



950 NE 14 Avenue Hallandale, FL 33009

Ph. 954-458-1029    Email(s): [manager@fairwaysroyaleassn.com](mailto:manager@fairwaysroyaleassn.com) or [assistant@fairwaysroyaleassn.com](mailto:assistant@fairwaysroyaleassn.com)  
[www.fairwaysroyaleassn.com](http://www.fairwaysroyaleassn.com)

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## ARCHITECTURAL MODIFICATION REQUEST FORM

### Check List:

- Vendor/contractor information & Insurance certificate
- Completed form signed by unit owner
- Detailed description of proposed work
- Copy of signed work contract/ purchase receipt
- Sample of sound proofing material (if applicable to request)
- Signed rules
- \$250.00 deposit for elevator deposit made payable to Fairways Royale Association, Inc.
- \*Notarized Permit Application(s)

**\*OWNER-BUILDER PERMITS ARE NOT ALLOWED FOR ANY TYPE OF WORK IN CONDOMINIUMS INCLUDING IMPROVEMENT TO INDIVIDUALLY OWNED UNITS.**

Owner Name: \_\_\_\_\_

Building & Unit #: \_\_\_\_\_

Submitted on: \_\_\_\_\_

Response Date: \_\_\_\_\_

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**THE FOLLOWING MODIFICATIONS HAVE BEEN CONFIRMED WITH  
THE CITY OF HALLANDALE AS REQUIRING A CITY PERMIT**

1. Changing of floor covering
  - a. In living space and corridor above first level (carpet excluded).
2. Changing out of bathtub, vanity, or toilet or installing new shower where one did not previously exist (repairs of toilet mechanism excluded)
3. Changing of cabinetry (kitchen or bath)
4. Opening new doorways etc. where one did not previously exist.
5. No permit is needed for replacement of appliances if the location remains the same and no new electric or plumbing needs to be done.
6. Window replacement
7. Screen enclosure (balcony)
8. Work modifying and replacing a building's existing structure/layout in any way:
  - a. Flooring;
  - b. Any electrical work, including installation of ceiling fans;
  - c. Replacement of an air conditioner unit;
  - d. Installation of a water heater;
  - e. Changing a toilet or a sink fixture;
  - f. Kitchen Cabinets, which required the reinstallation of plumbing fixtures and/or electrical outlets or which changes the configuration of the existing kitchen;
  - g. General maintenance and repairs exceeding \$1,500.00 in labor and materials.

ALWAYS CHECK WITH THE CITY OF HALLANDALE IF A PERMIT IS NEEDED BEFORE APPLYING FOR AN APPROVAL FROM THE BOARD FOR YOUR PROJECT. APPROVAL WILL NOT BE GRANTED FOR ANY PROJECT THAT IS KNOWN TO NEED A PERMIT IF FORM IS NOT ACCOMPANIED WITH CITY PERMIT.

**IT IS THE OWNERS RESPONSIBILITY TO INQUIRE WITH THE CITY REGARDING PERMIT A PERMIT BEFORE ANY WORK BEGINS. IF A PERMIT IS NOT OBTAINED AND THE CITY CITES THE PROJECT ANY FINES INCURRED WILL BE THE RESPONSIBILITY OF THE UNIT OWNER.**

**OWNER-BUILDER PERMITS ARE NOT ALLOWED FOR ANY TYPE OF WORK IN CONDOMINIUMS INCLUDING IMPROVEMENT TO INDIVIDUALLY OWNED UNITS.**

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## PROSPECTIVE VENDOR, CONTRACTOR & SERVICE PROVIDER

Before we can authorize the use of your company's services, we must obtain current information about your company. Please complete these forms and return them.

