



# Code Officials Educational Association

## *COVID-19 Building Department Report*

### **Update April 23, 2020**

The following are responses from individual Building Departments in South Florida as of this morning. Conditions and situations may and probably will change.

*We will update on a continuing and timely basis*

The Broward County Records Taxes and Treasury Division is recording Notice of Commencements as well as all other recordable documents. For the safety and health of our customers and staff we are not accepting walk-in traffic at any of our locations until further notice.

*General recording functions* – If you need to record an official document, this can be completed through e-recording or by mail to 115 S. Andrews Ave, Room 114, Fort Lauderdale, FL 33301.

For more information, visit [Broward.org/RecordsTaxesTreasury](http://Broward.org/RecordsTaxesTreasury), call 954-831-4000, or email [records@broward.org](mailto:records@broward.org).

At this point in time all construction sites that are allowed to be open and functioning must have all persons on the site utilizing personnel protection, masks, gloves, etc. If

#### **Aventura**

- The Building Department is open.
- There is no public access.
- Drop off and pick up boxes are located in the lobby of the building.
- Permit applications are being processed.
- Plan reviews are being performed electronically.
- Inspections are being performed daily.

#### **Bal Harbor**

All interior and exterior construction activities at occupied structures and properties shall be suspended for the duration of this order.

Upon Building Official approval certain construction activities that have already begun may be completed where necessary to maintain a safe and secured structure and / or site.  
Contractor shall submit a request in writing to the Building Official.  
Approved construction activities shall only proceed consistent with the terms of the Building Official's approval.

The following categories of construction activity shall be permitted for the duration of this order:

- Construction activities at unoccupied properties and structures.
- Essential construction activities where approved by the Building Official defined as:
  - Activities necessary to maintain the life safety, health, and welfare of occupants of habitable structures which include:
    - Fire protection systems.
    - Fire sprinklers.
    - Power.
    - Water.
    - Water heaters.
    - Air conditioning.
    - Refrigeration.
    - Roof leaks.
    - Unsecured sites that pose a threat to other residents.
- Any other construction activity deemed to be essential to life safety by the Building Official.
- Permission for any of the activities listed above shall be secured by submission of a written request to the Building Official and shall only proceed consistent with the permission granted.

Failure to abide by any part of this Order, or Village requirements issued pursuant to this Order, shall result in penalties up to and including a Stop Work Order, or other measures deemed appropriate by the Village.

## **Bay Harbor Isles**

- Public access during morning hours
- Plan drop off box outside the building
- Staff will notify clients when plans or permit are to be picked up

## **Biscayne Park**

- Closed until further notice

## **Boca Raton**

- Online permit applications and issuance electronically
- Inspections only on new construction, no building inspections are being performed on any occupied building
- A drop box is located outside front door for new permit applications
- All re-roof inspections will only be accepted with extensive photo documentation and a signed sealed report form a Florida licensed engineer

## **Broward County**

Building Code Services Offices are Closed to the General Public.

Inspectors and plan reviewers are still working from the office and available by phone. No change to office hours.

Plan review meetings and conferences are conducted solely via electronic means (Conference Call or Zoom/Skype/Teams type meeting)

Drop boxes have been added at both locations. For FLL jobs, pick up and drop off is available via the drop box between 8:00am and 3:30pm. For GCW BMSD jobs, pick up and drop off of drawings via the drop box are by appointment only.

Inspections resume to all permitted structures. Inspectors are advised to proceed with caution and use discretion prior to inspecting any occupied spaces.

