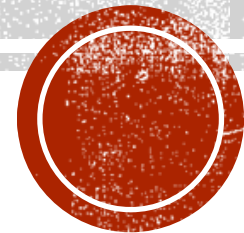


# BUILDING PERMITTING E-PERMIT PRESENTATION

Environmental Protection and Growth Management Department

**Broward County Building Code Service Division (BCSD)**



# BACKGROUND

- Broward County Building Code Services Division's Building Permitting office has permitting jurisdiction for properties in Unincorporated Broward County.
- **Currently, ePermits is not available for Owner-Builder permits, Elevator Permits, permits that require Fire Plan Review, water meter permits, and permit applications for Fort Lauderdale Airport.**
- Development and Environmental Review approval or exemption is required , for applicable permits, prior to submitting the permit application and plans to our office (BCS Master Permit). Please contact [DERPlans@Broward.org](mailto:DERPlans@Broward.org) for questions.
- **If our ePermit service software is unable to digitally verify drawings that require sign and seal signatures, an electronic signature affidavit is required. The permit application will be REJECTED if the digital signature cannot be verified or an electronic affidavit is not uploaded for each uploaded drawing (signed and sealed).**
- For job values equal to or greater than \$2,500.00, two certified copies of a recorded Notice of Commencement must be obtained. One copy must be submitted to our agency prior to scheduling the first inspection. The second copy must remain on the property during inspections.



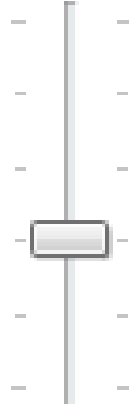
# PRESENTATION OVERVIEW

- Create User ID and Password
- Confirm permitting jurisdiction with [Broward County Property Appraiser's office](#).
- Fill Out the ePermit application
- Upload plans
- Respond to emails
- Pay online
- Print permit card (**Note: 8.5" x 14" size paper needed to print permit card**)



Select a setting for the Internet zone.

### Medium



- Blocks third-party cookies that do not have a compact privacy policy
- Blocks third-party cookies that save information that can be used to contact you without your explicit consent
- Restricts first-party cookies that save information that can be used to contact you without your implicit consent

Sites    Import    Advanced    Default

#### Location

Never allow websites to request your physical location    Clear Sites

#### Pop-up Blocker

Turn on Pop-up Blocker    Settings

#### InPrivate

Disable toolbars and extensions when InPrivate Browsing starts

## TECHNICAL DATA BEFORE YOU BEGIN

- Turn off pop-up blockers
  - Internet Explorer 11 → Pop-up Blocker → Turn off Pop-Up Blocker
- E-Permits is currently not compatible with smartphone browsers (i.e., Safari & Samsung)



Signed and sealed as indicated

Signature Panel

VERA  
SPANISH  
PARKLAND - LOT 225



3601 QUANTUM BLDG.  
BOSTON SOUTH R. 33405  
502-264-2524

AREA	QUANTITIES	SCALE
FOUNDATION	100	1/4" = 1'-0"
FRONT ELEVATION	100	1/4" = 1'-0"
REAR ELEVATION	100	1/4" = 1'-0"
RIGHT SIDE ELEVATION	100	1/4" = 1'-0"
LEFT SIDE ELEVATION	100	1/4" = 1'-0"
SECTION	100	1/4" = 1'-0"
PLAN	100	1/4" = 1'-0"
DETAIL	100	1/4" = 1'-0"
OTHER	100	1/4" = 1'-0"

**GENERAL NOTES**

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES (IBC) AND THE FLORIDA BUILDING CODE (FBC).

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.

3. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL BUILDING DEPARTMENT.

4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.

5. ALL UTILITIES SHALL BE LOCATED AND DEPTH MARKED PRIOR TO EXCAVATION.

6. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.

7. ALL FOUNDATION WORK SHALL BE DONE IN ACCORDANCE WITH THE FBC.

8. THE CONTRACTOR SHALL MAINTAIN PROPER RECORDS OF ALL WORK.

9. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.

10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.

11. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL BUILDING DEPARTMENT.

12. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.

13. ALL UTILITIES SHALL BE LOCATED AND DEPTH MARKED PRIOR TO EXCAVATION.

14. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.

15. ALL FOUNDATION WORK SHALL BE DONE IN ACCORDANCE WITH THE FBC.

16. THE CONTRACTOR SHALL MAINTAIN PROPER RECORDS OF ALL WORK.

17. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.

18. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.

19. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL BUILDING DEPARTMENT.

20. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.

21. ALL UTILITIES SHALL BE LOCATED AND DEPTH MARKED PRIOR TO EXCAVATION.

22. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.

