

**How to APPLY FOR A NEW PERMIT in the City of Pembroke Pines Development HUB.**

**Step 1.**

Sign into your Development HUB account.

City of Pembroke Pines, Florida



Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services  
Code Compliance

## Welcome to the City of Pembroke Pines Development HUB

The City's HUB for Building Permits, Inspections, Plan Review, Code Compliance and Business Tax Receipts

**Login or Register**  
Click here to login into an existing account, create a new account or search for your account.

**Search Public Records**  
Click here to search for existing permits, plans, inspections, code cases, requests and information.

**Step 2.**

Once signed in click on "Apply" in the navigation bar.

Dashboard Home **Apply** Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt  
Environmental Services Code Compliance

## Welcome to the City of Pembroke Pines Development HUB

The City's HUB for Building Permits, Inspections, Plan Review, Code Compliance and Business Tax Receipts

**My Account**  
Click here to access your account information.

**Search Public Records**  
Click here to search for existing permits, plans, inspections, code cases, requests and information.

### Step 3.

Click inside search box to look for Permit Work Class.

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### Application Assistant

Search for application names and keywords

All **Trending** My History LBTR BUILDING PERMITS PLAN REVIEW

[Show Categories](#) [Show My Templates](#)

**Residential Re-Roofing** [Apply](#)

Category Name: RESIDENTIAL Description: Re-roofing of an existing roof structure on a residential building.

### Step 4.

Type in Residential if Work Class is Residential or Type in Commercial if Work Class is Commercial. You can scroll down and look for the specific Work Class or you can type out the word.

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### Application Assistant

**Residential**

- Residential Water Heater
- Residential Electrical miscellaneous
- Residential Addition
- Residential Mobile/Modular Home
- Residential New Townhouse

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### Application Assistant

**Commercial**

- Commercial
- Commercial New Building
- Commercial Re-Roof
- Commercial Addition
- Commercial Sales Trailer or Modular Building

## Step 5.

Once Permit Work Class is found click on “Apply”.

The screenshot shows the 'Application Assistant' interface. At the top is a navigation bar with links: Dashboard, Home, Apply, Today's Inspections, Search, Building Department, Planning, Landscaping, Local Business Tax Receipt, Environmental Services, and Code Compliance. Below the navigation bar is a search bar containing 'Residential Re-Roofing'. Underneath are several filter buttons: All, Trending, My History, LBTR, BUILDING PERMITS, and PLAN REVIEW. A 'Show Categories' link is on the left and 'Show My Templates' is on the right. The main content area displays the 'Residential Re-Roofing' category with a description: 'Re-roofing of an existing roof structure on a residential building.' A red box highlights the 'Apply' button, with a red arrow pointing to it from the right.

## Step 6.

Click on “+” to Add the Job Location.

The screenshot shows the 'Apply for Permit - Residential Re-Roofing' application form. At the top right, it says '\*REQUIRED'. Below the title is a progress bar with seven steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, and 7. Review and Submit. The 'LOCATIONS' section is active. It contains a search instruction: 'Search for and select project address, if you are having difficulty locating a property, please contact the building dept. at 954-435-6502.' Below this is a blue box with a dropdown menu labeled 'Location', the text 'Add Location', a red box around a white plus sign (+), and the word 'REQUIRED' at the bottom. A red arrow points from the right towards the plus sign. At the bottom of the form are three buttons: 'Create Template', 'Save Draft', and 'Next'.

## Step 7.

You can find the Job Location by searching it up by the "Address" or "Parcel". Once Job Location is found click on "Add" and then click on "Next" to move on to the next step.

[Back to Application](#)

### Add Location

Add Address As

### Address Information

Search

Address	Action
601 CITY CENTER PEMBROKE PINES, FL 33025	<input type="button" value="Add"/>

Results per page  1 - 1 of 1 << < 1 > >>

### Apply for Permit - Residential Re-Roofing

REQUIRED



### LOCATIONS

Search for and select project address, if you are having difficulty locating a property, please contact the building dept. at 954-435-6502.

**Type: Location**  
601 CITY CENTER  
PEMBROKE PINES, FL  
33025

Main Address

**Parcel Number**  
514118240010

Main Parcel



## Step 8.

Make Sure to fill in the required sections which are “Description” & “Valuation”. Once the description of work is filled in and your job valuation is filled in click on “Next”.

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Apply for Permit - Residential Re-Roofing \*REQUIRED

Locations **Type** Contacts More Info Attachments Signature Review and Submit

**PERMIT DETAILS**

Please provide description for proposed work and valuation.

\* Permit Type Residential Re-Roofing

\* Description Re-Roof / Tile

Square Feet 2400

\* Valuation 30000

Back Create Template Save Draft **Next**

## Step 9.

Once you get to Step 3 on Applying for a Permit Application very important to make sure you have a Contractor & Property Owner added on to your Permit Application. Select on the “Select Type” drop down box and choose the type of contact you are trying to add.

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Apply for Permit - Residential Re-Roofing \*REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

**CONTACTS**

Provide contact information for primary contractor and any additional contacts for this project.

Applicant Sebastian Bocanegra (You) CGA

Select Type

- Select Type
- Applicant
- Architect
- Contractor
- Developer
- Emergency Field Contact
- Engineer of Record
- Engineer On-Site
- Field Contact
- Former Contractor
- Owner
- Owner/Builder
- Permit Runner
- Project Manager
- Sub Contractor
- Utility Representative

Back Create Template Save Draft Next

## Step 10.

Once **Property Owner & Contractor** is added on as a contact to your **Permit Application** click on **“Next”**.

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Apply for Permit - Residential Re-Roofing \*REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

**CONTACTS**

Provide contact information for primary contractor and any additional contacts for this project.