After discussions with the County Attorney and in the benefit of the wellness of both the public and our staff and in order to remain compliant with both the Broward County and the State of Florida's executive order we have instituted the following procedures:

- For new applications which involve architects, engineers and surveyors, we are only accepting them if the project has already commenced construction or if the design documents were completed and signed and sealed by these individuals prior to the March 23rd BC EO. Unless the work which involves an architect, engineer or surveyor is deemed to be an emergency or is for services to maintain the safety, sanitation, and essential operations of residences and other structures at the Building Officials discretion. At which point we accept the application, perform all necessary reviews and issue a permit upon approval.
- If the project does not involve an architect, surveyor or engineer we are accepting the applications and performing all reviews but in order to comply with the State of Florida's EO, we are not issuing permits unless the work is deemed to be an emergency or is for services to maintain the safety, sanitation, and essential operations of residences and other structures at the Building Official's discretion.
- For all current projects which have already commenced construction and have an open permit, we are accepting all revisions and performing all reviews regardless of whether the project

### **Coconut Creek**

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No lobby is closed some employees are working remotely*
- Are inspections being done? *Yes with the residential (SFR) open air exterior inspections*

### **Coral Gables**

- Drop off only of plans or permit application allowed.
- A drop off box has been added on the first floor for applicant use in submitting applications and plans
- The drop off will be emptied daily
- No public access to Building Department on 3rd floor.
- Department staff will email a process number.
- Plans will not be processed until up-front fee is paid.
- Link will be provided in the e-mail.
- Track plan processing on-line at provided link.
- Mobile permitting has been suspended indefinitely.
- Request inspections on-line.
- Inspectors are being issued laptops and allowed to take city vehicles home.

- Will receive inspections via email and dispatch from home.
- Calls to office phone will be transferred to cell.
- Inspections to be performed between 9:00 and 3:30.
- Chiefs will remain in office until further notice.
- Additional staff being added to answer phones.
- Pick up and drop off plans by reviewers every other day.
- 

## **Coral Springs**

- Is your Department open? *Yes staff is working remotely*
- Have hours changed? *No*
- Is your Department open to the public? *No online e-permitting and drop off box ONLY.*
- If it is not are you accepting electronic plans? *Yes*
- Are inspections being done? *Yes*

## **Cutler Bay**

- Department closed to the public.
- Plan review performed electronically.
- Application and plans scanned and emailed to plan examiner.
- Inspections are scheduled online.
- Inspections performed as usual

## **Doral**

- Building personnel 65 or older have been sent home.
- Chiefs are available via phone and email as necessary.
- Hard copy plan drop off and pick up has been discontinued.
- Plans are dropped off in a bin and quarantined for 72 hours prior to review.
- No longer allowing plans to be dropped off only revisions and reworks of plans previously submitted in non-electronic form will be accepted, by appointment only
- Electronic submissions are accepted at any time
- Customers will be notified by email of the status of the applications and the provided with the process number.
- Upfront fees are waived until further notice.
- The option to upload files to the County via CPP for commercial work and interior alterations is still available. This is not available for commercial.
- No NEW applications or revisions for master permits will be accepted. Rework and revisions of EXISTING APPLICATIONS can be emailed in PDF form only to [Calos.Diaz@cityofdoral.com](mailto:Calos.Diaz@cityofdoral.com)/[Claudia.Herrera@cityofdoral.com](mailto:Claudia.Herrera@cityofdoral.com)
- Inspections are performed 8:00am to 12:00 noon.
- Other services suspended include overtime inspections, early starts, TCO's, expedites, etc.
- Visit the city website for emergency permitting procedures (A/C change out etc.)
- For assistance or questions please contact Rene Velazco, Building Official, 305-593-6700 Ext 3100, Jane Decker, Assistant Director, Building Department, 305-593-6700 Ext 3127.