23. ALL FOUNDATION WORK SHALL BE DONE IN ACCORDANCE WITH THE FBC.

24. THE CONTRACTOR SHALL MAINTAIN PROPER RECORDS OF ALL WORK.

25. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.

26. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.

27. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL BUILDING DEPARTMENT.

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29. ALL UTILITIES SHALL BE LOCATED AND DEPTH MARKED PRIOR TO EXCAVATION.

30. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.

31. ALL FOUNDATION WORK SHALL BE DONE IN ACCORDANCE WITH THE FBC.

32. THE CONTRACTOR SHALL MAINTAIN PROPER RECORDS OF ALL WORK.

33. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.

34. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.

35. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL BUILDING DEPARTMENT.

36. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.

37. ALL UTILITIES SHALL BE LOCATED AND DEPTH MARKED PRIOR TO EXCAVATION.

38. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.

39. ALL FOUNDATION WORK SHALL BE DONE IN ACCORDANCE WITH THE FBC.

40. THE CONTRACTOR SHALL MAINTAIN PROPER RECORDS OF ALL WORK.

41. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.

42. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.

43. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL BUILDING DEPARTMENT.

44. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.

45. ALL UTILITIES SHALL BE LOCATED AND DEPTH MARKED PRIOR TO EXCAVATION.

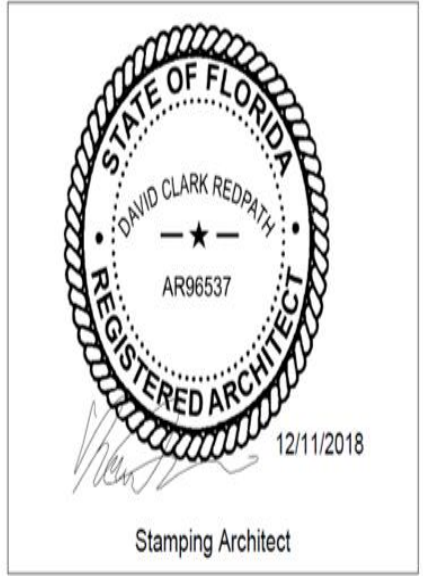
46. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.

47. ALL FOUNDATION WORK SHALL BE DONE IN ACCORDANCE WITH THE FBC.

48. THE CONTRACTOR SHALL MAINTAIN PROPER RECORDS OF ALL WORK.

49. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.

50. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.



1	08-01-18	PRELIMINARY
0	07-25-18	PRELIMINARY
REV	DATE	ISSUED FOR:
DRAWN BY: RST		CHECKED BY: MWS
SEAL:		
November 30, 2018		
SEAL:		

# BEFORE YOU GET STARTED...

- Uploaded plans must be Signed and Sealed on each page of the plans. **Our office must be able to verify the digital signature; otherwise the plans will be rejected. Digital signatures that cannot be verified require an electronic signature affidavit. The permit application will not be accepted if the digital signature cannot be verified or affidavit is not provided (See slide 17)**
- To the left are Signed & Sealed Options that must be on all pages of the Architectural/Professional Engineer plans.

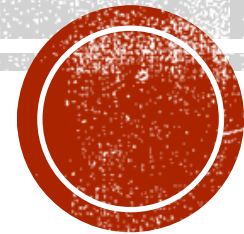


# BEFORE YOU GET STARTED

**IMPORTANT:** Broward County Building Code Services Division's Building Permitting office has permitting jurisdiction for properties in Unincorporated Broward County. Please confirm permitting jurisdiction with the [Broward County Property Appraiser's Office](#) before starting this ePermit application.

Planning and Development Management review is required. Approval and/or Exemption certificates must be uploaded with signed and sealed plans.

Please contact [DERPlans@broward.org](mailto:DERPlans@broward.org) for questions or concerns related to their review.



# Broward County ePermits Electronic Signature Document

This document is signed and sealed to secure the data in this plan review application and any attached files that were electronically submitted as described in the applicable professional regulation(s) for signing and sealing electronically transmitted plans.

Reference Number: 0000084054

Applicant Name: TVANEYK

Project Name: Broward County NRWTP Temporary Construction Trailer

Signature Report Document Created: 12/19/2018 10:55:31

The following files are attached and sealed:

File Name / Description	Document Types	Authentication Code (SHA-1)	Authentication Date
BC NRWTP Temporary Constructio	Civil Drawings 69-61	15483EFD45EDCEBEDBE26A463CA18E2FDC48267A	12/19/2018 10:52:32
BC NRWTP Temporary Construction Trailers - I			

The seal on this document is authorized by:

Professional: Ana Maria Garcia

License Number: 74662

Signature: 

Date: 12/19/18

Seal:



NOTE: Effective December 10, 2015, the signed and sealed report may be submitted either by hardcopy or scanned and sent electronically. The hardcopy signed and sealed report shall be retained by the licensee in accordance with Rule 61G15-30.009, F.A.C. for Professional Engineers only. All others require the original documents(s) be submitted in original form:

Planning and Development Management

Attn: Development and Environmental Review

If you have any questions, please contact us at:

## SIGN AND SEAL OPTION (SHA-1)

- Uploaded plans that the digital signature cannot be verified will not be accepted without corresponding SHA-1. **IMPORTANT: THE SHA-1 CAN ONLY BE GENERATED BY THE ARCHITECT/ENGINEER FOR THE PAGES THAT ARE SIGNED AND SEALED. (see Slide 17.)**
- **IF THE DIGITAL SIGNATURE CANNOT BE VERIFIED AND THE CORRESPONDING SHA-1 AFFIDAVIT IS NOT PROVIDED, THE PERMIT APPLICATION AND PLANS WILL NOT BE ACCEPTED.**



# PLANS MUST BE SIGNED & SEALED: THREE OPTIONS

1. e-Sign software (Global Sign or VeriSign)



2. Upload plans with signature and seal that are clearly visible on all pages of the Architect/Professional Engineer plans.
3. If the digital signature cannot be verified by our office, the Architect/Professional Engineer must generate a SHA-1 Affidavit. **IMPORTANT: THE SHA-1 AFFIDAVIT CAN ONLY BE GENERATED BY THE ARCHITECT/ENGINEER FOR THE PAGES THAT ARE SIGNED AND SEALED. (See Slide 17.)**

**IMPORTANT: If the SHA-1 Affidavit is not provided or cannot be verified, the permit application will not be accepted.**





# FOLLOW THESE STEPS...

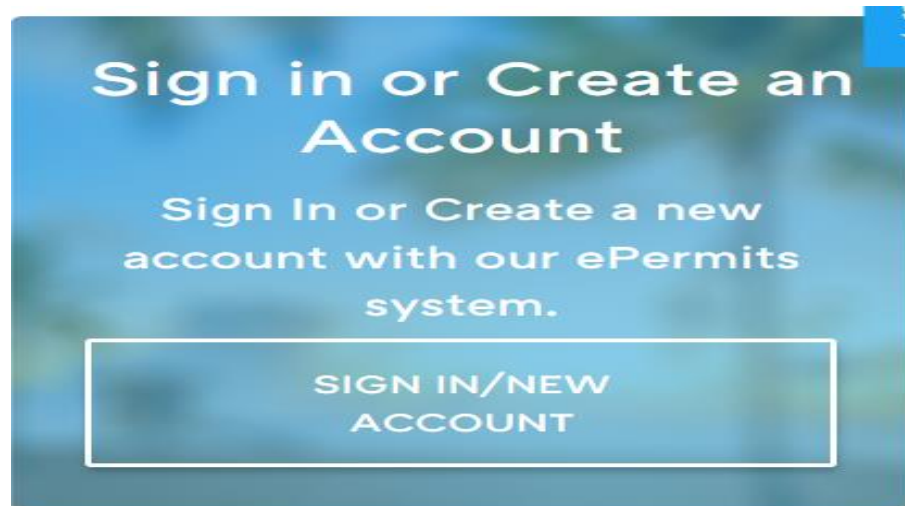
1. Go to <http://www.broward.org/epermits/Pages/Default.aspx>
2. [Create User ID and Password](#)
3. Log into website
4. Fill out ePermit application
5. Upload Plans, supplementary documents (i.e., Development and Environment Review approval/exemption certificates, certified copy of recorded Notice of Commencement, NOAs, etc.) which include applicable completed, signed, and notarized Uniform Building Permit application(s)
6. Submit permit application & receive confirmation email. Check your email and contact our office at [building@broward.org](mailto:building@broward.org), if needed.
7. Paying Fees
8. Respond if necessary or log into your online ePermit account and pay fees (if applicable)
9. Print permit card (if applicable)



