



Florida's Warmest Welcome

100 W. Atlantic Blvd Pompano Beach, FL 33060

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**City of Pompano Beach**  
Department of Development Services  
Building Inspections Division

## Kitchen/Bath Renovation Checklist

### WHEN DO I NEED A PERMIT?

The installation, alteration or major repair of a kitchen and/or bathroom requires a permits to be issued.

### REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

- ☐ Submit a completed [Broward County Uniform Permit Application \(Structural Checked\)](#) from a licensed Structural contractor.
- ☐ Submit a completed [Broward County Uniform Permit Application \(Plumbing Checked\)](#) from a licensed plumbing contractor.
- ☐ Submit a completed [Broward County Uniform Permit Application \(Electrical Checked\)](#) from a licensed Electrical contractor.
- ☐ Submit a completed [Fire Review Application](#) from a licensed contractor. (Excludes Single Family Residences)
- ☐ Association approval letter for the scope of work performed. (Excludes Single Family Residences)
- ☐ Plan view showing location of proposed work Details of any specific ceiling or wall framing if proposed. Note: If work includes repair of any structural elements, fire rated tenant separation or corridor wall, the method of repair and/or fire directory number for wall assembly shall be submitted by a Design Professional.
- ☐ Show the full scope of the plumbing alterations on the plans. Identify all plumbing fixtures and appliances that are scheduled for replacement. FBC Broward County Amendments 107.2.1. Make sure that the plans are legible and properly oriented when they are uploaded.
- ☐ Electrical plans signed and sealed by a licensed Architect/Engineer, or have the qualifiers notarized signature and CC number on all electrical plans.
- ☐ Plan showing the location of all fire devices (smoke detectors, fire sprinklers, fire alarms, etc.). (Excludes Single Family Residences)
- ☐ Plan view showing limits of flooring installation. (2<sup>nd</sup> level and above only, excludes Single Family Residences)
- ☐ For a vented kitchen hood, provide a completed [Broward County Uniform Permit Application \(Mechanical Checked\)](#) along with drawings with specs, make up air if required. For a recirculating kitchen exhaust its required to be on the plans but no permit is needed.
- ☐ Bath exhaust will be required to be on the plans and a completed [Broward County Uniform Permit Application \(Mechanical Checked\)](#) is required.
- ☐ Test report for sound barrier product from independent testing laboratory to comply with minimum ASTM E-90 (STC) and ASTM E-492 (IIC) requirements for the assembly utilized in the field application. (2<sup>nd</sup> level and above only, excludes Single Family Residences)  
Note: Minimum (STC) Sound Transmission Class rating of not less than 50 dB.  
Minimum (IIC) Impact Insulation Class rating of not less than 50 dB.
- ☐ Manufacturers spec sheets, installation and product approval booklet (if applicable).
- ☐ Gas plans, flat and Isometric drawings (If applicable).

*Each project is unique, so additional items may be required depending on the scope of work being done.*



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### **INSPECTIONS**

#### Alteration/Repair Permit Inspections

1. BLDG SOUND BARRIER IN PROGRESS
2. BLDG FRAMING
3. BLDG DRYWALL-SCREW/NAIL
4. BLDG FINAL STRUCTURAL

#### Fire Department Permit Inspections (If applicable)

1. FP SINGLE STATION SMKE. INSP
2. FIRE DEPARTMENT FINAL

#### Plumbing Permit Inspections

1. P PLUMBING ROUGH
2. P TOP OUT
3. P FINAL-PLUMBING

#### Mechanical Permit Inspections (If applicable)

1. M ROUGH
2. M FINAL-MECHANICAL

#### Electrical Permit Inspections (If applicable)

1. EL ROUGH
2. EL FINAL-ELECTRIC

### **NOTICE OF COMMENCEMENT**

A Notice of Commence is required to be submitted when the contract price is greater than \$2,500.00 for Mechanical change-outs. 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>

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