## **El Portal**

- Closed until further notice

## **Golden Beach**

- Closed until further notice

## **Hillsboro Beach**

- Is your Department open? *Yes staff is working remotely*
- Have hours changed? *Plans/permits may be left in a drop box at Town Hall 8am to 3 pm. Small projects may be submitted by email*
- Is your Department open to the public? *No.*
- If it is not are you accepting electronic plans? *Small projects may be submitted by email*
- Are inspections being done? *Yes, interior inspections in occupied properties will require the contractor to first contact the inspector to see if conditions are acceptable*

## **Dania Beach**

- Is your Department open? *Yes for inspections and limited plan review*
- Have hours changed? *8 A.M. – 3:30P.M.*
- Is your Department open to the public? *No*
- If it is not are you accepting electronic plans? *On a limited basis*
- Are inspections being done? *Inspections as usual*

## **Davie**

- Is your Department open? *We are operating, but doors are closed to the public*
- Have hours changed? *No*
- Is your Department open to the public? *No*
- If it is not are you accepting electronic plans? *Yes, electronic plans (project dox), and PDF for small plans*
- Are inspections being done? Any limitations? *Yes, protective gear is in place (gloves, mask, and sanitizer)if an inspection can be done with live video onsite they will utilize that technology*

## **Deerfield Beach**

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *Building services are available by appointment only 7:30 am to 2 pm Monday to Friday. Please call 954-480-4238 to schedule an appointment. Maximum of 3 customers at a time*
- Are inspections being done? *Will only be performed for new construction both residential and commercial. Occupied residential inspections will be limited to exterior only. Existing commercial will observe social distancing*

## **Ft Lauderdale**

*All construction upon or within uninhabited, unoccupied, or vacated structures prior to final CO is permitted, but constructed inside or within inhabited or occupied structures after final CO, is not permitted, unless the work is for repair or maintenance on or within a residence or essential business, or alterations are being made to provide accessibility pursuant to the Florida Building Code Accessibility requirements.*

- Field Inspections and Plan Reviews are being performed daily. There are limited operations in the Building Services Division
- Lobby visits are available by appointment only, Lobby occupancy is limited to 10 persons, 5 staff and 5 visitors. Lobby visits may take as long as 5 working days to schedule, due to lobby occupancy level compliance with CDC guidelines
- Drop boxes available outside for simple drop off and submittal actions
- At the present time we are asking construction sites to maintain CDC social distancing
- Only one person can be with inspector and must keep social distance, or the inspector may ask to be unescorted during the inspection
- The City of Fort Lauderdale continues to perform inspections and plan review/Permit issuance, with restrictions on issuing permits or performing inspections on certain existing occupied structures

## **Hallandale Beach**

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No Lobby is closed drop box located outside of front door for applications and plans. Applications which do not contain a seal will be accepted via email only at [jgraham@cohb.org](mailto:jgraham@cohb.org). Payments will only be accepted online. After payment the applicant must notify the permit clerk the permit will then be emailed by the pricing clerk*
- Are inspections being done? *Yes permit holder must contact the inspector via phone. Inspector is authorized, at their discretion, to accept all electronic means of proving that the scope of work is performed in accordance with the FBC or letter from engineer or architect approving the scheduled inspection. Evidence of such inspection must be maintained for logging and filing. Staff will only perform exterior inspections.*
- Any limitations? *Inspectors are assessing safety for each inspection*

## **Hialeah**

- Building Department is currently operational.
- Effective 3/30/2020 there will be no public access to City hall.
- Inspectors are working from their laptops.
- Inspectors do not report to the office.
- Two building plan examiners are working from home with plans delivered and picked up at their homes.
- Permit clerks are scheduled in A and B teams that alternate weekly.
- Effective 3/30/2020 no new plans will be accepted for 14 days. 3/27/2020

## **Hialeah Gardens**

- Building Department is closed to the public.
- Limited administrative staff on duty.
- Communication by faxes and emails only.
- Accepting electronic submission of plans and applications.
- Performing roofing inspections.
- Other inspection requests will be evaluated.
- Only those determined to be essential / critical will be performed.
- All other inspections to be by P.E. or Architect.
- 

## **Hollywood**

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No*
- If it is not are you accepting electronic plans? *Yes, electronic plans (project dox), and PDF for small plans*
- Are inspections being done? *Yes*

## **Homestead**

- Building department is closed to the public.
- All permit submittals and re-works must be submitted electronically.
- All permit submittals that require Miami-Dade County review and approvals must be submitted electronically through City of Homestead CPP process.
- Inspections are continuing to be performed.
- When feasible inspections are done by Facetime.
- Inspectors are receiving daily inspections remotely.
- Staff is working remotely and conducting business remotely.
- Staff is working remotely and conducting business remotely.
- Owners may choose to proceed with private provider (third party) inspections.