# FOLLOW THESE STEPS...

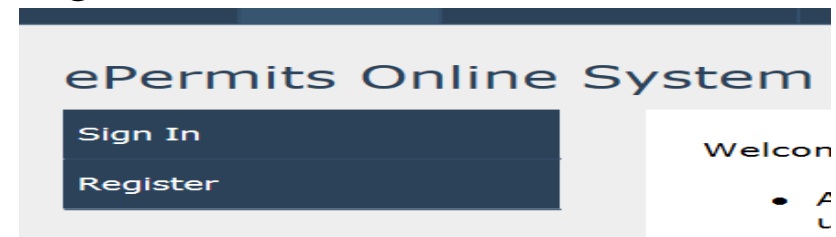
## Step 1

- Go to <http://www.broward.org/epermits/Pages/Default.aspx>



## Step 2

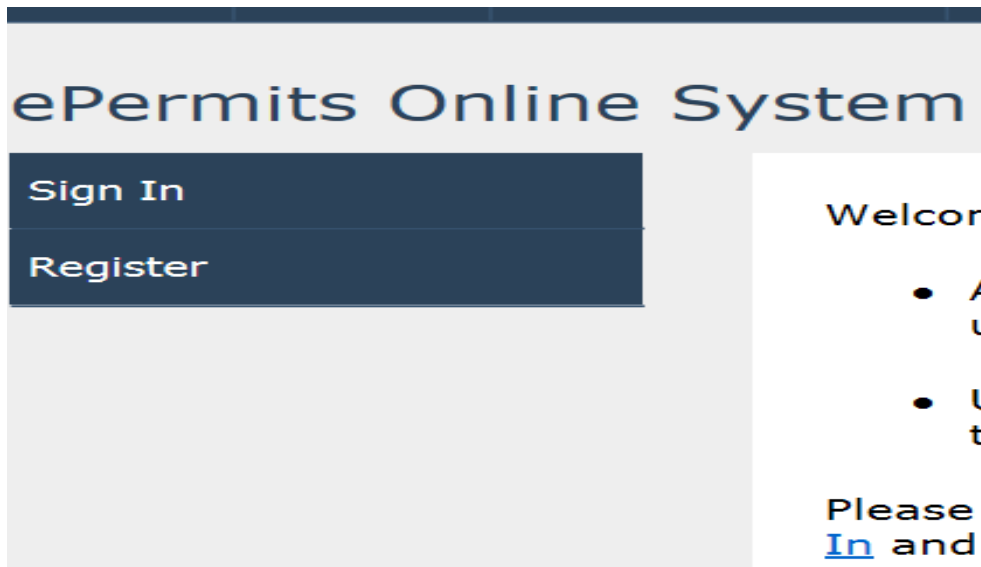
- Create a User Account (Register) or Sign into your ePermit account. This service is available to only licensed Contractors. If the Contractor is not registered with us, contact [building@broward.org](mailto:building@broward.org) for a registration form.



# FOLLOW THESE STEPS TO CREATE A NEW ACCOUNT

## Step 1. Select Register

- <https://webapps.broward.org/EPermits/>



## Step 2. Create a New Account

- [Create a New Account](#)

Complete the information below to create your account.

When you click *Create My Account*, you will receive a confirmation email. To ensure this email is not treated as spam, please add *no-reply@broward.org* to your email account's safe list.

Please note that passwords must be a minimum of 8 characters, contain one number, one uppercase letter, and one lowercase letter.

User Name

Email

Password

Reenter Password

First Name

Last Name

Postal Code (optional)

Check the box below to identify yourself for proper use.





Mon 1/7/2019 11:45 AM

Martinez, Anna

Your new AccessBROWARD account

To: Ali, Asif

From: <[no-reply@broward.org](mailto:no-reply@broward.org)>

Date: Tue, Jan 30, 2018 at 12:14 PM

Subject: Your new AccessBROWARD account

To: <[mrsmartinez3416@gmail.com](mailto:mrsmartinez3416@gmail.com)>

# DID I CREATE A USERID AND PASSWORD?

Dear Mrsmartinez3416, **If you successfully created an ePermit user account, you will receive a confirmation email.**

*Thank you for creating an AccessBROWARD account!*

You recently created an AccessBROWARD account using this email address. Confirming your account with this email address ensures that you can securely retrieve your account information if you forget your password. Simply click on the following link to confirm your account.

<https://access.broward.org/validate.aspx?id=31d6c5ca-f17a-42d8-86e1-39ecb4251e81&ReturnUri=https://webapps.broward.org/ePermits/Account/ToGo.aspx?Application=>

Please keep your email address information up-to-date. If this information changes, you can always update it by signing into your AccessBROWARD account: [Sign In](#).

*Not your account request?*

If you did not request this Access BROWARD account, please [click this](#) to delete this account.

Regards, Access BROWARD Account Services

Do not reply to this message. This email message has been sent from an unmonitored email address and we are unable to respond to any replies sent to this email address. If you have questions or experience problems, please review the [frequently asked questions](#).

