

## IVR AND CLICK2GOV FEATURES

In an ongoing commitment to improve customer service, your building department has installed an Interactive Voice Response System (IVR) and an online permit module available 24 hours a day, 7 days a week!

**IVR LINE**  
(954) 457-1312

### Click2gov

You can access this from our website

### IVR FEATURES

- Schedule Inspections
- Cancel Inspections
- Retrieve Inspection Results
- Check Plan review status

### CLICK2GOV FEATURES

- Public Inquiry
- Pay online fees
- Property and permit information
- Electronic inspection scheduling
- Inspection Maintenance
- Project view



## CITY OF HALLANDALE BEACH

400 South Federal Highway  
Hallandale Beach, FL 33009  
Phone: 954-457-1383  
Fax: 954-457-1488  
Website: hallandalebeachfl.gov

## BUILDING DIVISION INFORMATIONAL GUIDELINE



*"The city's vision is to be recognized within and beyond our community as a city government of excellence."*

**TEL: 954-457-1383**

## EXAMPLES OF CONSTRUCTION REQUIRING PERMITS

- Exterior Painting of buildings
- New buildings
- Additions
- Sheds
- Carport enclosures
- Garage conversions / doors
- Doors frames or windows
- Remodeling building interiors
- Canopies/awnings
- Hurricane shutters
- Removal, planting, & trimming of trees
- Roofs
- Electric or water service lines
- Security systems
- Kitchen, bathroom and interior remodels
- Water heaters, sinks and dishwashers
- Porches, patios, balcony enclosures
- a/c change outs
- Signs
- Pools or spas
- Fences
- Driveways or sidewalks
- Add plumbing fixtures
- Change a sewer line
- Generators

## BRIEF SUMMARY OF PERMITTING REQUIREMENTS

### **To obtain a permit you will need:**

- Insured and licensed contractor
- Copy of contract with a breakdown of cost by trade.
- Condo or landlord approval letter.
- E-mail address and or contact numbers.
- Proof of ownership.
- Signed and sealed plans by architect or engineer.

**\*NOTE\*** The above list includes documents which are typically required as part of the permitting process. However, the list is not all-inclusive and additional documents may be required.

## WHY IS OBTAINING A BUILDING PERMIT OF BENEFIT TO ME?

- Securing a permit allows a trained and knowledgeable inspector the opportunity to inspect and confirm that minimum code construction requirements are met.
- The transfer or sale of property may be delayed when non-permitted work is discovered or open and expired permits exist. Work completed without permits and/or inspections is deemed to be unsafe.
- Work that is done without a permit is subject to double permit fees/fines and may have to be partially or completely demolished incurring unnecessary costs and delays.

## AS A HOMEOWNER, CAN I APPLY FOR MY OWN BUILDING PERMIT?

Yes, if you are competent to perform the work and you meet the owner/builder exemption. You will be required to read, understand and certify compliance through the completion of the Owner/Builder Affidavit and Disclosure Statement. You MUST show proof of ownership and be homesteaded at the property. You may not pull an owner/builder for a condominium. **WARNING:** If you are allowed the exception, you take all the responsibilities and liabilities as a contractor, including covering employee/project accidents thru your insurance and meeting all OSHA workplace safety regulations.

## IMPORTANT THINGS YOU SHOULD KNOW BEFORE HIRING A CONTRACTOR

It is important to know if the contractor has a valid License/ Certificate of Competency, if he can provide recent references, or if the contractor has expired permits.

### Other important information you should know:

- You can check with the Department of Business and Professional Regulation for complaints against a state license contractor's license. [www.state.fl.us/dbpr/](http://www.state.fl.us/dbpr/) or call 954-917-1330.
- Broward County licensing information: [www.broward.org/building](http://www.broward.org/building)

Broward County Contractor Licensing & Enforcement Unit can be reached at 954-765-4400.

Now that I've selected my contractor:

1. Ask the contractor for references/discuss performance with their clients.
2. Select a contractor that is experienced or specializes in the type of project you are planning.
3. Confirm how long the contractor has been in the business.
4. Check with local suppliers on the contractor's reputation.
5. Check with local building department on the contractor's status to pull permits.

- Use a contractor that will fulfill their contract and return after completion of the job for warranty issues.
- Compliance with the code is ultimately the responsibility of the property owner. Be sure that all inspections have been approved, noted on the permit card and that you are satisfied with the work before making final payment to the contractor. Make sure your contractor fulfilled all of his obligations.

## I'VE JUST DISCOVERED THAT THE PREVIOUS OWNER OF MY HOME PERFORMED ALTERATIONS THAT WERE NOT PERMITTED. WHAT MUST I DO TO CORRECT THE VIOLATION?

First, please contact the Building Department. Although the violation is subject to penalties it is our goal to assist you with the correction process in order to assure that the work will be made safe and meet the requirements of the Florida Building Code. Most often, an architect or contractor can create an "as-built" drawing including any changes required to comply with the Code, and submit it for permitting, albeit after the fact.

## CAN I START THE WORK BEFORE GETTING A PERMIT?

No. In an emergency with prior written approval by the Building Official, authorization to commence work may be granted.

Any work discovered or done without a permit, is subject to a fine and double the permit fees, even if the permit is approved but not yet picked up.

## HOW MUCH DOES IT COST?

Minimum Permit fee- (for all work valued up to 1,000 total cost)

Residential- \$75.00  
Commercial- \$85.00

Additional work to be charged as follows, on a cumulative basis, *plus* Minimum Fee:

- (1) Work valued from \$1,000 to 10,000  
1.0%
- (2) Work valued from \$10,001 to \$1,000,000  
2.0%
- (3) Work valued from \$1,000,001 to \$2,000,000  
1.5%
- (4) Work valued in excess of \$2,000,000  
1.0%

Plan review fees- \$100/hour

**\*\*Note\*\*** Meetings held to discuss plans and/or review comments will be charged at the review rate.

Re-inspection Fee- \$70.00. Plus \$25.00 in addition to each re-inspection fee of the same work.

Permit card replacement- \$10.00

Expired permits- Permit fee to be based on Total Cost of the original Permit Fee.

Pre & Re-Inspections/Special Inspections (Overtime Inspections)

Regular Hours \$85/hr. or current consultant rate, whichever is higher, with a 4-hour minimum.

Overtime Hours \$128/hr. or current consultant rate, whichever is higher, with a 4-hour minimum.

Penalty fee- Non-permitted work:

Fee set forth below plus double permit fee for each trade  
First Offense \$250.00

Second Offense \$500.00

*\* These are the most common permit fees; however, the list is NOT all-inclusive. You can pick up a fee packet in the Hallandale Beach lobby or download one off our website.*

## How much time do I have to get the work done once a permit is issued?

Permits expire and become null and void if work is not **started** and an inspection approved within **180 days** from the issuance date of the permit. **After such work has commenced**, the permit will expire when work is suspended or abandoned for a period of **90 days**. Lack of an approved inspection within 90 days will validate the job has been suspended or abandoned.

## BUILDING DIVISION LOCATION AND HOURS OF OPERATION

400 SOUTH FEDERAL HIGHWAY  
HALLANDALE BEACH, FL 33009  
1<sup>ST</sup> FLOOR  
MONDAY-FRIDAY  
7:30 A.M. - 5 P.M.

PHONE: 954-457-1383  
MAIN FAX: 954-457-1488  
VRU: 954-457-1312