## **Key Biscayne**

- Closed until further notice

## **Lauderdale Lakes**

- Is the Department open? *Yes*
- Have hours changed? *No*
- Is department open to the public? *Yes seeing 1 customer at a time*
- Are inspections being done? *Commercial only, Residential for life safety*

## **Lighthouse Point**

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No permits are dropped off at door*

- Are inspections being done? Yes
- Any limitations? Inspectors are qualifying interior inspections

## **Medley**

- Closed to the public until further notice
- Accepting drop offs on the outside of the building
- Inspections and plan review are continuing

## **Miami**

- Operating with skeleton crew open to the public with a 10 person limit
  - Monday: Electrical (Rotation to be coordinated with Electrical Chief)
  - Tuesday: Mechanical and Plumbing (Rotation to be coordinated with Mechanical and Plumbing Chief)
  - Wednesday: Structural (Rotation to be coordinated with Structural Assistant Director)
  - Thursday: Building / Private Provider (Rotation to be coordinated with Building Chief)
  - Friday: Flood Plain (Rotation to be coordinated with Flood Plan Manager)
  - One chief and reviewer per section per day as scheduled above.
  - Inspectors receiving inspection routes electronically.
- Inspectors dispatched from home directly to field.
- Plan examiners working from home.
- All individuals entering will be tested for temperature
- All visitors to Building department are being screened and scanned for fever before entry.

## **Miami Beach**

- Both office locations closed to the public.
- Plan review and inspection services continue normal hours.
- Plan submittal digital and email only.
- Email [BPI@MiamiBeachFL.gov](mailto:BPI@MiamiBeachFL.gov) with questions.
- No interior condo remodel permits being issued at this time.

## **Miami Gardens**

- Single review permit submission will be accepted by email for the following: Building Windows / Doors  
Electrical Safety Check, Meter, Panel, Service
- Mechanical A/C change out
- Plumbing Backflows, Gas vents, Water Heater, Water Service Repair
- Roofing Commercial and Residential
- Sub-Permits for Mechanical, Electrical, Plumbing that do not require additional plan review.
- A drop-off area will be designated in the vestibule of the West entrance for large plans.
- All submittals must be accompanied by a transmittal sheet.
- Allow one business day to receive email receipt of submittal.
- All payments must be done online.
- Call to make arrangements for pick-up 305-622-8027.
- Consultations available by phone and email.



- No in-person meetings will take place.
- Questions please contact 305-622-8027.

## **Miami Lakes**

To apply for a permit or schedule inspections please visit <https://www.miamilakes-fl.gov/building>

The Following Services are being affected due to COVIC-19 Pandemic:

- No inspections inside occupied spaces (will attempt FaceTime).
- No certificate of Use or BTRs for new businesses.
- No administrative site plan review (coming soon).
- No Special Event Permits.
- No in person meetings.

Plans must be submitted online and uploaded in single sheet PDF as described below:

- Labeled: A-1, E-2, P-1, S-1, M-1. Etc.
- Reworks: A-1 RWK (DATE)
- Must upload Miami Lakes Permit Application and MDC Application (as required).

Inspections:

- Perform inspections via Facetime when possible at the discretion of the inspector, must meet inspector at the sidewalk to initiate call and confirm location.
- Site inspection will be performed on exterior of property and unoccupied spaces.

Picking up Rework "Paper" Plans that are currently at our office will occur on an as-need basis.

Customer must schedule pick up ahead of time by calling 305-827-4015.

A pickup site will be designated on breezeway on the Main St side of the Building.

