



Department of Administration, Engineering Division
5581 W. Oakland Park Blvd, Lauderhill Florida 33313

Office (954) 730-2964
Engineering permits/Inspections Only (954) 730-3060
Fax (954) 730-3071

Engineering Permit Application Package

LAST UPDATED: 12/1/2020

Permit Technician's Signature



ENGINEERING PERMIT PROCESS INSTRUCTIONS

All permits require a **non-refundable** \$25.00 processing fee at the time of submittal. Permits without all documents properly completed **will not** be processed. Processing fee is waived for **Cable, Electric, Telephone, and Gas utilities only!** The City Engineer will determine engineering fee. Owner/Contractor must call for Inspection on all projects.

Engineering permits are needed when work is:

- In Right-of-Way
- In City Easement
- Paving
- Sealcoating/Striping
- Driveways
- Sidewalk Repair
- Drainage
- Irrigation/Upgrade Water Meter
- Excavation/Dredging/Filling
- Slabs

**Engineering applications will also be reviewed for compliance of swale areas. If swale areas are found not to be in compliance at the time of permit review, the Engineering Department will request that plans be revised and resubmitted to include swale reconfiguration compliance with the existing engineering standards.*

Lot Coverage Forms **must be completed** when:

- Extending Driveway
- Pouring Slab

All Permits **must have** the following to be processed:

- Completed Application (Original form only, copies will not be accepted)
- Three (3) sets of drawings
- Plans must be Signed & Sealed for major work (City Engineer to determine)
- Engineer's/Contractor's Estimate (Attach copy of contract)
- Maintenance of Traffic Plan (for Roadway Detours; City Engineer to determine)
- Drainage Calculation signed & sealed by Professional Engineer (if lot coverage is over 40%)
- Updated Lot Survey

Major Projects must have Approval Letters from Other Agencies

- Sanitary Sewer/DNRP
- Water/Health Department
- Drainage/DNRP/SFWMD
- FDOT (State R.O.W.)
- Broward Engineering Division (County Roads)
- Broward Traffic Engineering (Striping/Traffic Signals)
- Other (City Engineer to determine)
- Easement Dedication (If required)
- Performance Bond (If dedicated to City)
- Certificate of Insurance (must be on file)

Utility Encroachment Agreement Forms must be signed and notarized for all fence installations.



Engineering/Utilities Construction Permit

Permit expires if construction has not begun within 90 days. Plans must be on the job before inspection is done. At least one (1) inspection is to be made every **90 days** or permit will expire. To schedule an inspection, call (954) 730-3060.

Permit No: _____ Proposed Date of Beginning Construction: _____ Date: _____

Project Name: _____ Project Address: _____

Project Description: _____

Type of Work	Certified Construction Cost	Permit Fee (4%) (Single Family \$225/Other \$560)
Administrative Fee	_____	_____
Water/Sewer	_____	_____
Paving/Drainage	_____	_____
Landscape Irrigation	_____	_____
Processing Fee	_____	_____
Other	_____	_____
Total	_____	_____

Contractor: _____	Phone: _____
Principal of Firm: _____	Fax: _____
Address: _____	Email: _____
State Reg. No: _____	Certificate of Competency No: _____
Developer/Owner: _____	Phone: _____
Address: _____	Email: _____
Folio No: _____	Sec/Twn/Rng: _____
Engineer/Architect: _____	Phone: _____
Address: _____	Email: _____

Approval dates & numbers (attach copies of approval letters):

Dept. of Health: _____ DNRP: _____ Other: _____ Other: _____

An engineering/utility construction permit for proposed work identified and described above according to approved specifications three (3) signed/sealed sets of drawings, maintenance of traffic plan, performance bond, certificate of insurance and the attached stipulations, is hereby approved and granted to the above contractor, subject to the permit and/or approval of the project and/or specifications required by any local, County, State, and/or Federal Agency.

This permit does not become valid until signed by an authorized representative of the City of Lauderhill and all fees are paid. Contractor shall to the fullest extent permitted by Laws and Regulations indemnify and hold harmless the City or its agents and anyone else directly or indirectly employed by any of them from and against all claims, costs, losses, and damages arising out of or resulting from any claim or action legal or equitable brought by any such owner or occupant against the City or any claims, costs, losses, and damages arising out of or resulting from any claim of action legal or equitable brought by any such owner or occupant against the City or any other party indemnified hereunder to the extent caused by or based upon CONTRACTOR'S performance of the Work.