### **INSURANCE/ FORMS:**

You must send us a current copy of your certificate of insurance for general liability and workers compensation with the following info:

### **Under Additional Instructions, in the Description of Operations:**

Fairways Royale Association, and all other parties are named as an additional insured with respects to General Liability, Auto Liability and Umbrella Liability. A Waiver of Subrogation applies in favor of Fairways Royale Association with respects to General Liability, Umbrella Liability and Workers Compensation.

### **Under Certificate Holder:**

Fairways Royale Association, Inc and Paragon Management Group LLC 950 NE 14 Avenue Hallandale, FL 33009

## VENDOR INFORMATION:

Legal Name of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Individual      Corporation      Partnership      Other \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

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## REMODELING AND ALTERATIONS

The Rules and Regulations are part of your Condominium Documents. The Board of Directors is responsible for enforcing the Rules and Regulations and appreciates the cooperation of all homeowners and residents in ensuring full compliance, particularly with regards to remodeling and alterations of individual units. These Rules and Regulations include, but are not limited to, the following:

Unit owners planning to remodel the interior of their units must inform the Association prior to beginning the project. An Architectural Modification Form must be completed by the unit owner and returned to the Management Office BEFORE any work is started (SEE ATTACHED).

Any and all alteration, remodeling or modifications to the interior of the units must have prior written approval from the Board and, if required, proper permits must be obtained. Any and all such work involving hammering or pounding noise must be done solely between the hours of 8:00 am to 6:00 pm Monday through Friday.

Remodeling or alterations to the exterior of the units (including patios and balconies) are not allowed. BALCONY FLOORS CANNOT BE TILED OR MODIFIED IN ANY WAY.

Building and unit numbers, front entry doors and hardware, shall not be removed by Unit Owners.

Attachments to the exterior walls, windows, railings or roof will not be allowed.

Contractors or unit owners cannot use hallways or common areas as work areas or to setup equipment.

No parking will be allowed on the grass, street or blocking the entryways. Contractors must use Owner's driveway or guest parking.

Contractors must coordinate with the Property Manager prior to closing any water valves or performing any electrical or plumbing work that could affect other units.

Contractors and owners are responsible for removing construction debris away from the property. The large dumpsters on the property shall not be used by contractors or unit owners to dispose of any construction materials, cabinets, appliances, etc. They must be removed outside of this property.

**THE CONTRACTOR MUST COVER THE CATWALKS AT ALL TIMES WITH A SECURED DROP CLOTH . ANY DEBRIS RELATED TO THE PLANNED WORK MUST BE CLEANED UP AT ALL TIMES WITH A SOFT BRISTLE BROOM.**

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## MOVING OF FURNITURE AND/OR MATERIALS

No unit owner may schedule the moving of furniture into or out of the building(s) unless the move has been previously scheduled with the Association through the Management office. Moving hours will be limited to Monday through Friday between 9:00 am and 4:00 pm.

PLEASE REVIEW THE ASSOCIATION RULES AND REGULATIONS. REMEMBER THAT THE ENFORCEMENT OF THESE RULES IS BENEFICIAL TO ALL OWNERS BY PRESENTING THE VALUE OF OUR PROPERTY AND ENHANCING OUR COMMUNITY.

I have read, understood and agree to all terms and conditions stated above.

Name: \_\_\_\_\_ Building & Unit Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## OWNER AGREEMENT

Owner Name: \_\_\_\_\_ Building & Unit#: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (evening): \_\_\_\_\_

Email: \_\_\_\_\_

Contractors Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Approval is hereby requested to make the following modification(s), alteration(s), or addition(s) as described below, or on additional attached pages as necessary.

