



A GUIDE TO BUILDING A RESIDENTIAL ADDITION IN SOUTHWEST RANCHES

Obtaining a permit for your construction is a process that involves review and approval by multiple agencies. The County Health Department, Environmental Protection Department (EPD) and Central Broward Water Control District (*where applicable*) are external agencies that must review your plans prior to submitting them to the Town.

Southwest Ranches is a “contract community,” meaning that it has no employees. Instead, zoning, engineering, landscaping and building code review are accomplished by consultants. The Town contracts with Michele Mellgren & Associates to conduct zoning and landscaping reviews, and to oversee the entire permit process. The Town contracts with C.A.P. Government, Inc. for building code review and actual permit issuance. Finally, the Town contracts with R.J. Behar & Associates for engineering review. **ALL OF THESE ENTITIES ACCEPT PERMIT APPLICATIONS AND CONDUCT THEIR REVIEWS AT THE OFFICES OF MICHELE MELLGREN AND ASSOCIATES.** The professionals of these agencies, whose contact information is provided in this packet, are available to assist you and to oversee your permit application through the approval process. Each step in the permit process is outlined below. The steps must be followed in the exact order shown below.

Please note that it is illegal to clear or remove trees from your property, including nuisance trees, until you have the proper permit from the Town to do so.

It is also illegal to bring fill onto your property until you have been issued a building permit. Filling must then be consistent with the amount and location of fill approved by the Town during the permit review process.

APPROVAL PROCESS

STEP 1: PRE APPLICATION MEETING

Town staff will meet with you and your design and/or construction professionals to review the specifics of your application and to assist you in planning for your permit review process. This step is recommended. It is recommended that this meeting occur before the design plans are finalized.

*Location: 6555 Nova Drive, Suite 305
(Nova Drive between Davie Road and University Drive)
(954) 475-3070, ext. 810*

STEP 2: FINALIZE PLANS

Have your design professionals prepare, sign and seal all necessary plans for submittal consistent with the attached submittal requirements. Plans will need to comply with the Town of Southwest Ranches Unified Land Development Code (available online at www.southwestranches.org), the Florida Building Code and the applicable drainage district requirements. You will need three (3) complete sets of plans.

STEP 3 SUBMIT PLANS TO CENTRAL BROWARD WATER CONTROL DISTRICT (CBWCD) *(only if your property is located east of SW 148th Avenue)*

Obtain a CBWCD application and determine what CBWCD requires you to submit. Submit your three (3) signed and sealed plan sets and all other required materials to CBWCD, located at 8020 Stirling Road in Hollywood. The phone number is (954) 432-5110. Expect this review to take at least one week.

**STEP 4:
SUBMIT PLANS TO BROWARD COUNTY HEALTH DEPARTMENT**

Bring the three (3) sets of signed and sealed plans and surveys to the Health Department. Please note that this agency may keep one of your site plans for their records. Please prepare submission package accordingly. The Health Department provides septic tank approval and performs a very limited review. Expect this review to take at least two weeks.

Location: 2421 SW 6 Avenue
Fort Lauderdale (about one mile east of I-95)
(954) 467-4909

**STEP 5:
OBTAIN ENVIRONMENTAL PROTECTION DEPARTMENT (EPD) APPROVAL**

Take your three (3) sets of signed and sealed plans to the Broward County Environmental Protection Department (EPD).

Location: 115 S. Andrews Avenue
Governmental Center Annex, second floor, room A240
Downtown Fort Lauderdale
(954) 519-1400

EPD performs a limited, while-you-wait review. EPD will collect any County impact fees that you will be required to pay. EPD's approval stamp is only good for 30 days, so we recommend that you have everything ready for Town and County Building Department Approval prior to obtaining EPD approval.

**STEP 6:
TOWN AND COUNTY BUILDING CODE SERVICES REVIEW AND APPROVAL**

Bring the three (3) sets of signed and sealed plans, stamped with the Health Department's approval (and EPD and CBWCD approval if applicable), along with the other items listed in the attached submission checklist, to the Town's Planning & Zoning staff, **Michele Mellgren & Associates, Inc.**

Location: 6555 Nova Drive, Suite 305
(Nova Drive between Davie Road and University Drive)

Planning & Zoning: (954) 475-3070, ext. 810
Engineering (954) 680-7771
Building (structural, mechanical, plumbing, electrical) (954) 888-9882

Here, you will apply for your building permit(s), and your plans will undergo Town review for compliance with zoning, landscaping, engineering, and drainage requirements, which will take from 2 to 3 business days, as well as building code compliance review (structural, mechanical, electrical and plumbing), which will take from 10 to 15 business days. If your property is located within the South Broward Drainage District (SBDD) jurisdiction, Michele Mellgren and Associates will forward the plans to SBDD for review if the proposed addition is 1,000 square feet or larger in size, or comprises a 25 percent increase in the size of your home.

The person listed as "applicant" on the permit applications will be notified when each review is complete. Corrections should then be made and the plans subsequently resubmitted. Once all conditions are satisfied, you will be notified that your permit(s) are ready to be issued.