Applications for Certificate of Occupancy, Temporary Certificate of Occupancy or Certificate of Completion Must be submitted via Email to [BuildingDepartment@miamilakes-fl.gov](mailto:BuildingDepartment@miamilakes-fl.gov) using the Town Applications.

MDC Derm Impact Fee and Fire plan reviews will be uploaded to MDC via CPP (online).

## **Miami Shores**

- Open for business
- Promoting electronic submittals
- Upfront fees are waived
- Inspectors not permitted to enter residences until asking screening questions

## **Miami Springs**

- Building Department operating 9am to 1pm.
- No public access.
- Operating with half staffing.
- Inspections being performed as usual.

## **Miramar**

- Is your Department open? Yes

- Have hours changed? *No*
- Is your Department open to the public? *No lobby is closed drop box located outside front door for applications and plans*
- Are inspections being done? *Yes on new development projects (residential and commercial) roofs, pools, fences and driveways*
- Any limitations? *No inspections on interior/alteration, remodeling for residential and commercial properties*

## **Margate**

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *Yes by appointment only*
- Are inspections being done? *Yes commercial, new construction and vacant spaces. Residential exterior work only*
- Any limitations?

## **Miami Dade County (Unincorporated)**

Permitting and Inspection Center will remain closed to the public except for specific services by appointment as outlined below.

All customer services have been virtualized.

**During the Covid-19 Emergency the following procedures are enacted:**

Inspections may be performed by:

- **Virtual inspections conducted remotely by County inspectors.**
- **Inspections conducted by County personnel in person.**
- Florida licensed and certified architects and engineers who have no financial interest in the construction, or
- TAS301 accredited laboratories provided they are signed and sealed by the qualified independent professional, or
- State of Florida or Miami-Dade County licensed contractors certified for the category of work performed, who is not the permit holder and who has no financial interest in the construction.
  - Inspections by contractors are limited to specific categories in one and two family homes and townhouses.
  - **Effective 4/9/2020 permit holders are no longer authorized to contract with contractors for performance of inspections.**
  - **The County will continue to accept inspection reports from contractors provided:**
    - **The permittee contracted for such services prior to 4/9/2020.**
    - **The inspection is performed prior to 4/27/2020.**
    - **The report of the inspection is submitted to the County not later than 5/1/2020.**

See the temporary procedures and requirements for inspections, permit applications, and plan review at the following web page:

<https://www.miamidade.gov/building/coronavirus-temporary-procedures.asp>

Final inspections must be performed by Miami-Dade inspectors .

Inspections must be reported on the RER STATEMENT OF INSPECTION REPORT COVID-19. RER encourages the attachment of photographs or other documentation that supports the inspection result.

New permit applications and reworks to existing applications may be submitted at <https://www.miamidade.gov/Apps/RER/EPSPortal> for the following:

- New applications for:
  - Building
  - Roofing
  - Electrical
  - Mechanical
  - Fire alarms
  - Access control
  - Fire sprinklers
  - Plumbing
  - Zoning Improvement Permits (ZIPS)
- Reworks to any of the above permit types.

Use the e-permitting system <https://www.miamidade.gov/permits/e-permitting.asp> for residential permits for the following:

- Roofing permits
- Storm panels
- Accordion shutters

For subsidiary permits that require no plan review use e-permitting at the link shown above or email to [RER-SPA@miamidade.gov](mailto:RER-SPA@miamidade.gov).

