

Permits & How Code Enforcement Works

2/2022

It is important to always use **licensed and bonded contractors** and to make sure they **post a building permit visible from the outside** of the Unit before beginning work. This ensures that work is inspected by experts to protect the building from being endangered by fires, other safety hazards or major plumbing problems. It also protects Owners from fly-by-night operators or scammers. Ask the contractor to give you a copy of his/her license. Call Sheila Oliver, supervisor of the Building & Permitting Dept. at 954-610-1321 if you need verification.

It is recommended that you contact three verified contractors to get quotes on work to be done. The **contractor you hire must then get the permit** that is required. (Do not get the permit yourself, unless you are doing the work.) Any individual assisting him/her with the work must also be licensed and present his papers. See list of permits that are required.

Make sure that any debris from the work is taken away by the contractor, **NOT DISPOSED OF IN CVE DUMPSTERS**, or CVE will be charged for this service.

When the project is completed, the contractor will contact the Permitting Office to request a **final inspection**. To protect yourself, contact the city's Permitting Office to verify that the inspection was done and the permit has been closed.

What if there is no permit??

If contractors are working in a condo unit with no permit posted, Code Enforcement can investigate. **Call Code Enforcement - Jade Robinson** (561)566-3392 or the City of Deerfield (954) 480-4200. Follow prompts to Permitting and Code Enforcement. They will inspect the unit and will check to see if a permit has been applied for.

If work is being done without a permit, they will send a letter to the Owner saying a case has been opened and that the permit must be applied for. If the Owner doesn't comply, then a 2nd letter will be sent by Certified Mail stating the date and time of a **hearing scheduled with a judge**. If the Owner does not show up for the hearing, or no permit is issued, **a fine is levied per day, until the problem is rectified**. To rectify, a licensed contractor must certify the work and have it inspected by the city. The Owner must also pay an \$80 fee to the magistrate. Unpaid fines may lead to an eventual foreclosure on the Unit.

If the contractor has a permit, but is **violating building rules** by using machinery on the catwalk, working in the evenings with excessive noise, leaving debris on the catwalks and in the elevator, etc., then the Association Board may send a letter to the Owner citing violations and eventually fine the Owner, if problems are not remedied. The Board may also choose to take pictures of the violations and call Code Enforcement.

Permits Required for Improvements or Upgrades to Units.

(See the City of Deerfield for a more complete list.)

ELECTRICAL SERVICE

Change of electrical panel

Kitchen Remodeling

Room Remodeling (moving or cutting into walls)

Ceiling Fans

AC Repairs or replacement

PLUMBING

Hot Water Heaters

Toilet replacement

Shower Enclosures

Sinks

Garbage disposals

New Pipes and Drains

MISCELLANEOUS PERMITS

Flooring

Window Installation

Exterior Patio

Hurricane Shutters

Tree Removal