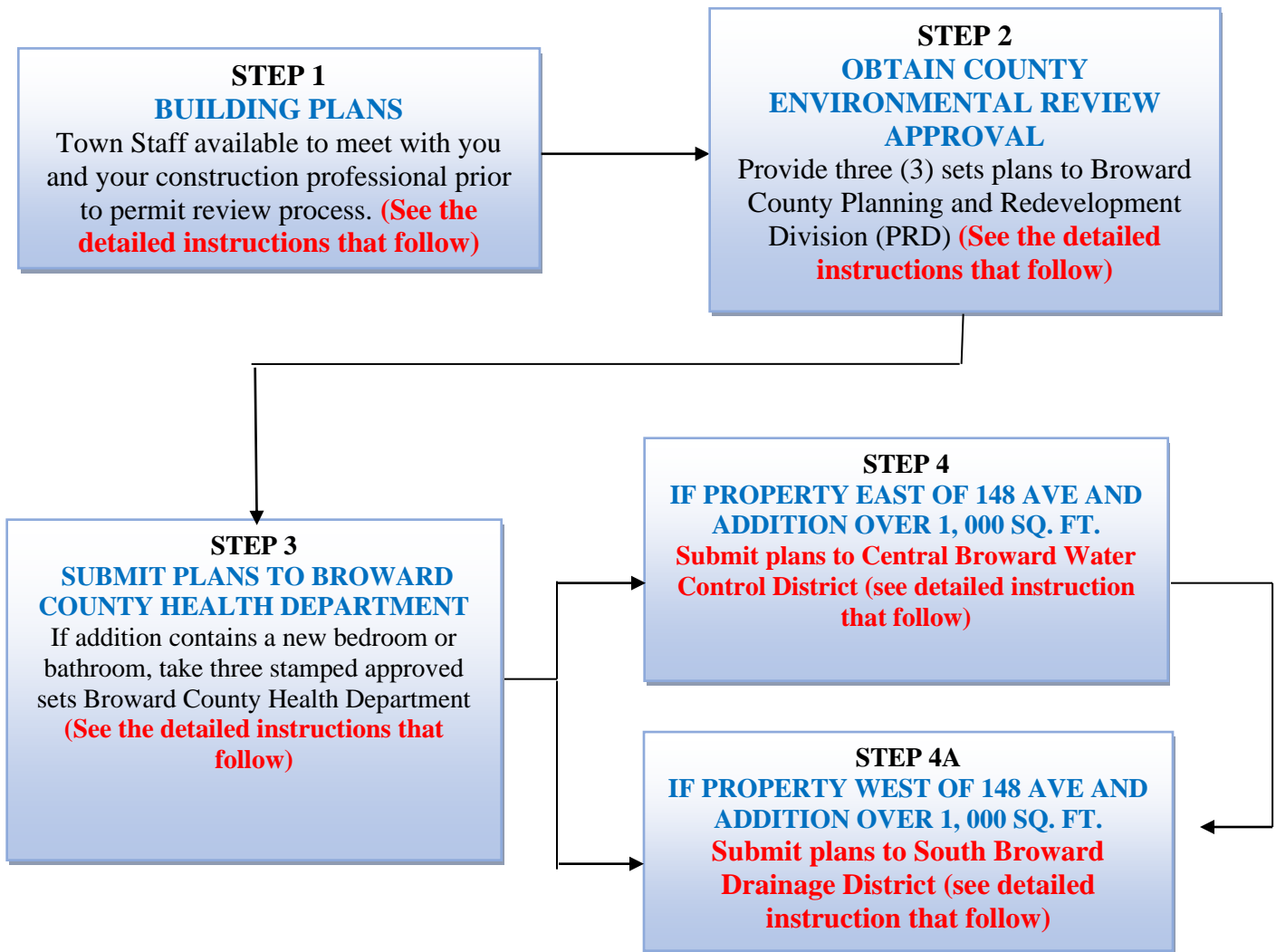




**Town of Southwest Ranches  
13400 Griffin Road  
Southwest Ranches, FL 33330-2628  
Phone (954) 434-0008  
Fax (954) 434-1490**

**STEPS TO OBTAIN A PERMIT TO BUILD A NEW DETACHED ANCILLARY BUILDING (ACCESSORY TO AN EXISTING MAIN RESIDENCE) PERMIT FLOW CHART**





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**STEP 5**  
**SUBMIT PLANS TO PLANNING AND ZONING**  
**(J. A. Medina LLC)**  
Take three stamped approved sets to Town Hall for Zoning and subsequent Engineering review and approval  
**(See the detailed instructions that follow)**



**STEP 6**  
**PLANS ROUTED INTERNALLY TO**  
**ENGINEERING DEPARTMENT (ADDITIONAL**  
**FEES WILL APPLY)**  
**(No action from the applicant at this time. See the**  
**detailed instructions that follow)**



**STEP 7**  
**PLANS ROUTED INTERNALLY TO THE**  
**TOWN'S BUILDING DEPARTMENT (C.A.P.**  
**GOVERNMENT)**  
**(ADDITIONAL FEES WILL APPLY)**  
**(See the detailed instructions that follow)**



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## **Building a new detached ancillary building (accessory to an existing main residence)**

Obtaining a permit for your construction is a process that involves review and approval by multiple agencies. Generally, Broward County Development and Environmental Regulation Division, Broward County Health Department, South Broward Drainage District or Central Broward Water Control District (*where applicable*) are external agencies that review building plans prior to submitting them to the Town's Zoning, Engineering and Building Departments.