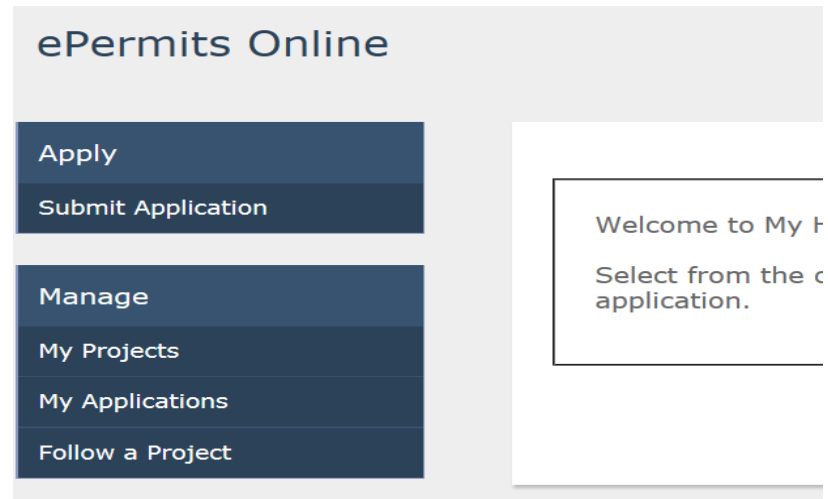
Under Florida law, most e-mail messages to or from Broward County employees or officials are public records, available to any person upon request, absent an exemption. Therefore, any e-mail message sent or from



# CREATING A NEW PERMIT APPLICATION

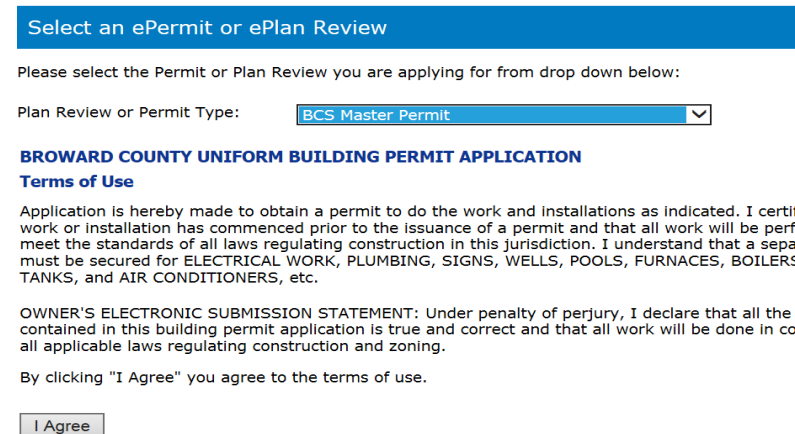
## Steps 3

- Select “Submit Application”



## Step 4

- In the “Plan Review or Permit Type” drop-down, select “BCS Master Permit” and read the Terms of Use and select “I Agree”



**Parcel ID:** \*   (ie. BCPA Property ID# 504215010130) [BCPA website](#)

**Master Permit Type:** \*

**Permit Information**

Permit Work Type:

Flood Zone:

BFE:

Floor Area:

Job Value: \*

Building Use: \*

Construction Type:

Occupancy Group:

Present Use: \*

Proposed Use: \*

Description of Work:

**Permit Holder Information**

Qualifier's Name: \*    
(Example: Lastname, Firstname)

# STEP 4. FILL OUT THE PERMIT APPLICATION

- Our permitting jurisdiction is limited to Unincorporated Broward County. **IMPORTANT:** If a Parcel ID is not for our jurisdiction, you will not be allowed to submit the permit application.
- **NOTE:** Currently, ePermit applications will not be accepted for FLL Airport permits and Elevator Permitting.
- If Fire Plan Review is required, the ePermit application will not be accepted.



Broward.org Government Agencies Services Residents Businesses Visitors

**BROWARD.org**  
Our Best. Nothing Less.

Search

Home Partners ePermits County ePermits FAQs

Project Name: CBRE/Heery

Type:

Folio Number:

View	Discipline	File Name	SHA1 Code	Upload Date
	Architectual	01_CBRE FTL-PERMIT_ARCH.pdf	C253D606C46C5A643C98F7B5DBA31850D3690231	Dec 19, 2018
	Electrical	05_CBRE FTL-PERMIT_ELEC.pdf	1F117C069CC527BE8C3C5F1D906AF605001928AA	Dec 19, 2018
	Fire	02_CBRE FTL-PERMIT_FP.pdf	34AEFB0D368210FA829C796DCDB8C5040C5DD54F	Dec 19, 2018
	Mechanical	04_CBRE FTL-PERMIT_MECH.pdf	D2DFF20CEC6F2ED714312968CCAD694E768E5D06	Dec 19, 2018
	Other	06_CBRE FTL-PERMIT_AV.pdf	06F9099E56FB0881D991F4A8EB9C436327DEEA83	Dec 19, 2018
	Plumbing	03_CBRE FTL-PERMIT_PLUMB.pdf	CA0C5D26682CDE92ED97E37391CA2F74AA5C1ADD	Dec 19, 2018