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PERMIT SUBMISSION CHECKLIST

Three (3) sets of plans signed and sealed by a Florida registered architect or engineer. All plans must comply with the **Florida Building Code**, current Broward Edition, and the **Town of Southwest Ranches Unified Land Development Code** available online at www.southwestranches.org. All required agency approvals (see previous page) must be stamped on the plans, and the plans must contain the following information, at a minimum:

	Floor plans and related building plans (structural, mechanical, plumbing, electrical).
	Building elevations, showing building height measured either to the top of the roof (flat roofs), or to the mean of the highest roof (sloped roofs).
	Finished Floor Elevation (FFE) of the home and the proposed addition.
	<p>A "site plan" that shows how the proposed addition and any related improvements (i.e.: driveway, etc.) will fit onto the lot, with dimensions and other details your professional will know about. It will also show all of the existing buildings and improvements that are to remain on the lot. If a structure is to be relocated or removed, the site plan will indicate this as well. Specifically, the site plan will show:</p> <ul style="list-style-type: none"> ▪ Compliance with the minimum building “setbacks” from the property lines and ingress/egress easements required by the Town Code. ▪ All major features shown on the survey. ▪ Dimensions of all existing and proposed structures and their distances (measured from closest part of structure) to property lines and easements, driveways, other structures, and water bodies. ▪ Location of existing and proposed septic tanks, drainfields and wells. ▪ Lot grading plan, including limits of fill, maximum slope from filled areas to natural grade, direction of stormwater flow, and drainage calculations. The plan must comply with the stormwater drainage standards for your area, and must comply with the Town’s tertiary drainage plan. Your architect or engineer should call the Town Engineer at (954) 475-3070, ext. 15 if there are questions. ▪ Scale, with north arrow. ▪ Site Data Table. The Site Data Table must show the following information: <ul style="list-style-type: none"> ○ net and gross acreage and square footage. ○ amount and percentage of pervious and impervious area (existing and proposed). ○ amount and percentage of all 1st floor building and structure area under roof (existing and proposed) for the entire property.

IF YOUR PROPERTY IS LOCATED WEST OF SW 148TH AVENUE: Please provide four (4) additional signed & sealed Site Plans (NOT complete sets of plans) AND one (1) additional survey. South Broward Drainage District can review concurrently as your plans are processed at Michele Mellgren’s office.

Surveys. Three (3) surveys signed and sealed by a registered land surveyor within one year of the application date must be provided, containing the following information:

	topographical elevations at minimum 100-foot intervals.
	all easements and abutting rights-of-way and reservations of record with dimensions and book/page recordation references (survey must be abstracted for all easements, reservations & rights-of-way of record).
	all existing structures.
	existing roadway pavement location with dimensions.

___ **Tree survey.** The tree survey must show the following (this can be incorporated into the lot survey).

	location of existing trees within 50 feet of the proposed addition.
	caliper, size of crown, and botanical name of each tree within 50 feet of the proposed addition.

Note: Removal of any trees requires a tree removal permit.

___ **Landscape permit application.**

	The landscape permit application, attached as part of this packet or available at this office, is a tabular method of demonstrating compliance with the Landscape Code. The application must demonstrate that the <i>entire</i> property complies with the Town’s landscape code. A separate landscape plan is not required but may be submitted in lieu of the application.
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___ **Energy calculations** : One for each plan set (3 total).

___ **Warranty deed.**

	A copy of your property ownership document which is usually your warranty deed is required to verify ownership.
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___ **Permit applications.** A Town application for Development Order is required, and is attached as part of this packet. An application for structural review also is required. The structural application must contain the value of the construction for the entire job.

___ **Proof of worker’s compensation insurance** if a contractor is applying for the permit.

___ **Owner builder affidavit** if a homeowner is applying for the permit.

___ **Permit fees.**

	The Town charges a set fee for initial zoning, engineering and landscaping review for each type of permit application. A separate fee is charged for building code review. A separate fee will also be collected prior to actual permit issuance, and this fee is based upon job valuation.
	Applicable ZONING permit fees will be due in the form of a check, cashier's check, or money order payable to the Town of Southwest Ranches. Cash is not accepted. This fee covers an initial review and re-review after the Town makes comments on the plans. ADDITIONAL FEES WILL BE CHARGED IF PLANS ARE NOT APPROVABLE AFTER ONE RESUBMISSION.
	Applicable BUILDING permit fees will be due in the form of a separate check, cashier’s check or money order payable to the Town of Southwest Ranches.
	<i>If your property is located west of SW 148 Avenue (Volunteer Road), an additional fee of \$35 is due, in the form of a check, cashier's check, or money order, payable to the South Broward Drainage District.</i>

PERMIT ISSUANCE AND INSPECTIONS

Once your plans are approved and the permit fees paid, a Building Permit will be issued at the offices of Michele Mellgren & Associates that will authorize construction of your addition.

Building Permit: Be sure to post your permit in a visible spot at the construction site.