**Applicant**

Sebastian Bocanegra (You)

CGA

[Redacted]

**Owner**

Sebastian Bocanegra (You)

CGA

[Redacted]

Remove

**Contractor**

Sebastian Bocanegra (You)

CGA

[Redacted]

Remove

Select Type

Add Contact

+

Back Create Template Save Draft **Next**

## Step 11.

Select if submittal is an architectural review and/or private provider and then click **“Next”**.

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Apply for Permit - Residential Re-Roofing \*REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

**MORE INFO**

Select if submittal is an architectural review and/or private provider project.

Is this an Architectural review?

Will this be a Private Provider project?

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**Step 12.**

Add all the Required PDF Documents individually needed for Permit Work Class. **Make sure that all documents being attached are not locked or secured.** If need to attach extra documents, click on "Select Type" drop down box and select document type you are trying to attach. Once attached documents click "Next".

Apply for Permit - Residential Re-Roofing \*REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (✓) 4. More Info (✓) 5. Attachments (5) 6. Signature (6) 7. Review and Submit (7)

**Attachments**

Submit required documents as described below. All attachments must be submitted as individual documents. For more information, click on the "i" icon on the document tile.

(STRU) Uniform Permit Application  
Add Attachment  
Supported: .pdf  
**REQUIRED**

Affidavit of Awareness of...  
Add Attachment  
Supported: .pdf  
**REQUIRED**

Asbestos Release SRRA  
Add Attachment  
Supported: .pdf  
**REQUIRED**

Roof Top Equipment Affidavit  
Add Attachment  
Supported: .pdf  
**REQUIRED**

Roof UL Listing  
Add Attachment  
Supported: .pdf  
**REQUIRED**

Uniform Roofing Permit Form  
Add Attachment  
Supported: .pdf  
**REQUIRED**

Navigation: Back | Create Template | Save Draft | **Next**

**Select Type** dropdown menu:

- (ELEC) Uniform Permit Application
- (MECH) Uniform Permit Application
- (PLUM) Uniform Permit Application
- (STRU) Uniform Permit Application
- Affidavit of Awareness of Homeowners Association
- Asbestos Release SRRA
- Design or Enhanced Wind Loads
- General Other
- Landscape Affidavit
- Notice of Commencement (NOC)
- Owner Builder Affidavit
- Product Approval (Submitted Individually)
- Roof Tile Uplift Test
- Roof to Wall Affidavit
- Roof Top Equipment Affidavit
- Roof UL Listing
- Shop Drawings (Submitted Individually)
- Uniform Roofing Permit Form
- Utility Easement Agreement

### Step 13.

Type your name to electronically sign and then click "Next".

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

Apply for Permit - Residential Re-Roofing \*REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit

**SIGNATURE**

By signing this application, I acknowledge that all information submitted is accurate and understand that I am responsible for the payment of the required permit fees.

\* Please type your name as consent to electronically sign this application. Sebastian Bocanegra

Enable Type Signature  Sebastian Bocanegra

Sebastian Bocanegra  
June, 05 2022

*Sebastian Bocanegra*

Back Create Template Save Draft **Next**

### Step 14.

Review Permit Application information. Verify that there is a Property Owner & Contactor listed as a contact. Once information is verified click "Submit".

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Apply for Permit - Residential Re-Roofing \*REQUIRED

Locations Type Contacts More Info Attachments Signature **Review and Submit**

**Submit**

**Locations**

Location	601 CITY CENTER PEMBROKE PINES, FL 33025
Parcel Number	514118240010

**Basic Info**

Type	Residential Re-Roofing
Description	Re-Roof / Tile
Square Feet	2400
Valuation	30000
Applied Date	06/05/2022

**Contacts**

Applicant	Sebastian Bocanegra CGA
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**Step 15.**

Once submitted click on “Continue to permit” and it will take you to your Permit Application profile where you can find your Permit Number, track the status of your permit, pay fee’s, read Review comments, submit corrections/revisions, Schedule inspections, and print out Permit packet once its issued.

✔ Your application was successfully submitted!

In order to process the application, the submittal fee must be paid.

Continue to permit

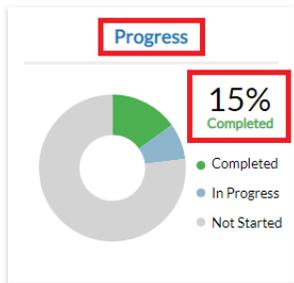
Permit Number: RO22-03203

Add to Cart

Permit Details | Tab Elements | Main Menu

Type:	Residential Re-Roofing	Status:	Submitted - Online	Project Name:	
Applied Date:	06/05/2022	Issue Date:			
District:	1	Assigned To:		Expire Date:	
Square Feet:	2,400.00	Valuation:	\$30,000.00	Finalized Date:	
Description:	Re-Roof / Tile				

- Summary
- Locations
- Fees
- Reviews
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info



Fees

\$546.00

- Workflow
- ✔ VERIFY CONTRACTOR'S LICENSE AND INSURANCE - Passed : 06/05/2022
  - ✔ PERMIT FEES INVOICED - Passed : 06/05/2022
  - BUILDING REVIEW (STRU) - Started - Scheduled for 07/05/2022
  - (STRU) VERIFY REQUIRED PERMIT DOCUMENTS
  - (STRU) CONFIGURE INSPECTIONS
  - VERIFY REQUIRED PERMIT DOCUMENTS

- Available Actions
- ▲ Unpaid Fees \$446.00 12-02-2022 Pay Now
  - ▲ Unpaid Fees \$100.00 12-02-2022 Pay Now