In order for the Association to properly review your request, you must include such details as the dimensions, materials, colors, design, location, pictures, and any other pertinent data. Please SUBMIT A DETAILED description of your modification along with drawings and/or plans. **Copies of Contractor's license and current certificate of insurance, listing the Association as an additional insured must be provided prior to commencement of any work.**

**CERAMIC TILES AND/OR HARDWOOD FLOORS REQUIRE INSTALLATION OF ADEQUATE SOUNDPROOF MATERIAL (UNDERNEATH) SAMPLE OF EXACT MATERIAL TO BE USED MUST BE PROVIDED ALONG WITH THIS APPLICATION.**

### Owner's Affidavit:

1. I have read the covenants and restrictions of the Association and agree to abide by same.
2. I agree not to proceed with any changes, improvements, modifications, until I/we receive the prior written consent of the Board of Directors.
3. I agree that if the modifications are not completed as approved, said approval can be revoked and the modification removed at owner's expense.
4. I will in no way alter, modify or cause damage to any common areas or common structures, including Limited Common Elements. I agree that I shall be wholly and fully liable and responsible for any and all damage done to common areas as a result of the modification.
5. I agree to abide by the decision of the Board of Directors and/or Architectural Committee.
6. I agree to comply with State, County, and City building and electrical codes.
7. I agree to obtain all necessary permits (if applicable) and provide same to Board of Directors and/or Architectural Committee.

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## DETAILED DESCRIPTION OF PROPOSED WORK

Proposed start date: \_\_\_\_\_ Completion: \_\_\_\_\_

Description (attached additional plans/diagrams if applicable):

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

I have read, understood and agree to all terms and conditions of the Architectural Modification Request Form.

Name: \_\_\_\_\_ Building & Unit#: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR ASSOCIATION USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE**

Comments by Board and/or Architectural Committee:

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☐ Approved    ☐ Denied    Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

☐ Approved   ☐ Denied   Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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Fairways Royale Association Inc.  
950 NE 14 Avenue, Hallandale Beach, FL 33009  
Ph. 954-458-0129 Fax: (954)458-7960  
[manager@fairwaysroyaleassn.com](mailto:manager@fairwaysroyaleassn.com)  
[www.fairwaysroyaleassn.com](http://www.fairwaysroyaleassn.com)

## **SAMPLE CERTIFICATE OF INSURANCE (COI)**

### **Insurance Requirements for the Fairways Royale Association, Inc., a condominium**

Please be advised of the following requirements that are needed to conduct the business of Move In/Move Outs, Deliveries of any kind, Construction, and Installations of any kind.

#### **General Liability**

- Each Occurrence \$1,000,000
- Damage to renter premises \$100,000
- Med. Exp. (any one person) \$5,000
- Personal & ADV Injury \$1,000,000
- General Aggregate \$1,000,000
- Products-Comp/ OP AGG \$2,000,000

#### **Automobile Liability**

- Combined single limit \$300,000

#### **Workers Comp**

- E.L. each accident \$100,000
- E.L. disease-ea. Employee \$100,000
- E.L. disease-policy limit \$500,000

And please have the language entered on the certificate as the following:

#### **Under Additional Instructions, in the Description of Operations:**

**Fairways Royale Association, and their respective directors, shareholders, partners, officers, members, affiliates, subsidiaries, managers, agents, employees, companies, corporations, partnerships, limited liability partnerships, limited liability companies, firms, trusts, trustees, successors, assigns, mortgagees and/or other designees of any of the above are additional insured with respects to General Liability, Auto Liability and Umbrella Liability. A Waiver of Subrogation applies in favor of Fairways Royale Association and Paragon Management Group LLC with respects to General Liability, Umbrella Liability and Workers Compensation. Coverage is primary and non-contributory. The named insured waives their right of subrogation against the certificate holder and all additional insureds.**

**All endorsements for these requirements need to be attached to the Certificate of Insurance.**

#### **Under Certificate Holder:**

**Fairways Royale Association, Inc and Paragon Management Group LLC  
950 NE 14 Avenue  
Hallandale, FL 33009**

The certificate can be **faxed** to 954-458-7960 or emailed to [manager@fairwaysroyaleassn.com](mailto:manager@fairwaysroyaleassn.com)

As always, should you have any questions, please contact the management office at 954-458-0129.





