

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

ALL BLANK SPACES MUST BE SATISFIED IN INK, SEE OTHER SIDE FOR PERMIT REQUIREMENTS. CALL (954) 392-2100 FOR INSPECTIONS. THE PERMIT MUST BE KEPT AT JOB SITE.

Permit No.:	Date:	Expires:
Total Fee:	Receipt No.:	
Project Name:		
Project Location:		
Describe proposed work: Reference associated applications.		
Proposed date of Commencement of Construction:		
<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 back		
Contractor:		
Address:		
State Reg. No.	Certificate of Competency No. :	
Contact Name: _____	Phone: _____	Fax: _____
Email: _____		
Developer/Owner:	Phone:	Fax:
Address:		
Engineer/Architect:	Phone:	Fax:
Address:		

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: _____

Signature: _____

Name & Title: _____

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: _____

Remarks: Schedule date of final inspection with the Building Department. Please provide a courtesy call 954 392-2100 to the Planning and Economic Development Landscape Department to schedule an inspection date and time.

Application Approved By:

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

1. **Permit Application:** Blank forms may be obtained from the Planning and Economic Development Department, 601 City Center Way, Pembroke Pines, Florida 33025. Telephone (954) 392-2100. Please complete all applicable blanks. Incomplete and/or unsigned applications cannot be processed.
2. **Permit Processing:** A minimum of five (5) working days from date of payment is required for permit processing.
3. **Permit Fee:** Check or money order made payable to the City of Pembroke Pines. 4.69% of the construction cost, or as otherwise specified in Section 155.659 of the City Code of Ordinances. (Irrigation cost are NOT to be included in the Landscape Permit Fee) Application review may require additional fees based on staff cost analysis.
4. **Construction Contract:** One copy of the construction contract indicating the installation costs (for the scope of work to be completed at that time) as well as individual costs, quantities and the lump sum cost of the project shall be attached with the permit application. (DO NOT INCLUDE IRRIGATION)
5. **Drawings and Specifications:** Three (3) complete hard sets of plans must be submitted with the permit application as well as one digital copy. All plans must be signed and sealed by a registered professional of the appropriate discipline. A set of the approved stamped drawings and specification must be present on site at all times during construction and inspections.
6. **Additional Documentation:** Landscape contractor must provide proof of Broward County/City Local Business Tax receipt (LBTR) as well as copy of liability insurance.
7. **Definition:** Landscape Construction permits, to be issued by the Planning and Economic Development Department are required for all construction activities within private property and dedicated public rights-of-way and easements including, but not limited to; installation of landscaping and tree removal.
8. **Pavement Cuts:** This permit does NOT cover any pavement cuts on any existing roads, swales, or sidewalks in public right-of way. A separate permit must be applied in the Environmental Services Division for such activities.
9. **Pre-Construction Meeting:** The pre-construction meeting must be scheduled prior to the issuance of the construction permit. Pre-con will be held in the Planning and Economic Development Department office. No construction shall begin prior to the pre-construction meeting.
10. **Inspections:** All inspections must be scheduled a minimum of 24 hrs before the date of the inspection. To schedule an inspection please contact the Planning and Economic Development Landscape Department at (954) 392-2100. Then contact the Building Division at (954) 435-6502.
11. **Miscellaneous:** All construction to be performed under this permit must conform to the requirements of the City's Code of Ordinances. The City's Code of Ordinances shall supersede the approved plans and specifications.