The Town of Southwest Ranches is a "contract community," meaning that it has no employees. Instead, plan reviews for Zoning, Landscape and Building Codes are accomplished by consultants. The Town contracts with Code Services Inc. to conduct in house Zoning and Landscape review, and contracts with C.A.P. Government, Inc. for Building Code review and the actual building permit issuance. The professionals of these agencies, whose contact information is provided in this packet, are available to assist you and to oversee your permit application throughout the approval process. Additionally, engineering review is provided in house by the Town Engineer for some types of construction and for fill permits. Each step of the permit process is outlined below. The steps must be followed in the exact order shown.

**Please note that it is illegal to clear or remove trees from your property, including nuisance trees, until you have the proper permit from the Town to do so.**

**It is also illegal to bring fill onto your property until you have been issued a building permit. Filling must then be consistent with the amount and location of fill approved by the Town during the permit review process. Any other type of fill requires a separate fill permit, issued by the Town Engineer.**

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### **STEPS TO OBTAIN PERMIT**

#### **STEP 1**

#### **BUILDING A NEW DETACHED ANCILLARY BUILDING (ACCESSORY TO AN EXISTING MAIN RESIDENCE)**

Town staff is available to meet with you and your design and/or construction professionals to review the specifics of your application and to assist you in planning for your permit review process. If you would like to meet with Planning & Zoning staff, this must occur well in advance of application submittal. Please contact the Zoning Department at the number provided in this guide, to secure an appointment. Then, have your design professionals prepare all necessary plans for submittal consistent with the attached submittal requirements. You will need a minimum of three (3) complete sets of plans, which will need to comply with the Town of Southwest Ranches Unified Land Development Code (ULDC), available online at [www.municode.com](http://www.municode.com), and the Florida Building Code.

#### **STEP 2**

#### **OBTAIN COUNTY ENVIRONMENTAL REVIEW APPROVAL:**

The Broward County Natural Resource Protection Code Sec. 27-66(a), requires you to undergo a process called the Environmental Review Approval, in order to develop or alter land and prior to obtaining any building permit. It is performed by the Broward County Planning and Redevelopment Division (PRD), located at 1 N. University Dr., Suite 102, Plantation, FL 33324 (northwest corner of Broward Boulevard and University Drive). Please call (954) 357-6666 if you have any questions. You may complete an application online via their website [www.broward.org/development](http://www.broward.org/development)



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**STEP 3**

***In the event that your new building contains a bathroom or any type of water faucet,  
SUBMIT PLANS TO BROWARD COUNTY HEALTH DEPARTMENT:***

The Health Department will provide approval of your plans based on the existing septic system's location and capacity (including well, tank and drain field). Likewise, will approve plans for a new secondary septic system, if this is your case. Three (3) sets of signed and sealed plans and surveys must be submitted to the address below; however, keep in mind that some information contained on your plans may stay for the Department's own records. Please prepare the submission package accordingly, by calling in advance to ask what the requirements will be, as you will need to be in possession of three complete sets of plans with stamps of approval once your plans are released from this agency. The BCHD office is located at 2421 SW 6<sup>TH</sup> Avenue, Fort Lauderdale (about one mile east of I-95). Phone number: (954) 467-4705.

**STEP 4**

***If your property is EAST of SW 148 Avenue.***

**SUBMIT PLANS TO CENTRAL BROWARD WATER CONTROL DISTRICT (CBWCD):**

Submit your three (3) signed and sealed plan sets (already stamped by the Heath Department), and all other required materials to CBWCD, located at 8020 Stirling Road in Hollywood. Please call (954) 432-5110 for application fee and additional requirements.

**– OR –**

***If your property is located WEST of SW 148<sup>th</sup> Avenue.***

**SUBMIT PLANS TO SOUTH BROWARD DRAINAGE DISTRICT (SBDD):**

Submit your three (3) signed and sealed plan sets (already stamped by the Heath Department), and all other required materials to SBDD, located at 6591 SW 160<sup>th</sup> Avenue (a.k.a. Dykes Road). The phone number is (954) 680-3337. Call for application fee and additional requirements.



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**STEP 5**

**SUBMIT PLANS TO PLANNING & ZONING (J. A. Medina LLC):  
ALL REQUIRED REVIEW FEES ARE DUE AT THE TIME OF SUBMISSION:**

Take three (3) sets of your plans and survey, all already stamped by the County, showing the proposed improvement, along with the other items listed documents and fees as shown in the attached submission checklist, to the Town's Zoning Department, located at 13400 Griffin Road, Southwest Ranches, Florida 33330. If you have any questions related to Zoning regulations and permit process or requirements you can call (954) 343-7440.