LMSDEVE-01

TOMCZYKM

## SAMPLE CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

00/00/0000

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 000000 Insurance Company Name Address City, State, Zip	CONTACT NAME: PHONE (A/C, No, Ext): 000-000-0000 FAX (A/C, No): 000-000-0000 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : Insurance Company INSURER B : Insurance Company INSURER C : INSURER D : INSURER E : INSURER F :
INSURED  Vendor Name (including DBA if applicable) Vendor Address City, State, Zip	NAIC # 00000 00000

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	00ABCDE0000	0/00/0000	0/00/0000	EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	00ABCDE0000	0/00/0000	0/00/0000	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$	X	X	00ABCDE0000	0/00/0000	0/00/0000	EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	00ABCDE0000	0/00/0000	0/00/0000	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Fairways Royale Association, and their respective directors, shareholders, partners, officers, members, affiliates, subsidiaries, managers, agents, employees, companies, corporations, partnerships, limited liability partnerships, limited liability companies, firms, trusts, trustees, successors, assigns, mortgagees and/or other designees of any of the above are additional insured with respects to General Liability, Auto Liability and Umbrella Liability. A Waiver of Subrogation applies in favor of Fairways Royale Association and Paragon Management Group LLC with respects to General Liability, Umbrella Liability and Workers Compensation. Coverage is primary and non-contributory. The named insured waives their right of subrogation against the certificate holder and all additional insureds.

All endorsements for these requirements need to be attached to the Certificate of Insurance.

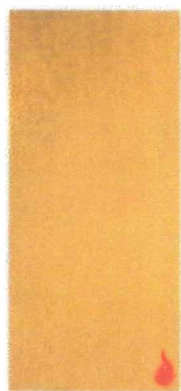
## CERTIFICATE HOLDER

## CANCELLATION

Fairways Royale Association, Inc and Paragon Management Group LLC  
950 NE 14 Avenue  
Hallandale, FL 33009

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

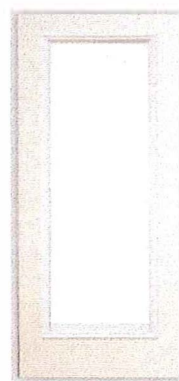
AUTHORIZED REPRESENTATIVE



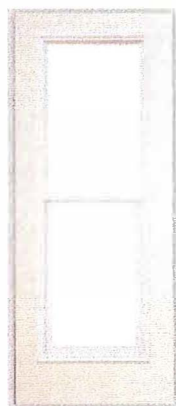
Flush  
panel  
door.



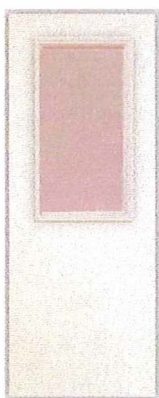
Six panel  
door.



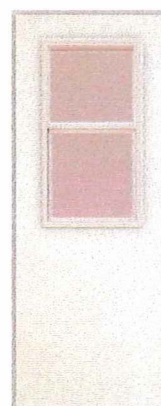
Fixed full-  
light door.  
Additional



Ventilated  
full-light  
door.  
Additional



Fixed half-  
light door.  
Additional



Ventilated  
half-light  
door.  
Additional

With the prior approval of the Association, termite infested exterior doors will be replaced with either a flush panel door or a six panel door (shown above) at the preference of the owner. Glass panel doors may be installed. Glass panels can be either half-light or full-light fixed or open to provide ventilation. Door and frame must be white.

Building Department inspection is mandatory before the doors can be painted.