Interim Inspections: Through the Town's Planning office, C.A.P. Government, Inc. will be responsible for coordinating inspections during your home's construction phase.

Final Inspections: Once your home is complete, you will order your final inspections. An application is included in the building permit package. This form has to be faxed at the number provided. The Building Department will coordinate all final inspections with the Town. The Town will perform zoning, landscaping, drainage, and engineering inspections. C.A.P. Government, Inc. will perform all other inspections.

Certificates of Occupancy: Once Zoning and Building have both signed off that your addition is complete, C.A.P. Government, Inc. will issue your Certificate of Occupancy (C.O.).

Below is a summary of phone numbers for guidance through the permitting process:

Planning and Zoning:	Michele Mellgren & Associates, Inc.	(954) 475-3070, ext. 810
Engineering (drainage):	R.J. Behar & Company, Inc.	(954) 680-7771
Structural, Mechanical, Electrical, Plumbing:	C.A.P. Government, Inc.	(954) 888-9882
Drainage Districts:	South Broward Drainage District (for areas west of SW 148 Ave)	(954) 680-3337
	Central Broward Water Control District (for areas east SW 148 Ave)	(954) 432-5110



Broward County Health Department
For Onsite Sewage Treatment and Disposal System Permit
Application

Effective Date May 21, 2004

- [] 1. **Application:** Property owner or an authorized representative must complete in full, and sign DOH Form 4015, page 1, "General Information/Building Information". Also, an "Owner/Agent Authorization Form", which is available from this office, must be completed if applicable. **NOTE:** A property deed or legal document showing proof of ownership of the property must be submitted at the time of application. DOH Form 4015, page 3 "Site Evaluation and System Specifications" must be completed by a Professional Engineer, Health Department Employee, or other qualified person.

NOTE: Two soil profiles to a minimum depth of 72" or refusal in the proposed drainfield area are required using the USDA Soil Classification methodology and Munsell soil color charts

- [] 2. **Site plan:** Submit scaled site plan showing the proposed size and location of the septic tank, drainfield and unobstructed reserve area. All wells, surface waters, drainage ditches, waterlines, obstructions (i.e.: trees, patios, out buildings, pools, etc.) or other septic systems (proposed or existing) must be shown.
- [] 3. **Survey of Property:** Submit a sealed survey showing a benchmark/reference point, road elevations, and proposed system site (natural grade) elevation. Surveyor must also show location and distance of any private wells, septic systems, the mean annual flood line (non-tidal) or mean high water line (tidal) of any surface waters within 75 feet of the property, or any public wells within 200 feet of the property. If none of these features are located within 75 feet of the perimeter of the property this must be stated on the survey.
- [] 4. **Floor Plan: Residential:** Submit a floor plan showing the number of bedrooms and the square footage of building area in each dwelling unit.
Commercial: Submit a floor plan showing square footage of building area, all plumbing drains and fixtures, and any other pertinent features necessary to help determine estimated sewage flows for the establishment. Also, list the usage for the building.
- [] 5. **Commercial Systems:** Provide a written statement from the applicable utility specifying the distance from the property to the nearest available sewer (including gravity and forcemain sewers).
- [] 6. **Private Water Systems:** If a private potable well permit is required, provide an additional copy of the site plan as noted above for the septic system. Also, complete the "Application and Permit for Installation of Private water System" form.
- [] 7. **Fees:** A. A fifty dollar, (\$50.00), non-refundable application/plan review fee will be charged at the time of the initial submittal.
- B. A two hundred dollar, (\$200.00), permit and inspection fee will be charged at the time that the permit is issued and collected at the time that the applicant picks up the permit.
- C. The fee for a private water system permit is ninety five dollars, (\$95.00). This fee is collected at the time of the submittal. No portion of this fee is refundable.

D. A one hundred fifty five dollar (\$155.00) site evaluation fee will be charged if performed by Health Department staff.

- [] **8. Construction Plans:** Submit construction plans with site plans to be stamped by this office prior to the review by the appropriate Building Department. The applicable Building Department will determine the number of copies needed and whether these plans are sealed.

OFFICE HOURS: 8:30 AM until 1:30 PM Monday through Friday (excluding holidays)

BCHD--EES/OSTDS Application Check List (revised 11/97)

CENTRAL BROWARD WATER CONTROL DISTRICT APPLICATION

(INSERT HERE IF APPLICABLE)

TOWN OF SOUTHWEST RANCHES DEVELOPMENT ORDER
APPLICATION
(INSERT HERE)

NOTE: AN ORIGINAL, COLOR-CODED APPLICATION MUST BE
OBTAINED FROM MICHELE MELLGREN'S OFFICE DURING THE
REQUIRED PRE-APPLICATION MEETING

BUILDING DEPARTMENT APPLICATION

(INSERT HERE)

NOTE: APPLICATION MUST BE OBTAINED FROM MICHELE
MELLGREN'S OFFICE DURING THE REQUIRED PRE-APPLICATION
MEETING