



Most Common Reasons Plans Are Rejected

Permit Technician

- **File Issues:**
 - Files cannot be opened or are corrupted.
 - Files are copy-protected or secured.
- **Submission Problems:**
 - Too many PDF files submitted; must be consolidated.
 - Complete plans were not resubmitted.
- **Documentation Errors:**
 - Designer's approval stamp missing.
 - Plans submitted under incorrect permit type.



Most Common Reasons Plans Are Rejected

Structural

New Building/Addition/Alteration:

1. Permit Application:

- Missing or incomplete permit application, including job value, job description, and qualified applicant information (FBC ADM 105.3.0.2).

2. Signed Plans:

- Missing signed plans or unable to verify digital signature.

3. Product Approvals:

- Missing Notice of Acceptance (NOA) or product approvals as accepted by the designer of record (FBC 2410.4).

4. Truss Engineering:

- Missing truss engineering details (FBC ADM 107.3.5.5).

5. Survey:

- Missing survey documents (FBC ADM 107.3.5.3).

6. Elevation Certificate:

- Missing elevation certificate (FBC ADM 107.2.5.1).

7. Geotechnical Report:

- Submit a new geotechnical report (FBC 1803.6).

8. Structural Calculations:

- Submit structural calculations (FBC ADM 107.3.5.3).

9. Energy Calculations:

- Provide energy calculations (FBC ADM 110.3.7).



Most Common Reasons Plans Are Rejected Structural Cont'd

10. FFE on Site Plans:

- Missing finished floor elevation (FFE) on site plans (FBC ADM 107.2.5).

11. Alteration Level:

- Provide alteration level details for existing buildings (FBC 2023 Existing Building).

12. Construction Details on Cover Sheet:

- Provide the following on the front page/cover sheet:
 - Type of construction (FBC 2023 Chapter 6).
 - Occupant load (FBC 2023 1004.5).
 - Roof live load (FBC 1607).
 - Roof dead load (FBC 1606).
 - Fire separation (FBC 2023).

13. Other Agencies' Approval:

- Missing other agencies' approval (FBC ADM 105.2.3).

14. Special Inspector Requirements:

- Special inspector required for engineered unit masonry; submit special inspector request form for approval (FBC ADM 110.10).

15. Substantial Improvement Calculation:

- Provide a substantial improvement level/renovated building calculation if the project value exceeds 50% of the market value (FBC 2023 Existing Building).

16. Asbestos Certificate for Additions/Demolitions:

- Missing asbestos certificate (FBC ADM 105.3.6).

17. Design Wind Loads:

- Design wind loads do not meet product approval minimums (FBC 1609.1.1).



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18. Fire Stopping and Blocking:

- Missing fire stopping and fire blocking/draft stopping details (FBC 714.4.3, FBC 718.1).

19. Roof Framing Plan:

- Missing roof framing plan with roof uplift loads (FBC 107.3.5).

20. Soil Treatment for Termite Protection:

- Missing soil treatment details for termite protection (FBC 1816.1).

21. Separate Roof Permit:

- Requires a separate roof permit and roof package submission (FBC 1525).

22. Foundation Plan and Schedule:

- Missing foundation plan and schedule, including column and beam schedule (FBC 1809.4).

23. Roof Framing Plan (2303.4):

- Missing roof framing plan per section 2303.4 (FBC 2023).

Roof Permit:

1. Permit Application:

- Missing permit application (FBC ADM 105.3.0.2).

2. Hurricane Mitigation:

- Missing Hurricane Mitigation Affidavit, must be signed by CRC, CBC, CGC, Architect, or Engineer (FBC 2023 Existing Building 706.8).

3. Uplift Calculations:

- Missing uplift report calculations for flat roofs (Ras 128) under high-velocity hurricane zone protocols (FBC 2023).

4. Roof Permit Documentation:

- Missing or incomplete roof permit application (FBC 2023 Section 1525).



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5. Asbestos Certificate:

- Missing asbestos certificate (FBC ADM 105.3.6).

6. NOA Documentation:

- Missing Notice of Acceptance (NOA) documents for high-velocity hurricane zone protocols (FBC 2023).

7. NOC Submission:

- Notice of Commencement (NOC) missing (FBC ADM 105.8).

Fence Permit:

1. Fence Documentation:

- Submit shop drawings of the PVC/fence signed and sealed by the engineer or provide a product approval from Miami Dade (FBC 107.3).
- Provide missing survey documents (FBC ADM 107.3.5).
- Detail sizes and gate locations.
- Include HOA association letter.

Windows/Doors Permit:

1. NOC Submission:

- Notice of Commencement (NOC) missing (FBC ADM 105.8).

2. NOA Documentation:

- Missing Notice of Acceptance (NOA) documents (FBC 2410.4).

3. Schedule Documentation:

- Missing windows and doors schedule (FBC ADM 107.3.5 & FBC 2411.3.1.6 BORA).

4. Layout:

- Missing windows and doors layout (FBC ADM 107.2.5).



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Plumbing

1. Permit Application:

- Provide a completed plumbing application with all pertinent fields filled, including scope of work and job cost (FBC-BCA 105.1, 109.3).