**Block Upload**

## STEP 5. UPLOAD PLANS

- Upload signed and sealed construction plans. **IF DIGITAL SIGNATURE CANNOT BE VERIFIED, CORRESPONDING SHA-1 AFFIDAVIT IS REQUIRED** (see slide 17). **IMPORTANT: THE SHA-1 CAN ONLY BE GENERATED BY THE ARCHITECT/ENGINEER FOR THE PAGES THAT ARE SIGNED AND SEALED.**
- Upload supplementary documents which should include completed, signed, and notarized Uniform Building Permit application(s) for applicable trade(s)
- Use Block Upload format



# WHAT NOT TO DO

DO NOT UPLOAD DOCUMENTS INDIVIDUALLY FOR EACH TRADE. UPLOAD AS ONE FILE. FOR EXAMPLE:

STRUCTURAL PLANS SHOULD BE UPLOADED AS ONE FILE; NOT UPLOADED AS INDIVIDUAL PAGES. PLEASE LABEL AS STRUCTURAL.  
 ELECTRICAL PLANS SHOULD BE UPLOADED AS ONE FILE; NOT UPLOADED AS INDIVIDUAL PAGES. PLEASE LABEL AS ELECTRICAL.  
 PLUMBING PLANS SHOULD BE UPLOADED AS ONE FILE; NOT UPLOADED AS INDIVIDUAL PAGES. PLEASE LABEL AS PLUMBING.  
 MECHANICAL PLANS SHOULD BE UPLOADED AS ONE FILE; NOT UPLOADED AS INDIVIDUAL PAGES. PLEASE LABEL AS MECHANICAL.

DO NOT DO THIS...



	SHA
2017 - Sheet - A-000.1 - COVER - VOLUME 1.pdf	B791
2017 - Sheet - A-000.2 - COVER - VOLUME 2.pdf	9BC4
2017 - Sheet - A-001.1 - DRAWING LIST, SUBMITTALS AND REVISIONS.pdf	A754
2017 - Sheet - A-002.2 - DRAWING LIST, SUBMITTALS REVISIONS.pdf	8703
2017 - Sheet - A-010 - SITE PLAN.pdf	0B53
2017 - Sheet - A-011 - ENLARGED SITE PLANS.pdf	5D3B
2017 - Sheet - A-012 - SECURITY CHECK POINT PLANS.pdf	F423
2017 - Sheet - A-013 - SITE PLAN DETAILS.pdf	48B0
2017 - Sheet - A-020 - PHASING PLAN - PHASE 1.pdf	AE37
2017 - Sheet - A-021 - PHASING PLAN - PHASE 2.pdf	F131
2017 - Sheet - A-030 - DEMOLITION PLAN - AREAS A AND B.pdf	E61E
2017 - Sheet - A-031 - DEMOLITION PLAN - AREAS C AND D.pdf	9BE3
2017 - Sheet - A-032 - DEMOLITION ELEVATIONS.pdf	8821
2017 - Sheet - A-040 - LIFE SAFETY PLAN - GROUND LEVEL - AREA A & B.pdf	4D80
2017 - Sheet - A-041 - LIFE SAFETY PLAN - SECOND LEVEL - AREA A & B.pdf	53DC
2017 - Sheet - A-042 - LIFE SAFETY PLAN - THIRD LEVEL - AREA A & B.pdf	E22D
2017 - Sheet - A-043 - LIFE SAFETY PLAN - FOURTH LEVEL - AREA A & B.pdf	109A
2017 - Sheet - A-044 - LIFE SAFETY PLAN - FIFTH LEVEL - AREA A & B.pdf	98BF
2017 - Sheet - A-045 - LIFE SAFETY PLAN - FIRST & FIFTH LEVEL - AREA C.pdf	D703
2017 - Sheet - A-046 - FEC SPACING DIAGRAM.pdf	F2A0
2017 - Sheet - A-050 - ACCESSIBILITY PLAN - GROUND LEVEL - AREAS A & B.pdf	D381
2017 - Sheet - A-051 - ACCESSIBILITY PLAN - SECOND LEVEL - AREAS A & B.pdf	D02F
2017 - Sheet - A-052 - ACCESSIBILITY PLAN - THIRD LEVEL - AREAS A & B.pdf	16E3
2017 - Sheet - A-053 - ACCESSIBILITY PLAN - FOURTH LEVEL - AREAS A & B.pdf	75DC
2017 - Sheet - A-054 - ACCESSIBILITY PLAN - FIFTH LEVEL - AREAS A & B.pdf	AA56
2017 - Sheet - A-055 - ACCESSIBILITY PLAN - FIFTH LEVEL - AREA C.pdf	AB42
2017 - Sheet - A-060 - DRAINAGE LEVEL PLAN - GROUND LEVEL - AREAS A & B.pdf	1C8D

DO THIS



The screenshot shows the Broward.org website interface. At the top, there is a navigation bar with links for Broward.org, Government, Agencies, Services, Residents, Businesses, and Visitors. Below this is a search bar with the text "Search County Government". The main content area displays project information for "CBRE/Heery". A prominent yellow starburst graphic with the text "Block Upload" is overlaid on the page. Below the project name, there is a table listing files for upload, categorized by discipline.