Municipal Permit Applications and Plans (Fire and DERM) should be submitted through this link <https://www.miamidade.gov/Apps/RER/EPSPortal>. Submissions must be as follows:

- Scan the official office set of plans.
  - Include the back page with stamps and signatures.
- Scan the city's permit application.
  - Include the city's building application process number.
- Name the documents according to online submission guidelines.
- You will be contacted with a scheduled pick up time.
- If your plans were in the process of routing and review when the MDPIC closed:
  - If the plans had not been distributed for review the following will occur:
    - New submittals will be sent to the Miami-Dade County vendor for scanning and will be reviewed electronically.
    - Municipal applications will be placed in storage.
      - Make an appointment for retrieval per the section above.
- If the plans are currently in a review area, upon completion of that review the following will occur:
  - If all reviews are complete the plans will be placed in storage.
    - Make an appointment for retrieval per the section on Retrieval of Plans above.
- If there are still reviews pending you will be contacted by a representative with options for completing the reviews.
  - Have the plans scanned by the Miami-Dade County vendor and have the review completed in electronic format.
  - Have the plans placed in storage so you can retrieve them and scan and resubmit.

- Municipal applications will be placed in storage.
  - Email [RER-SPA@miamidade.gov](mailto:RER-SPA@miamidade.gov) for a pick-up appointment.

### Plan Review Services Appointments Meetings and List

- Monday and Thursday Design Professional's day appointments to be scheduled online.
- Meetings will be conducted by phone or through Microsoft Teams if possible.
- Inspection and Plan Review Supervisors list services by registering through online registration and conducted by phone.
- Concierge Meetings will be scheduled using Microsoft Teams.
  - Contact [chat@miamidade.gov](mailto:chat@miamidade.gov) for coordination of meetings.

### Cashier Services and permit issuance

- Permit issuance and payment of fees for paper submittals:
  - Schedule an appointment at 786-315-2381 or 786-315-2382.
  - Pay impact fees online at Zoning Impact Fees
  - Pay permit issuance and other fees at <https://www.miamidade.gov/permits/make-payments.asp>.

### **North Bay Village**

- Building Department is closed to the public.
- Plan review is being performed electronically.
- Plans are to be scanned in pdf format and submitted by email.
- Inspections are being scheduled online and being performed as usual

### **North Miami**

- Business as usual
- No interior inspections of residential properties unless there is a life, health, or safety issue.

### **North Miami Beach**

- A 14-day shift has been implemented.
- Minimal staffing will be present to maintain social distancing.
- Lobby hours are temporarily changed (no specifics provided).
- Protective glass has been installed for front counter administration safety.
- Seating in the lobby is limited to 5 people including front desk window seating.
- Plans submitted will be quarantined for 24 hours prior to review.
- Inspections are performed as normal.
- Inspectors may exercise discretion when entering an interior and are to inquire about anyone ill before entering the premises.

### **Oakland Park**

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No lobby is closed drop box located outside of front door for applications and plans*
- Are inspections being done? *Yes interior are subject to inspector's discretion*

## Opa Locka

- City of Opa-Locka is closed to the public until the 4/27/2020.
- Only the essential employees are working.
- Permitting is by appointment only.

## Palmetto Bay **UPDATED**

Permitting services are open starting Monday, April 21, 2020, under limited conditions.

Village Hall remains closed to the public.

Interim Permitting Process for Building Permits:

**NEW CONSTRUCTION:** Permits for new construction will not be accepted until further notice.

For each permit type, submit a permit application:

- Fill out a Building Permit Application
- Include contact name, phone number and email address on the place provided on the application.
- Drop off your Building Permit Application at the drop box located at the main entrance to Village Hall.
- Permit applications and plans can be dropped off Monday through Friday from 8:30 am to 2:30 pm, excluding holidays.
- Make sure to fill out the log-in sheet located at the drop box.
- Include your name, email, property address and all other information required.

When the Permit is Approved and Ready

- Village staff will notify you via email with the fee amount.
- You will have to pay for the permit online here. Read these instructions first.
- Once you have paid for the permit, please send an email to [permits@palmettobay-fl.gov](mailto:permits@palmettobay-fl.gov) and include your name, phone and permit numbers.
- Village staff will print the permit card and send the card along with your job copy of the permit documents via email as pdf documents.
- Inspections
- Inspections are being conducted on all permitted work.
- Inspections will be done onsite and virtually, as determined by the Building Department.
- Inspections can only be scheduled via phone at 305-259-1253 (please leave a voice mail message) or via email.
- Be certain to leave your contact information on the voice mail message.
- Client calls the Building and Permitting Division the morning of the inspection at 305-259-1250 and an approximate time frame either in the morning or afternoon will be provided.
- The homeowner and/or contractor must be present at the site of inspection when the inspector arrives.
- Based on site conditions, the inspector will determine whether the inspection will be done physically (mostly for unoccupied premises) or virtually (mostly for occupied premises.)