At this point your plans will undergo review for compliance with Zoning requirements. The person listed as "applicant" on the application will be notified when the plan review is complete. Corrections should then be made and the plans subsequently resubmitted. (Please refer to the attached Town's fee schedule for Planning & Zoning applications).

*Please note that Zoning also performs the process and issuance of tree removal and/or relocation permits not related to construction.*

**STEP 6**

**ZONING DEPARTMENT WILL ROUTE PLANS TO THE ENGINEERING DEPARTMENT (ADDITIONAL FEES MAY APPLY):**

Zoning will route three (3) set of plans, with Zoning's approval stamp, along with the original application for Development Order signed-off by the Zoning Department to the Engineering Department. The Engineering Department will contact you if corrections to your plans are necessary. Once you obtain Engineering's approval, you will have two (2) final sets of plans which are required by the Building Department, along with the original Development Order with the signatures from both the Zoning reviewer and the Town Engineer or his assistant.



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**STEP 7**

**PLANS ROUTED INTERNALLY TO THE TOWN'S BUILDING DEPARTMENT (C.A.P. Government, Inc.)**

**(ADDITIONAL FEES WILL APPLY)**

Two (2) sets of signed and sealed plans, stamped by all previously listed agencies, and the original application for Development Order (signed-off by Zoning and Engineering), along with all applicable product approvals and structural calculations routed internally to the Building Department.

The Building Department will review the structural, electrical, mechanical and plumbing features of your plans, and will issue the actual building permit. They also coordinate periodic and final inspections and issue the Certificate of Occupancy of your new building.

***CHECKLIST for submittal to J. A. Medina LLC and Town of Southwest Ranches Engineering Department***

***(This is the Town's first review agencies)***

— **Three (3) complete sets of plans signed and sealed by a Florida registered architect or engineer**

All plans must comply with the Florida Building Code, current Broward Edition, and the Town of Southwest Ranches Unified Land Development Code (ULDC) available online at [www.municode.com](http://www.municode.com) All required agency approvals (see previous pages) must be stamped on the plans. The plans must contain the following information, at a minimum:

	Floor plans and related building plans (structural, mechanical, plumbing, and electrical).
	Building elevations, showing building height measured either to the top of the roof (flat roofs), or to the mean of the highest roof (sloped roofs).
	Finished Floor Elevation (FFE) of the home.



A "site plan" that shows how the proposed structure will fit onto the lot, with dimensions and other details your professional will know about. It will also show any of the existing buildings and improvements that are to remain on the lot. If a structure is to be relocated or removed, the site plan will indicate this as well. Specifically, the site plan will show:

- Compliance with the minimum building setbacks from the property lines and ingress/egress easements required by the Town Code.
- All major features shown on the survey.
- Dimensions of all existing and proposed structures and their distances (measured from closest part of structure) to property lines and easements, driveways, other structures, and water bodies.
- Lot grading plan, including limits of fill, maximum slope from filled areas to natural grade, direction of storm water flow, and drainage calculations. The plan must comply with the storm water drainage standards for your area, and must comply with the Town's tertiary drainage plan. Your architect or engineer should call the Town Engineer at (954) 434-0008 if there are questions.
- Provision of a fire well, if required by the Broward County Fire Marshall.
- Information related to width and maximum weight allowed over bridge crossing body of water to access property with fire apparatus (If applicable)
- Scale, with north arrow.
- Site Data Table, which must show the following information at a minimum:
  - Total area of lot, in acreage and square footage.
  - Lot area less any road dedications (ingress easements and/or right-of-ways), labeled as "net" area. Important: the following calculations must be based on this figure.
  - Square footage and percentage of all areas under roof (existing and proposed), labeled as "coverage".
  - Square footage and percentage of all impervious area (existing and proposed).





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**Permit applications**

An application for Development Order, for Zoning and Engineering sign-off, is required. It is very simple and is required to be notarized or signed by the owner (in case the applicant is an architect, a contractor, or even a permit runner). The application for structural review will be required when plans are ready for the Building Department. The structural application must contain the value of the construction for the entire job.

***IMPORTANT***

Below is a summary of phone numbers for guidance through the permitting process:

<b>Planning and Zoning:</b>	J. A. Medina LLC Julio Medina	(954) 434-7440
<b>Engineering: (By appointment ONLY)</b>	Rod Ley	(954) 434-7444
<b>Structural, Mechanical, Electrical, Plumbing:</b>	C.A.P. Government, Inc. Lisa Reices-Nicasio	(954) 343-7445
<b>Drainage Districts:</b>	South Broward Drainage District (for areas west of SW 148 Ave)	(954) 680-3337
	Central Broward Water Control District (for areas east of SW 148 Ave)	(954) 432-5110