



**BUILDING CODE SERVICES**  
**PERMIT SUBMITTAL REQUIREMENTS**  
(2014 Florida Building Code in Effect)

Listed below are the basic permit submittal requirements. Additional information may be required based on project type.

- Permit applications signed & notarized for each discipline of work (i.e. building, electrical, plumbing, and mechanical). **(Please note that a copy of an original signature is NOT acceptable)**
- Verify that the Job Value includes the cost of work for all sub-permit amounts. A copy of the contract describing the job is required. (Contract to include all labor and materials)
- Contractors must be registered with the City of Weston with current Insurance Certificates (liability and workers compensation) and Licensing documentation (Contractor, Certificate of Competency, Occupational License.)
- Copy of recorded Notice of Commencement, required for projects valued at \$2,500 or higher. For A/C permits, the limit is raised to \$7,500. **(This must be submitted prior to the permit being issued.)**
- Two (2) sets of plans signed & sealed by a professional engineer/architect, if applicable.
- Two (2) Original Surveys (with imbossed seal) for all **NEW** residential and commercial construction.
- Two (2) copies of a current survey showing location of proposed construction / improvements. (Fences, driveways, pools, decks etc.)
- Lot Calculation Sheet that identifies **ALL** impervious areas (existing and proposed). (Pools, Decks, Driveways, Pavers, slabs, sheds and screen rooms.)
- A copy of the Broward County Development and Environmental Review approval certificate showing DER Review #, when applicable. This is required for all new building construction, additions or alterations to non-residential buildings, as well as demolitions, new or replacement emergency generators, commercial or multifamily pools and below ground storage tanks, temporary buildings and construction trailers.  
**For a complete list and e-permit instructions, please visit [www.broward.org/ePermits](http://www.broward.org/ePermits).**
- Product approvals for sheds, doors, all glass, roofs, and all types of shutters.
- Energy calculations including heating and cooling load calculations.
- Wind load calculations (signed & sealed) are needed for shutters, windows, doors, skylights, & garage doors.
- Signed & sealed pressure calculations are required for doors and windows.
- City of Weston Permit Acknowledgement Affidavit - required for residential projects, and must be signed and notarized by property owner. **(Please note that a copy of an original signature is NOT acceptable)**
- Permit Fees are due and collected when the permit application package is submitted. Payment in the form of Company or Personal checks, MasterCard, Visa or American Express are accepted. **Cash will NOT be accepted.**

The City's building and permitting system allows residents to monitor the overall permitting process with a few simple clicks of the mouse. For contractors the system provides a centralized one stop source for applying and completing residential and commercial work in the City of Weston. Visit the website at <https://inkforce.westonfl.org/WestonInkforce/Tasks.aspx>

- Fax or email inspection requests to 954-384-7723 / Email: [BldgDeptVM@westonfl.org](mailto:BldgDeptVM@westonfl.org)
- Allow one (1) day's notice for inspections. Inspection requests received after 3:00 p.m. will be scheduled for the following day.
- Plans and permit card must be on job before inspections will be made.
- At least one (1) approved inspection every 90 days is required or the permit expires.
- Obtain Certificate of Occupancy from Department before using completed building.

**Please call if you have any questions regarding either permit requirements or the process.**