- For open air inspections such as fences, driveways, pools, roofs and such permit paperwork may be left outside in a plastic cover for protection as is the norm for such inspections.
- These inspections are accomplished without the owner or contractor.

#### WINDOWS & DOOR INSPECTIONS

- Inspections for doors and windows must be performed by a Florida Licensed Architect or Engineer or authorized Private Provider hired by the homeowner.
- Please complete and submit the Windows and Doors Supplemental Package.
- Please complete and submit with the application.

#### Other Important Information

- Permit applications previously submitted for which a permit has not been issued will continue to be processed.
- To the extent that comments or revisions are required, such information will be provided to the applicant via email only.
- Revisions will ALSO be accepted, and permits will be issued accordingly.
- New sub-permits to previously-issued master permits will be accepted.

#### Parkland

- Is your Department open? *Yes Modified hours and days Department is closed on Fridays working with reduced staffing Monday to Thursday.*
- Is your Department open to the public? *Yes Drop box outside City Hall*
- Are you accepting permits online? *Yes for small items*
- Are inspections being done? *Yes*
- Limitations? *Interior inspections for residential permits are suspended*
- Special Items? *No permits will expire as a result of this emergency, Interior renovation permits can be submitted but will not be issued until interior inspections can be performed, Special requests for residential inspections will be addressed on a case by case basis*

#### Pembroke Park

- Is your Department open? *Yes*
- Have hours changed? *Reduced hours 9am to 3pm*
- Is your Department open to the public? *Clerical staff will remain at the Building Dept. to accept and retrieve the contents of the outside drop box*
- Are inspections being done? *Yes*
- Any limitations? *Phones are forwarded to staff cell phones*

#### Pembroke Pines

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *Restrict public access on Mondays thru Wednesdays, City Hall is closed on Thursdays, they will continue to be operational for inspections and plan review services for both existing permitted projects as well as permit application submittals. Drop box is being accessed daily for all non electronic submission*

- If it is not are you accepting electronic plans? *Yes for smaller projects*
- Are inspections being done? Yes inspectors are working remotely from home and are verbally screening inspections prior to entering the premises

## **Pinecrest**

- Building and Planning Department is closed to the public.
- Plans and permit applications can be dropped off at the first floor lobby area.
- A temporary moratorium on plan submittals of new construction was in effect until March 29. Inspections are conducted as usual.
- Inspections of occupied dwellings require owners to affirm there are no illnesses in the home, and must answer other questions per DBPR best practices memo.
- Private special inspectors permitted on a case by case basis.

## **Plantation UPDATE**

Permit Submittal – a drop off table/station has been set up outside the building; there will be a 24 hour minimum hold time prior to processing; payments shall be made by credit card\*. Permit submittals will be processed in the order they are received. Due to minimum staff schedules and high call volume, processing of submittals may be delayed. Please be patient as we all work through this transition in order to assist you with your permitting needs.

Permit Pickup – payments may be paid with a credit card\* by calling the automated inspection line at 954-678-2632 or by check. Contact the office for further instructions to pay by check and/or pick up permit and/or plans.

Inspections – being conducted as usual for New Construction, Residential (exterior only), Commercial or vacant spaces/residences; Interior inspections for occupied Residential properties, Assisted Living Facilities (ALF), Hospitals, Rehabilitation Centers and Nursing Homes are suspended until further notice.

\*A 3% surcharge, \$1 minimum, will be applied to payments made by credit card.

