



BUILDING PERMIT REVISION POLICY

Rev: 1 | Revision Date: 7/31/2019 | Print Date: 7/30/2019 | I.D. Number: BPRPSM

Purpose:

The purpose of this policy is to establish guidelines for the acceptance of building permit revisions.

Policy:

This policy was created pursuant to Section 105 of the Florida Building Code.

- Revisions to a master permit shall be submitted under the master permit number only.
- Revisions to a sub-permit shall be submitted under the sub-permit number, not the master permit number.
 - The sub-permit revision application shall have the same qualifier information in section 3 of the permit application as in the original sub-permit, and shall be signed by the same qualifier who signed the original sub-permit application.
 - The qualifier is defined as the individual who possesses the requisite skill, knowledge, and experience to supervise, direct, manage, and control the activities of a business entity or contractor engaged in an occupation regulated by Section 9-3 of Chapter 9 of the Code of Broward County, Florida, and who has a current valid certificate of competency for the activities to be conducted or being conducted by the business entity or contractor in execution of the work described in the sub-permit. Refer to Florida Building Code Section 105.3.0.1.1 for further clarification.

The application for revision must contain the following:

- The application number of the sub-permit that is being revised;
- All information in Sections 1, 2 and 3;
- Any change in job value (noted as an increase [+] or decrease [-] in the Job Value field). If there is no job value change, put zero (0);
- A clear and concise Description of Work that summarizes the revisions to the original plans, including a checkmark in the Revision checkbox;
- Two sets of plans, with all changes clouded;
- A cover letter may be required from the designer, to detail all changes to be made to the plans and on what plan pages those changes can be found.

Multidisciplinary revisions must be submitted using separate sub-permit applications for each designated discipline.