



## A GUIDE TO BUILDING A FREESTANDING STRUCTURE THAT IS ACCESSORY TO A SINGLE-FAMILY HOME (EX: GUEST HOME, GARAGE, STORAGE BUILDING, BARN, ETC.) 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 review, 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 mandatory for guest homes and structures 500 square feet and larger, and must occur well in advance of application submission. 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. The plans will need to comply with the Town of Southwest Ranches Unified Land Development Code (available online at [www.southwesteranches.org](http://www.southwesteranches.org)) Florida Building Code and 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 148<sup>th</sup> 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**  
*(only if the new building will have plumbing)*

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**  
*(required for all structures 250 square feet and larger)*

Take your three (3) sets of signed and sealed plans, stamped with the Health Department's approval (and CBWCD if applicable), 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's approval stamp is only good for 30 days, so we recommend that you have everything ready for submittal to the Town for permit application prior to obtaining EPD approval.

**STEP 6:**  
**TOWN BUILDING PERMIT REVIEW AND APPROVAL**

Bring the (3) sets of signed and sealed plans, stamped with the Health Department's approval, EPD approval and CBWCD approval if applicable, along with the other items listed on 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 you are building a guest home of any size, or another type of accessory structure that is 1,000 square feet or larger in size.

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.

## A GUIDE TO BUILDING A FREESTANDING ACCESSORY STRUCTURE IN SOUTHWEST RANCHES

### 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.southwesteranches.org](http://www.southwesteranches.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.
	<p>A "site plan" that shows how the proposed structure and all improvements (i.e.: driveway, etc.) will fit onto the lot, with dimensions and other details your professional will know about. It will also show any 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"> <li>▪ Compliance with the minimum building “setbacks” from the property lines and ingress/egress easements required by the zoning code.</li> <li>▪ All major features shown on the survey.</li> <li>▪ 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.</li> <li>▪ Location of existing and proposed septic tanks, drainfields and wells.</li> <li>▪ If there will be excavation, filling or grading, a lot grading plan is required, 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. 803 if there are questions. You can also call to request the specific information the drainage districts require.</li> <li>▪ Scale, with north arrow.</li> <li>▪ Site Data Table. The Site Data Table must show the following information: <ul style="list-style-type: none"> <li>○ net and gross acreage and square footage.</li> <li>○ amount and percentage of pervious and impervious area (existing and proposed).</li> <li>○ amount and percentage of all 1<sup>st</sup> floor building and structure area under roof (existing and proposed) for the entire property.</li> </ul> </li> </ul>

**If the property is located west of SW 148<sup>th</sup> Avenue:** Four (4) additional Site Plans, or Drainage Plans, signed and sealed by a Florida registered architect or engineer AND one (1) additional signed and sealed survey.

**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, if applicable.
	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 construction.
	caliper, size of crown, and botanical name of each tree within 50 feet of the proposed construction.

**Note:** the removal of trees requires a tree removal permit.

\_\_\_ **Landscape permit application.**

	For guest homes and structures 500 square feet or larger, a landscape permit application is required to demonstrate compliance of the entire property with the landscape code. The application is attached as part of this packet, and a tabular method of demonstrating compliance with the landscape code. A separate landscape plan is not required but may be submitted in lieu of the landscape 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 is also 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. The application fee covers an initial review and re-review after comments are made on the plans. <b>ADDITIONAL FEES WILL BE CHARGED IF PLANS ARE NOT APPROVABLE AFTER ONE RESUBMISSION.</b>
	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 structure.

*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 construction phase.

*Final Inspections:* Once your project 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 Dept. (C.A.P.) 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/Use:* Once Zoning and Building have both signed off that your project is complete, C.A.P. will issue your Certificate of Occupancy (C.O.) or Certificate of Use (C.U.) as applicable.

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

<b>Planning and Zoning:</b>	Michele Mellgren & Associates, Inc.	(954) 475-3070, ext. 810
<b>Engineering (drainage):</b>	R.J. Behar & Company, Inc. (Richard Bolt)	(954) 680-7771
<b>Structural, Mechanical, Electrical, Plumbing:</b>	C.A.P. Government, Inc.	(954) 888-9882
<b>Drainage Districts:</b>	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

**LANDSCAPE REVIEW FORM FOR NEW CONSTRUCTION IN SOUTHWEST RANCHES**

TREES	NO.	SHRUBS	NO.	GROUND-COVER	NO.	SIZE	NATIVE	NON-NATIVE

Size of parcel in sq. ft: \_\_\_\_\_ (one acre equals 43,560 square feet)

No. of trees required: \_\_\_\_\_ No. of shrubs required: \_\_\_\_\_

Sq. ft. of Xeriscape required: \_\_\_\_\_ (minimum) Sq. ft. of turf: \_\_\_\_\_ (maximum)

**Requirements:**

**Trees:**

One tree for first 8,000 sq. ft., then one additional tree for each additional 3,000 sq. ft. with maximum of 10 trees per acre. Ten-foot minimum height. Place at least two trees in front yard, if possible. If 8 or more trees required, then there must be at least 4 different species planted.

**Shrubs:**

Number: One shrub for first 8,000 sq. ft., then one additional shrub for each additional 3,000 sq. ft. with maximum of 30 shrubs per acre. There must be a minimum of two different species.

**Xeriscape:**

Based on first acre of property surrounding the principal structure. There must be 7,500 square feet of Xeriscape landscape, which can be established with ground covers, shrubs and mulches designed to have 50 percent minimum coverage at installation and 100 percent coverage within 6 months. Turf can also serve as Xeriscape, but cannot extend past the first one acre of land. The remainder of land to be maintained or left in its natural state, pasture land or other approved open space.

**Native Plants:**

At least 50 percent of required plantings must be native plants.

**Miscellaneous Requirements:**

1. Mechanical equipment must be screened with 30-inch high hedge material.
2. Topsoil required for 6 inches around and beneath rootball. Mulch to be 3 inches deep and extend 18 inches beyond all plantings. All trees to be guyed and staked.
3. Irrigation not required, but if installed it must be connected to rain sensor device (F.S. 373.62)
4. Removal of all invasive species required (Melaleuca, Australian Pine, Brazilian Pepper, Florida Holly or other exotic species found on invasive species list.)
5. Tree survey required, where applicable.

**CALL FOR PRE-INSPECTION PRIOR TO PLANTING OF MATERIAL**

**NO LANDSCAPE INSPECTION WILL BE APPROVED UNTIL ENTIRE SITE IS COMPLETED.**

**SUBMIT CONSTRUCTION LAYOUT SURVEY PRIOR TO FINAL INSPECTION.**

Signature of Owner \_\_\_\_\_

APPROVAL STAMP:

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

Building Permit No. SW-\_\_\_\_\_



**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 APPLICATION  
(INSERT HERE)**

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

**TOWN OF SOUTHWEST RANCHES BUILDING DEPARTMENT  
APPLICATIONS**

**(INSERT HERE)**

**NOTE: ORIGINAL APPLICATIONS MUST BE OBTAINED FROM  
MICHELE MELLGREN'S OFFICE**