**THINKING OF INSTALLING  
FLOORING IN YOUR UNIT?**



**CITY OF HALLANDALE BEACH**

# **FLOOR SOUNDPROOF PERMIT**

**HERE ARE QUICK STEPS ON HOW TO  
GET YOUR PERMIT APPROVED.**

**DEVELOPMENT SERVICE DEPARTMENT,  
BUILDING DIVISION**

You can find us at:

400 S. Federal Highway Hallandale Beach, FL 33009

Phone: (954) 457-1383 Email: [www.BuildingPermits@cohb.org](mailto:www.BuildingPermits@cohb.org)

or visit our City's webpage at :[www.CoHb.org](http://www.CoHb.org)



# WHY IS IT IMPORTANT TO COMPLY WITH CITY REGULATIONS.

The Building Division is responsible to ensure compliance with the Florida Building Code and the laws and regulations set forth by the City of Hallandale Beach.

All commercial properties, including condominium units, are required to obtain a permit for flooring (tile, wood, marble).

## Here are 5 steps to getting your permit approved!

- 1) PERMIT APPLICATION
- 2) FLOORING PERMIT AFFIDAVIT
- 3) FLOOR PLAN INDICATING THE AREA OF WORK.
- 4) COPY OF CONTRACT/AGREEMENT BETWEEN CLIENT AND CONTRACTOR.
- 5) COPY OF THE SOUNDPROOFING SPECIFICATION THAT IDENTIFY A MINIMUM IMPACT INSULATION RATING OF 45..

**NOTE: A SOUNDPROOFING INSPECTION IS MANDATORY IN THE CITY OF HALLANDALE BEACH**

ADDITIONAL REQUIREMENTS AND RESTRICTIONS MAY APPLY SUCH AS BUT NOT LIMITED TO:

- NOTICE OF COMMENCEMENT REQUIRED FOR JOBS OVER \$2,500.
- APPROVAL FROM THE PROPERTY OWNER.

All requirements are in accordance to Florida Building Code, Chapter 12 , Section 1207.3 -Structure-borne sound.Floor/ceiling assemblies between dwelling units or between a dwelling unit and a public or service area within the structure shall have an impact insulation class (IIC) rating of not less than 50 (45 if field tested) when tested in accordance with ASTM E 492.

\*Impact Insulation Class (IIC) • Single-number rating that describes the insulating properties of a floor/ceiling assembly for impact (footfall) noise.

**Failure to comply to the Florida Building Code shall be subject to penalties as prescribed by law.**







# Building Permit Services

The Building Division of Development Services implements the minimum requirements of the Florida Building Code (FBC) and Broward County Administrative Provisions currently in effect to safeguard the public health, safety, and general welfare.

**CALL 954-457-1312 TO  
REQUEST INSPECTIONS**

## Requirements for Online Permitting Request

1. You need an Internet e-mail to receive the registration log information (Please make sure your spam blocker or firewall allows email from HallandaleBeachfl.gov)
2. Microsoft INTERNET EXPLORER capable of 128-bit encryption to ensure your security (version 6 or later).
3. Enable TLS 1.0 (click on Tools -> Internet Options -> Advanced Tab, and scroll down to the security section to the "Use TLS 1.0" checkbox. Click the checkbox to select it). This turns on encryption to protect your Personal Credit Information (PCI).

## Registration Process

1. Start from the Development Services Department Online Portal and click register in the top right corner.
2. Complete the registration form providing an email address. Please note the password must be a minimum of 6 characters and using a combination of letter and numbers.
3. City staff will receive your request to register and will enable your login.
4. You will receive an email once activated within 48 business hours
5. You can now schedule inspections and view all the applications/permits you have submitted to the City.

## Required Permits

### Florida Building Code, Broward County Administrative Provisions – Current Edition

A permit is required to: "construct, enlarge, alter, repair, move, remove or demolish any building, structure or part thereof; or any equipment, device, or facility therein or thereon; or to change the Occupancy from one use group to another requiring greater strength, means of egress, fire and sanitary provisions; or to change to an unauthorized or prohibited use; or to install or alter any equipment for which provision is made, or the installation of which is regulated by the Code". Refer to the current edition of the Florida Building Code for all of the requirements regarding permitting and construction.