For all other inquires, contact us directly at 954-797-2765 or [helpmebuilding@plantation.org](mailto:helpmebuilding@plantation.org) for further information.

## **Pompano Beach**

- The City of Pompano is closed to the public
- Have hours changed? *No*
- Mandatory field inspections are limited to commercial, essential and open air no contact inspections
- Plan review and other Division inspections are performed remotely
- The drop box is being accessed daily for any non-electronic submissions
- All customers are urged to utilize E-plan system for any revisions, submissions, corrections, etc.
- Minimal staff is in the office to field phone inquiries and provide guidance
- This protocol is subject to change as more information becomes available

## Sea Ranch Lakes

- No public access to Village Hall
- Inspections can be called in to 954-943-8862

## South Miami

- Building Department front office closed Tuesday and Thursday.
- Office is open Monday, Wednesday, and Friday 10:00 to 12:00.
- Staff will be answering phone calls and receiving new permit applications from the drop box.
- There is no guarantee as to if or when applications will be able to be processed.
- All services must be requested by phone or email.
- No direct contact with staff is permitted.
- Inspection requests are being received by phone or e-mail and responded to accordingly

## Southwest Ranches

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No*
- If it is not are you accepting electronic plans? *Electronic applications and plan review, anything that needs to be done in person will be by appointment only*
- Are inspections being done? *Yes practicing caution*

## Sunny Isles Beach

Sunny Isles Beach Government Center is open including the Police Department.

Building Department is operating Monday through Friday 7:30am to 3:00pm by appointment only.

All walk-in services are suspended until further notice.

All inspections are performed virtually.

Jobsites remain open for new construction sites in progress.

Effective 4/10/2020 construction activity in occupied multi-family residential buildings is restricted to the following:

- Repairs or replacement of:
  - a/c SYATEMS.
  - Water heaters.
  - Malfunctioning plumbing.
  - Malfunctioning electrical systems.
- Structural work related to 40 year recertification necessary for life safety.
- Repair or construction in occupied multi-family buildings related to structural integrity or life safety such as:
  - New shutter / window installation for hurricane preparation.
  - Roofing repairs or re-roofing.
  - Fire sprinkler system installation or repair.
  - Fire alarm system installation or repair.

## Sunrise



- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No Permit applications and plans can be dropped off and picked up by utilizing bins located in the main building lobby*
- Are inspections being done? *Residential inspections are being performed for exterior work only. Commercial inspections are being performed as usual.*

## **Surfside**

- Department is closed until further notice

## **Sweetwater**

- Building Department is open.
- One client allowed inside at a time.
- Only commercial inspections are being performed.
- Only the contractor representative to be on the site

## **Surfside**

- Closed until further notice

## **Tamarac**

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No*
- If it is not are you accepting electronic plans? *Yes accepting permits submitted to the Online Permitting System, Plans Examiners are doing reviews remotely*
- Are inspections being done? *Inspectors are set up to access inspections remotely and go directly to the jobsite. Commercial and exterior inspections only. Currently, No interior inspections for residential properties are being done*
- Any limitations? *Permitting staff are working remotely their land lines are forwarded to their cell phones. Phone calls and emails will be answered remotely*

## **Virginia Gardens**

- Business as usual

## **Weston**

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No*
- If it is not are you accepting electronic plans? *Yes*
- Are inspections being done? *Yes practicing social distancing*

Any limitations?

## **West Miami**

- Business as usual

## **West Miami**

- City Hall is closed to the public. All permit applications accepted by appointment. Instructions for submission explained when contacting the building department. Inspections are being performed with cautionary discretion.

## **West Park**

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *Dept. has reopened and accepting select electrical, plumbing and roofing applications by appointment only*
- Are inspections being done? *Yes at the discretion of the inspector.*

## **Wilton Manors**

- Plan review is being done electronically
- Community Development Services Department, Building Division Personnel doing rotation shifts to go into City Hall (CDS Bldg.) to process plans and permits, with emergency inspections on a case by case basis