City of Pompano Beach
Department of Development Services
Building Inspections Division

100 W. Atlantic Blvd
Pompano Beach, FL 33060
Phone: 954.786.4669

Gazebo/Pergola Checklist

WHEN DO I NEED A PERMIT?

The installation or replacement of a gazebo or pergola requires a Building Permit be issued.

REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

- ☐ Submit a completed Broward County Uniform Permit Application (Building Checked) from a licensed General contractor or owner/builder.
- ☐ Submit a completed Zoning Compliance Permit Application from a licensed contractor.
- ☐ If electric will be installed, submit a completed Broward County Uniform Permit Application (Electric Checked) from a licensed Electrical contractor or owner/builder with an electrical plan and riser diagram.
- ☐ Submit a completed Owner / Builder Statement Affidavit, should the applicant utilize Florida Statute 489.103 Exemptions and assume responsibilities of a contractor.
- ☐ Submit a completed Fire Review Application from a licensed contractor. (Excludes Single Family Residences)
- ☐ Submit a survey or site plan showing the location and dimensions of the Gazebo/Pergola.
- ☐ Submit current Miami/Dade Notice of Acceptance, Florida Product Approval or construction plans detailing scope of work signed, sealed and dated by a Design Professional.
- ☐ If there are trees located adjacent to the work, submit a completed Tree Permit Application with Tree Protection Plan and Tree Protection Detail.

INSPECTIONS

Structure Permit Inspections

1. BLDG FOOTINGS
2. BLDG COLUMNS *(IF APPLICABLE)*
3. BLDG TIE BEAMS *(IF APPLICABLE)*
4. BLDG ATTACHMENT
5. BLDG FINAL STRUCTURAL

Zoning Permit Inspections

1. Z ZONING FINAL

Electrical Permit Inspections *(If applicable)*

1. EL ROUGH
2. EL FINAL-ELECTRIC

Tree Permit Inspections *(If applicable)*

1. L – TREE PROTECTION INSPECTION
2. L – FINAL LANDSCAPE

Fire Permit Inspections *(If applicable)*

1. FIRE DEPARTMENT FINAL

NOTICE OF COMMENCEMENT

A Notice of Commencement is required to be submitted when the contract price is greater than $5,000.00. A recorded copy of the N.O.C. can be submitted with the permit application, or made available on the job site during your first inspection. Visit Broward County's website for more information: https://www.broward.org/RecordsTaxesTreasury/Records/Pages/NoticeofCommencement.aspx