

CITY OF PEMBROKE PINES
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
LANDSCAPE PERMIT APPLICATION

ALL BLANK SPACES MUST BE COMPLETED IN INK; SEE OTHER SIDE FOR PERMIT REQUIREMENT DETAILS. FOR FORMAL LANDSCAPE INSPECTIONS, PLEASE CONTACT THE BUILDING DEPARTMENT AT (954)435-6502. **THE APPROVED PERMIT MUST BE KEPT AT JOB SITE.**

Permit No. (LP): _____	Date: _____	Total Fee: _____
Proposed date of Commencement and Completion: _____		
Project Name: _____		
Project Location: _____		
Describe proposed work: Reference associated applications. _____ _____		

<u>Type of Work</u>	<u>Construction Cost (\$)</u>	<u>Permit (\$) *</u>
<input type="checkbox"/> Landscape _____	_____	_____
<input type="checkbox"/> Tree Removal _____	_____	_____
<input type="checkbox"/> Other _____	_____	_____
TOTAL	_____	TOTAL _____

*See permit fee requirements on page 2 of this form.

Contractor: _____		
Address: _____		
State Reg. No. _____	Certificate of Competency No. : _____	
Contact Name: _____	Phone: _____	Fax: _____
Email: _____		
Developer/Owner: _____	Phone: _____	Fax: _____
Address: _____		
Engineer/Architect: _____	Phone: _____	Fax: _____
Email: _____		

It shall be the responsibility of the Engineer/Architect, the Owner/Developer and the contractor to obtain all necessary permits required from other agencies and to comply with the requirements of those permits.

A Landscape Construction Permit for proposed work, identified and described above and according to the approved specifications and drawings, is hereby approved and granted to the above contractor, subject to the permit and/or approval of the project, drawings and/or specifications required by any Local, County, State, and/or Federal Agency.

Permit Applied by: _____

Remarks: Schedule date of final inspection with the Building Department at (954)435-6502.

Signature: _____

Application Approved By: _____

Name & Title: _____

Planning and Economic Development Department
 City of Pembroke Pines www.ppines.com

Contracting Firm: _____

Notary: _____ Seal: _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ By: _____

Personally known: _____ OR Produced Identification: _____ Type of identification produced: _____

1. **Permit Application:** Please complete all applicable fields. Incomplete or unsigned applications will not be processed.
2. **Permit Processing:** A minimum of five (5) business days is required for processing, starting from the date a complete permit packet is submitted.
3. **Permit Fee:** Payment must be made by check or money order payable to the City of Pembroke Pines. The Landscape Permit Fee is 4.69% of the construction cost, or as otherwise specified in Section 155.659 of the City Code of Ordinances. (Irrigation costs are **NOT** to be included in the Landscape Permit Fee). Application review may require additional fees based on staff cost analysis.
4. **Construction Contract:** A copy of the construction contract must be attached to the permit application. It should clearly show the installation for the scope of work, including individual costs, quantities and the lump sum. **(DO NOT INCLUDE IRRIGATION).**
5. **Drawings and Specifications:** Submit **three (3)** complete hard copies of the plans along with one digital copy as part of the permit application. All plans must be signed and sealed by a registered professional in the appropriate discipline. A set of the approved, stamped drawings and specifications must be kept on-site at all times during construction and inspections. Plan size will be determined based on the job site and scope of work.
6. **Additional Documentation:** The landscape contractor must provide proof of Broward County/City Local Business Tax receipt (LBTR), along with a copy of current liability insurance certificate.
7. **Definition:** Landscape Construction Permits, issued by the Planning and Economic Development Department, are required for all construction activities within private property, dedicated public rights-of-way, and easements. This includes, but is not limited to, the installation of landscaping and the removal of trees.
8. **Pavement Cuts:** This permit does NOT cover any pavement cuts on any existing roads, swales, or sidewalks within the public right-of way. Please contact the Engineering Division at (954)518-9040 to determine the applicable permitting requirements.
9. **Pre-Construction Meeting:** A pre-construction meeting is required only for mitigation projects and must be scheduled prior to the issuance of the Landscape permit. These meetings are conducted on-site.
10. **Inspections:** To schedule an inspection please contact the Building Department at (954) 435-6502. The Landscape Division requires 24 to 48 business hours to confirm and perform the inspection.
11. **Miscellaneous:** All construction performed under this permit must comply with the requirements of the City's Code of Ordinances. The City's Code of Ordinances shall supersede the approved plans and specifications.