### Sample list of work that requires permits:

- New buildings
- Additions
- Sheds
- Carport enclosures
- Garage conversions / doors
- Doors frames or windows
- Remodeling building interiors
- Canopies/awnings
- Hurricane shutters
- Removal & trimming of trees

- Roofs
- Electric or water service lines
- Security systems
- Satellite dishes
- Water heaters
- Installation of electric devices and fixtures other than those connected via a wall plug
- Porches
- Patios
- Screen rooms
- Signs
- Pools or spas
- Fences
- Driveways or sidewalks
- Installation of siding or soffit/fascia
- Air conditioning equipment
- Back flow preventers for your water lines
- Add plumbing fixtures
- Change a sewer line
- Generators

**For a detailed list of work that requires a permit.**

**Please visit our website:**

[www.hallandalebeachfl.gov](http://www.hallandalebeachfl.gov)

You do not need a permit for maintenance work or repairs performed by licensed contractors which does not change the Occupancy and the value does not exceed \$1,500 as determined by the Building Official. However, it is strongly recommended you contact Building Department personnel and confirm the work planned falls within the minor repairs category and does not require a permit.

Should you do any work without first getting a permit, a penalty of double the normal permitting fee plus a fine must be paid. To save time and money, if you are unsure of whether or not a permit is required to perform specific work, the best advice is to call the Building Division and discuss your plans with the City staff.

### **General Guidelines for Permit Submittal**

To expedite your permit application, please make sure that you have all of the following applicable items in your package prior to submittal pursuant to the checklist provided. The list is not all inclusive and additional documents may be required. All forms can be found on our webpage under Forms.

- Permit and sub-permit application (covering the different trades) completely filled out, signed and notarized by the licensed Qualifier; and a zoning application with Certificate of Elevation/Survey signed and sealed by a licensed Surveyor.
- Two (2) sets of plans drawn to scale (signed and sealed by the Designer when required by Code)
- A certified copy of the recorded Notice of commencement(s) is/are required for projects exceeding \$2,500.00 in construction value; or when separate Contractors working directly for the owner, not hired by the General Contractor, apply for a permit.
- Provide structural calculations signed & sealed by the Designer of Record, when applicable; all new doors, windows and shutters require design wind pressure calculations.
- Proof of approval by Broward County Department of Planning and Environmental Protection (DPEP), responsible for platting, development and environmental reviews, administers the County's impact fee and concurrency programs, and collects information used to monitor the County's growth, development and environmental quality. Contact them by phone at (954) 357-6666 for further assistance.

- Proof of Licensure by Department of Business and Professional Regulation (DBPR), for cooking facilities at Division of Hotel and Restaurants, or by phone at (850) 487-1395 for both agencies.
- Proof of approval by Army Corps of Engineers, South Florida Division (800) 291-9405 and EPD, Biological Resources Division (954) 519-1483 for dredge and fill activities or structures within jurisdictional waterways.
- Proof of approval by South Florida Water Management District (SFWMD), (800) 686-8800, for all surface water, statutes and criteria management.
- Three signed and sealed sets of energy calculations forms and heating/cooling load calculations.
- Current Product Approvals/Shop Drawings (must submit all sheets) for roofs, utility sheds, windows, exterior doors, awnings, shutters, skylights, wall panels/cladding, etc. approved by the Designer of Record.
- Proof of property ownership.
- Copy of a signed contract between the Contractor and Owner as well as any Sub-Contractors showing all costs of construction this includes labor, material and any owner supplied items required to complete construction.
- Permit fees are based on the total cost of the construction for the project. and a non-refundable processing fee and submittal fee (when applicable) shall be paid at the time of submittal and will be credited towards the total cost of the permit.

### **Permit Timetable Guidelines**

Plan review time depends on the completeness of the application and plans submitted. The review of minor projects (ex. fences, driveways, roofs, shutters, etc.) is usually ready in one (1) to five (5) days. Plan reviews of average complexity can be completed in five (5) to fifteen (15) days. Major projects require a minimum review time of fifteen (15) days and typically longer.