PERMIT APPLIED BY:

Signature

Name & Title

Contracting Firm

REMARKS: _____

Application Approved by:

_____ Date: ____/____/____

City Engineer or Designee
City of Lauderhill



**CITY OF LAUDERHILL
ENCROACHMENT AGREEMENT**

The CITY shall not be responsible for any damage to improvements now or hereafter existing on the Project, including, but not limited to fencing, sidewalks, pavement, shrubbery, landscaping, signage or irrigation equipment and machinery, which may result from the CITY'S access to, or repair, or maintenance of any Lines or facilities and if it is necessary to excavate within the area of such Lines or facilities in order to repair or maintain same. The CITY'S only obligation after repairing or maintaining the Lines or facilities shall be to adequately fill and compact any such excavation and return the ground to pre-development natural grade. APPLICANT hereby waives any rights it may now or hereafter have to require the CITY to repair, replace, restore or improve the affected area beyond that described in this paragraph. Furthermore, APPLICANT agrees not to install any permanent improvements, except asphalt, fencing, concrete curbing, irrigation lines or sidewalks within a 5 feet strip on either side of the CITY Lines or facilities.

IN WITNESS WHEREOF, APPLICANT has hereunto set is hand and sealed on the day and year first above written.

Signed, Sealed and delivered in the presence of:

APPLICANT

Print Name

Print Name

STATE OF FLORIDA)
) ss:
COUNTY OF BROWARD)

The Foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____ for _____.

NOTARY PUBLIC, STATE OF FLORIDA

My commission Expires ____/____/____

Identification Produced/Type _____



DEPARTMENT OF ENVIRONMENTAL & ENGINEERING SERVICES

LOT COVERAGE INFORMATION

PERMIT #: _____ DATE: ____/____/____

If you are applying for a building permit for a SINGLE FAMILY RESIDENCE, please be aware that the following information is needed in order to process your request for any additions or accessory structures, including pools, decks, and the like:

- 1. _____ SQUARE FEET OF YOUR LOT (length x width)
- 2. _____ SQUARE FEET OF YOUR HOUSE
- 3. _____ SQUARE FEET OF ALL EXISTING IMPERVIOUS SURFACES
(e.g., driveways, walkways, decks, pools, storage sheds, etc.)
- 4. _____ SQUARE FEET OF THE ADDITION, AND OR...
- 5. _____ SQUARE FEET OF THE PROPOSED ACCESSORY STRUCTURES,
DRIVEWAYS, PAVEMENT, DECKS, ETC.
- 6. _____ TOTAL SQUARE FEET OF THE IMPERVIOUS AREA ON YOUR LOT
(Add numbers 2, 3, 4 and 5).
- 7. _____ PERCENTAGE OF IMPERVIOUS LOT COVERAGE
(Divide number 6 by number 1)

These calculations are needed to identify how much of your lot is covered by IMPERVIOUS AREA. For purposes of drainage control, your lot cannot be more than **40%** impervious surface. If it exceeds 40%, you will need the assistance of an **Engineer, Architect, or Landscape Architect Registered in the State of Florida** to design an on-site drainage solution. The city cannot design this for you! For questions/clarifications, the City Engineer may be contacted at (954) 730-2960.

In addition, your Engineer **must** provide information on soil type and calculations, which demonstrate the amount of run-off in cubic feet generated by the existing square feet of development, and by the proposed development.

Approved permits that required signed and sealed engineering solutions and calculations will also require a signed and sealed certification letter prior to final approval and permit closure.

I, _____ understand the statements written above and certify that the above
(PRINT NAME) calculations are true and accurate.

OWNERS SIGNATURE



DEPARTMENT OF ENVIRONMENTAL & ENGINEERING SERVICES

ENGINEERING/UTILITY INSPECTIONS

DESCRIPTION	CODES	
Sprinkler Meter	SP	
Final Inspection only		SP-mtrfinal
Water Distribution	W	
Connection to existing systems		W-connect
Filling and flushing		W-fill / flush
Hydrostatic pressure testing		W-hydro
Chlorinating/bacteriological sampling		W-sampling
Final inspection		W-final
Sewer Collection	SC	
Structures (prior to installation)		SC-struct
Connection to existing systems		SC-connect
Lamping		SC-lamping
Structure application of protective coating (external and internal)		SC-coating
Final inspection		SC-final
Sewer Transmission	ST	
Connection to existing systems		ST-struct
Flushing		ST-flush
Hydrostatic pressure testing		ST-hydro
Pump station start-up		ST-startup
Final inspection		ST-final
Paving	P	
Demucking and filling		P-filling
Stabilized subgrade		P-stabiliz
Limerock basecourse		P-limerock
Asphalt paving		P-asphalt
Final inspection		P-final
Drainage	D	
Joints and Drainfields		D-struct
Final inspection		D-final
Sidewalk	SW	
Prior to concrete pouring		SW-struct
Final inspection		SW-final
Traffic sign, Road signs, and Pavement Markings	SIGN	
Final inspection only		SIGN-final