These documents must remain at the construction site until the final inspection has passed.**
13. All construction performed under the construction permit must conform to the requirements of the City's Code of Ordinances and Engineering Standards. The City's Code of Ordinances and Engineering Standards shall supersede the approved plans and specifications. The City reserves the right to enforce such requirements of the City's Code during construction.
14. **The construction permit expires one (1) year from the date it was issued** unless work is still in progress (required inspections must be scheduled) or an extension is requested and approved by the Engineering Division.
15. Other Fees during Construction: Re-Inspection Fees: 1st \$ 121.29 - 2nd \$181.94 - 3rd \$363.88
16. Public ROW Work: This permit does NOT cover any pavement cuts or modifications to existing roads, swales, curbing, or sidewalks in the public right-of-way. A separate permit must be applied for such activities and work unless approved by the City Engineering Division.
17. If the signage does not comply with the current B.C.T.E.D. and/or M.U.T.C.D. standards, resurfacing and seal coating and restriping projects will require the replacement of all existing sign assemblies (including support posts and sign panels).