We have walk-through reviews for minor residential projects Monday, Wednesday and Friday 8:00-9:00 AM. Plan Reviewers and Inspectors are available for minor questions Monday through Friday 8:00-9:00 AM must be signed in no later than 8:45 AM. Customers seen on a first come, first serve basis.

The application for a permit shall become null and void if additional information requested by the City is not provided or the permit has not been issued within sixty (60) days after the date of expiration notification.

Once a permit is issued the permit holder will have one hundred and eight (180) days to commence work. A permit may be extended for a single period of one hundred and eighty days (180).

### **Contractor Licensing and Owner Builder Requirements**

The State of Florida requires all persons who holds themselves out to be a "Contractor" to be licensed by the State. There is an exception to this requirement, called the "Owner-Builder." You do not need a license to get a permit to do work on the single family or duplex home that you own and in which you live. These dwelling are also referred to as "homestead" properties.

### **Owner-Builder's Responsibilities**

It does not allow for Owner-Builder improvement to an investment property, second home, or property being leased. Furthermore, Owner-Builder permits are not allowed for any type of work in condominiums including improvement to individually owned units. It is the Owner-Builder's responsibility to employ and supervise the workers, and provide for F.I.C.A./withholding tax from their compensation. Everyone else must be licensed and insured to perform the work undertaken.

### **Flood Elevation Information**

The City provides base flood information, Flood Insurance Rate Map (FIRM) information and Special Flood Hazard Area (SFHA) information to residents, insurance agents, real estate agents, and the general public free of charge. Flood information is available at the City's Building Department during regular business hours. Please call (954) 457-1383 for information.

### **Inspections**

- Inspections include but are not limited to the Mechanical, Electrical, Plumbing and Structural trades. Work in any part of any building or structure shall not be covered or concealed, in any manner whatsoever, without an approved inspection of the work. All permits require a final inspection for each trade when the work is completed.
- All inspections must be scheduled through the automated phone system or the through the online permit information system. Both systems can be used to; schedule inspections, cancel inspections, retrieve inspection results and check plan review status.
- To access the automated phone system call 954-457-1312 you will need the permit number and the type of inspection. the required inspectionson are listed on the back of the permit card. The cutoff time for inspections is 4:00 PM for an inspection to be performed the next business day. You can call the morning of the inspection between 7:30-8:00 AM to speak with the Inspector to get a better "window" or time period of when they expect to arrive at the site.

### **Code Enforcement & Corrections**

The Inspector will cite the Building Code section pertaining to the deficiency on the correction notice. The violation must be corrected prior to the next inspection. Inspections cannot be scheduled if plan revisions are necessary. The revisions must be approved by the City and available on-site, prior to the next inspection. All revisions must be accompanied by an application, covering the changes to the Scope of Work and signed by the Contractor (Qualifier).

### **Red-Tag Order**

A Red Tag (also known as a Stop-Work-Order) is issued when work on a project must be stopped. Stop-Work-Orders are issued, for example, when projects become unsafe during construction or for work started without permits.

### **40 Year Building Safety Inspection Program**

The 40 year and older Building Safety Inspection Program was created in 2005 and became effective throughout Broward County in January 2006. Broward's program calls for structural and electrical safety inspections for buildings 40 years old or older and every ten years thereafter. One- and two-family dwellings, U.S Government, State of Florida buildings, schools under the jurisdiction of the B.C. School Board, and buildings built on Indian Reservations are exempt from this program. The Broward County program excludes all buildings under 3,500 square feet. Broward County has experienced instances of structural building failures. By having such a program in effect we are minimizing the possibilities of future building failure and will be better prepared for hurricane wind events.

[Broward County 40 Year Building Safety Inspection Program Policy](#)

[40 Year Building Safety Inspection Form](#)