View Discipline	File Name	SHA1 Code	Upload Date
Architectural	01_CBRE FTL-PERMIT_ARCH.pdf	C253D606C46C5A643C98F7B5DBA31850D3690231	Dec 19, 2018
Electrical	05_CBRE FTL-PERMIT_ELEC.pdf	1F117C069CC527BE8C3C5F1D906AF605001928AA	Dec 19, 2018
Fire	02_CBRE FTL-PERMIT_FP.pdf	34AEFB0D368210F8A829C796DCB8C5040C5DD54F	Dec 19, 2018
Mechanical	04_CBRE FTL-PERMIT_MECH.pdf	D2DF20CE6F2ED714312968CCAD694E768E5D06	Dec 19, 2018
Other	06_CBRE FTL-PERMIT_AV.pdf	06F9099E56FB0881D991F4A8EB9C436327DEEA83	Dec 19, 2018
Plumbing	03_CBRE FTL-PERMIT_PLUMB.pdf	CA0C5D26682CDE92ED97E37391CA2F74AA5C1ADD	Dec 19, 2018





# HOW TO GENERATE A SHA-1 AFFIDAVIT AFTER YOU UPLOADED PLANS

1. Sign into your ePermit account:  
<https://webapps.broward.org/EPermits/>
2. Select “Proceed to ePermits”

**IMPORTANT: THE SHA-1 CAN ONLY BE GENERATED BY THE ARCHITECT/ENGINEER FOR THE PAGES THAT ARE SIGNED AND SEALED.**



Update

Sign Application

Sign and Seal Documents

Upload Documents

Add Related Parties

Pay Fees

## HOW TO GENERATE A SHA-1 AFFIDAVIT AFTER YOU UPLOADED PLANS

3. Select Sign and Seal Documents under the "Update" menu to the left



# HOW TO GENERATE A SHA-1 AFFIDAVIT AFTER YOU HAVE UPLOADED PLANS

4. Enter the BCS Application Number in the “Application Number” field or ePermit ID” number. Select “Search”

Sign and Seal Documents

Enter one of the following fields to search:

Project Name:

ePermit ID:

Application Number:

Use '%' for partial searches. For example, to find all projects with "Development" in the Project Name, search for Project Name: "%Development%".



# HOW TO GENERATE A SHA-1 AFFIDAVIT AFTER YOU HAVE UPLOADED PLANS

- 5. Check off the applicable boxed for the plans that need the SHA-1 Affidavit and then select “Print Report”.

Please select documents for EPermits Electronic Signature R

Project Name: BANK      Type:  
ePermit ID: 0000085481      Application #:

---

Electronic Signature Document Report? File Name

<input checked="" type="checkbox"/>	←←	Bank_Architectual - 22 pages.pdf
<input type="checkbox"/>	←←	Bank_Electrical - 8 pages.pdf
<input type="checkbox"/>		Bank_Fire - 2 pages.pdf
<input type="checkbox"/>		Bank_Mechanical - 14 pages.pdf
<input type="checkbox"/>		Short_ePermit SHA1 Sign an_115845
<input type="checkbox"/>		Bank_Plumbing - 5 pages.pdf

Print Report



# HOW TO GENERATE A SHA-1 AFFIDAVIT AFTER YOU HAVE UPLOADED PLANS

7. The SHA-1 Affidavit will generate. Save the PDF or Print. Have all pages Signed and Sealed by the Licensed Professional. Once completed upload the documents back into your ePermit application by selecting "Upload Document" located under the "Update" tab on the ePermit home screen

**IMPORTANT: THE SHA-1 CAN ONLY BE GENERATED BY THE ARCHITECT/ENGINEER FOR THE PAGES THAT ARE SIGNED AND SEALED.**

https://dpepp.broward.org/EPermitsAPP/Report.aspx?PosseObj Broward County [US]

### Broward County ePermits Electronic Signature Document

This document is signed and sealed to secure the data in this plan review application and any attached files that were electronically submitted as described in the applicable professional regulation(s) for signing and sealing electronically transmitted plans.

