

CITY OF OAKLAND PARK

ENGINEERING AND COMMUNITY DEVELOPMENT DEPARTMENT
Engineering and Construction Management Division

REQUIREMENTS FOR OBTAINING AN ENGINEERING PERMIT

STEP 1

Please verify that your permit application package contains all the following applicable items
(check):

Initial Submittals:

- Letter of Transmittal.**
- Permit Application** completely filled out.
- Three (3)** sets of plans (sheets 11" x 17" size) for review and approvals signed and sealed by the **Engineer of Record** registered in the State of Florida.
- City of Oakland Park Certified Cost Estimate** attached.

Approval of Plans and Cost Estimate:

- Performance Bond** in the form of Letter of Credit, Cash (in the form of a check accompanied by Alternate Security for Cash Form) or Surety Bond.
- Proof** of approval by all agencies having jurisdiction (EPD, FDOT, SFWMD, etc.).
- Contractor's Certificates of **Competency** and **Insurance**.

STEP 2

All Engineering permits application submittals, subsequent permit issuance and permit fees must be processed through the Building Division.

ENGINEERING AND COMMUNITY DEVELOPMENT DEPARTMENT
Building Division
5399 N. Dixie Highway, Suite 3.
Oakland Park, Fl. 33334
(954) 630-4475

STEP 3

A **PRE-CONSTRUCTION MEETING** with the Engineering and Construction Management Division is required prior to securing a permit and commencement of work. Please call **(954) 630-4401** to coordinate the pre-construction meeting. The contractor, subcontractors, engineer of record, and the engineer's inspector should be in attendance. The meeting is to be held at the Engineering and Community Development Department conference room located:

ENGINEERING AND COMMUNITY DEVELOPMENT DEPARTMENT
Engineering Division
5399 N. Dixie Highway
Oakland Park, Fl. 33334
(954) 630-4484 FAX: (954) 229-0422

THE FOLLOWING IS A BRIEF DESCRIPTION OF PERMIT TYPES:

CONSTRUCTION SITE WORK PERMIT (WITHIN PRIVATE PROPERTY)

Includes activities to clean up a site, remove brush, weeds, trees, stumps, roots, debris, canal/lake excavation, grading, demucking, shaping canal and lake banks, dry and wet retention areas, cut & fill. Permit also includes work consisting of on-site drainage, paving & grading, signing & pavement markings.

PAVING & DRAINAGE AND WATER & SEWER PERMIT (WITHIN PUBLIC RIGHT OF WAY OR DEDICATED EASEMENT)

Bridges, bulkheads, curbs (pads, concrete), culverts, dredging, earthwork, endwalls, grading, guardrails, headwalls, paving (subgrade, limerock, asphalt), sidewalks (subgrade, concrete), street signs, storm drains (inlets), water mains, fittings, trenches, sewer and force mains, appurtenances, trenches, fittings, pump stations and required excavation.

PUBLIC UTILITY PERMIT

Includes all required activities for the repair(s) and installation(s) of telephone, cable, gas and electric lines.

STEP 4

PROJECT CLOSE-OUT

Once **ALL** required inspections under assigned permits have been approved, the owner must request in writing (via letter on company letter head) request for release of bond. The following items must be submitted and approved by the Engineering Department before the bond release process can begin:

1. Two hard copy as-built signed and sealed by EOR.
2. One digital copy as-built
3. Absolute Bill of Sales
4. All Applicable Easement Form
5. Sketch and Legal Description of Easement
6. Opinion of Title
7. Final Lien Affidavit from Prime and Sub contractors.



CITY OF OAKLAND PARK
CERTIFIED COST ESTIMATE

Project Name:	
Engineer:	
Developer:	

	TOTAL COST			FEE AMOUNT	
	Private	Public	% Fee	Private	Public
Clearing and Grubbing	\$0.00	\$0.00	8.80%	\$0.00	\$0.00
Site Development	\$0.00	\$0.00	8.80%	\$0.00	\$0.00
Paving and Drainage Construction	\$0.00	\$0.00	8.80%	\$0.00	\$0.00
Water and Sewer Construction		\$0.00	8.80%		\$0.00
Mobilization	\$0.00	\$0.00	8.80%	\$0.00	\$0.00
Testing and Miscellaneous	\$0.00	\$0.00	8.80%	\$0.00	\$0.00
Utility Relocation	\$0.00	\$0.00	8.80%	\$0.00	\$0.00
Pavement Marking & Signing	\$0.00	\$0.00	8.80%	\$0.00	\$0.00
TOTALS:	\$0.00	\$0.00		\$0.00	\$0.00

Project Total: \$0.00

Total Permit Fee:	\$0.00
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CERTIFICATION:

I hereby certify that this estimate is true and correct to the best of my knowledge and belief and represents the total site development costs for the project.

Date	Engineer's Signature	Reg. No.
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Public Improvement Performance Bond from Total Public Cost above (Required at permit issuance):

Cost = _____ \$0.00 x 100% = _____ \$0.00

Public Improvement Warranty Bond from Total Public Cost above (Required for 1 year after final acceptance):

Cost = _____ \$0.00 x 25% = _____ \$0.00

Approved by:	Date:
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