Reference Number: 0000085481  
Applicant Name: MRSMARTINEZ3416  
Project Name: BANK

---

Signature Report Document Created: 01/13/2019 16:20:47

The following files are attached and sealed:

File Name / Description	Document Types	Authentication Code [SHA-1]	Authentication Date
Bank_Architectural - 22 pages.pdf	Architectural	C253D606C46C5A643C98F785DBA31850D369023	1/11/2019 14:50:55
ARCH			

---

The seal on this document is authorized by:

Professional: \_\_\_\_\_  
License Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seal: \_\_\_\_\_

---

NOTE: Effective December 10, 2013, the signed and sealed report may be submitted either by hardcopy or scanned and sent electronically. The hardcopy signed and sealed report shall be retained by the licensee in accordance with Rule 61G15-30.009, F.A.C.



Wed 2/13/2019 8:24 AM

**B** BCS Master Permit <Building@broward.org>

Your BCS Master Permit application from ePermits #:0000088065 is currently un

Hector@cash4houses954.com

Building

This is an automatically generated email from your BCS Master Permit application. please

## STEP 6: CONFIRMATION EMAIL

- When uploaded plans and permit application are submitted, a confirmation email will be sent.



## Pay Fees

### Enter one of the following fields to search:

Project Name:

ePermit ID:

Application Number:

**Use '%' for partial searches. For example, to find all projects with "Development" in the Project Name, search for Project Name: "%Development%".**

## STEP 7: TIME TO PAY

- During the permitting process, assessed fees can be paid on-line via Visa, Mastercard, American Express and Discover
- Enter your ePermit # (Example: 0000088065) and click Search



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**BROWARD.org**  
Our Best. Nothing Less.

Search County Government


Home Partners ePermits County ePermits FAQs

### Pay Fees

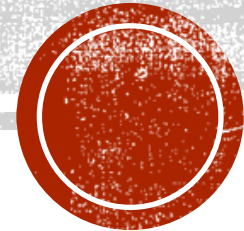
- Apply
  - Submit Application
- Manage
  - My Projects
  - My Applications
  - Follow a Project
- Update
  - Sign Application
  - Sign and Seal Documents
  - Upload Documents
  - Add Related Parties
  - Pay Fees**
- Other

Project Name	ePermit ID	Application	Status	Fees Due	Pay By Credit Card	Pay By ECheck
Nursery Leveling	0000083308	419008	Approved	\$55.00	<a href="#">Pay Now</a>	<a href="#">Pay Now</a>

The Following Credit Cards Are Accepted



**AN EMAIL CONFIRMATION  
WILL BE SENT WHEN THE  
PAYMENT WAS SUCCESSFULLY  
PROCESSED.**





# STEP 8: RESPOND TO OUR EMAILS

- If additional information is needed, you will receive an email from [building@broward.org](mailto:building@broward.org) or [epermits@broward.org](mailto:epermits@broward.org).



# STEP 9: PRINT PRIMARY (MASTER) PERMIT

- Upon approval of the plans and current outstanding fees have been paid, the permit card can be printed when in “Issued” status.
  1. Log into the ePermits website
  2. Click on My Applications
  3. Select the permit application
  4. Click View Docs tab. **Note: 8.5”x 14” size paper needed to print permit card**
  5. Print or save the permit card



# WHAT YOU NEED TO KNOW

- For job values, that are equal to or more than \$2,500.00, a Notice of Commencement (NOC) must be recorded prior to the first inspection. The certified copy of the recorded Notice of Commencement must be submitted to our office prior to scheduling the first inspection. It is recommended that the certified copy of the recorded Notice of Commencement is uploaded with supporting documents and construction plans.
- Prior to submitting the ePermit application to our office (BCS Master Permits), Development and Environment review approval or exemption may be required. Please contact [DERPlans@Broward.org](mailto:DERPlans@Broward.org).
- Please check your emails for important messages regarding the status of your ePermit application.
- When you are ready to schedule inspections, the physical approved plans and permit card must be on the job site.
- For applicable permits, the building permit will not be issued prior to proof of payment for impact fees and copy of the final Development and Environmental Review approval has been submitted to our office.

## **Per Florida statute 107.3.5.1:**

*Plans and/or specifications completely defining the work for each discipline (Electrical, Mechanical, Plumbing, Roofing, and Structural) shall be submitted. Plans shall be electronically or mechanically reproduced prints on substantial paper showing completely all foundation, wall sections, floor plans, roof plans and elevations at a scale no less than 3/16-inch equals one foot, and the main details at a scale not less than 3/4-inch equals one foot or equivalent metric scale. Electrical plans shall be drawn at a minimum scale of one-quarter inch (1/4") equals one foot for all buildings of less than 5,000 square feet or equivalent metric scale, except that an isometric or riser diagram need not be to scale. Designated Electrical Equipment Rooms and Meter Rooms shall be drawn at a minimum scale of one-half inch (1/2") equals one foot or equivalent metric scale*