2. Signed Plans:

- Missing signed plans or unable to verify digital signature.

3. Connection Details:

- State whether fixtures are to be connected to existing plumbing or if alterations are required. If altering, provide new piping details, including location, type, and sizing, and reflect these changes on the floor plan (FBC-BCA 107.2.1, FBC-BCA 107.3.5(E)).

4. Floor Plan and Design:

- Provide a domestic and sanitary floor plan and isometric design as applicable (FBC-BCA 107.2.1, FBC-BCA 107.3.5(E)).

5. Backflow Prevention:

- Include a basic site plan showing the location of the backflow preventer and details of any piping to be altered, repaired, or replaced. The device must be certified and registered with BSI (FBC-BCA 107.2.1, FBC-BCA 107.3.5(E)).

6. GAS System:

- Provide a site drawing that reflects the existing location of equipment/piping and note the location of new equipment/piping.
- Include a detailed isometric design, delivery pressure, and note any regulators, type of piping throughout, length of pipe and pressures of all branches, total developed length throughout, etc.
- Note BTU load at each outlet and include cumulative load along the full run of the pipe.
- Detail the distance to sources of ignition and openings within the structure for pertinent equipment/installations, as applicable.
- Provide documents detailing regulator and equipment installation and venting requirements (manufacturer sheets).



Most Common Reasons Plans Are Rejected Plumbing cont'd

- Provide full combustion air calculations for interior spaces and include make-up provisions (grilles, ducting, mechanical supply, etc.) as required (FBC-BCA 107.2.1, FBC-BCA 107.3.5(C)).

7. Irrigation System:

- Reflect all required equipment (Pressure Vacuum Breaker, Controller, Solenoids, Zone valves, Rain sensor, Heads, pumps, etc.).
- Each zone should be clearly labeled; provide count of heads on each zone and flow rate for the zone.
- Provide information on the type of head and spray pattern.
- Show the entire route of piping and include all sizing.
- Detail pipe and wire sleeving that reflects pipe type and size (FBC-BCA 107.2.1, FBC-BCA 107.3.5(E)).

8. Septic Abandonment:

- Provide the Broward County environmental review approval certificate.
- Supply a basic site plan showing the current location of the septic tank to be abandoned, size and type of pipe to be used, the point of connection from the existing sewer at the home, the point of connection to the new sanitary lateral, the route of piping between these locations, a cleanout at the home and the lateral areas as well as any others needed (FBC-BCA 107.2.1, FBC-BCA 107.3.5(E)).

9. Residential Swimming Pool:

- Provide manufacturer spec sheets showing flow compliance/curves for the selected equipment.
- Show full pipe sizing, clarifying pipe size at the manifold header to pump inlet as well as the full route of pipe from pump to and through equipment and to returns/features.
- Provide pool flow calculations for the design and specified equipment, including total pool volume, GPM through all pertinent features, turnover rate, calculated velocity (FPS), etc. (FBC-BCA 107.2.1, R4501.6).



Most Common Reasons Plans Are Rejected Plumbing cont'd

10. Tunnel Piping Replacement:

- Provide a fully filled special inspector form from an engineer for the project, covering backfill activity as required.
- Provide the preliminary engineer letter that specifies tunnel height, width, and length, details entry points, construction type/structural slab elements, proposed backfill method, etc. The engineer's digital signature needs to be embedded in the file(s) (FBC-R P2604, FBC-P 306).

11. Water Heater:

- Provide the BORA water heater replacement form with manufacturer sheets and AHRI listing.
- Include the fixture consumption table or provide a statement that fixtures' water consumption will comply with FBC Broward Amendments 604.4, as values differ from the state code.
- Include the fixture consumption table or provide a statement that fixtures' water consumption will comply with FBC Broward Amendments 2903.2, as values differ from the state code.



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Mechanical

1. Signed Plans:

- Plans not signed and sealed by the designer of record (Administration-Broward County 107.2.1).

2. Permit Application:

- Missing or incomplete permit application (Administration-Broward County 105.1).

3. FBC Edition:

- Wrong edition of the Florida Building Code (FBC) referenced (Administration-Broward County 107.2.1).

4. Expired Approvals:

- Expired Notice of Acceptance (NOA) or Florida Product Approval (Administration-Broward County 107.3.5D9).

5. Energy Calculations:

- Missing or incomplete energy calculations (Administration-Broward County 107.3.5).

6. AHRI Certificate:

- Missing AHRI certificate (Administration-Broward County 107.3.5D6).



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Electrical

1. Signed Plans:

- a. Plans not signed and sealed by the designer of record (Administration-Broward County 107.2.1).

2. Permit Application:

- a. Missing or incomplete permit application (Administration-Broward County 105.1).

3. Riser Diagram:

- a. The riser diagram does not include the surge protective device or grounding detail (NEC 230.67).

4. Emergency Lighting:

- a. Commercially, emergency lighting is not on the area circuit (NEC 700.12.I(2)(3)a).

5. Circuit Numbers:

- a. Missing circuit numbers on the layout for equipment, devices, and fixtures (FBC BCA 107.3.5.B.3).

6. AFCI or GFCI Protection:

- a. Not indicating AFCI or GFCI protection where required (FBC BCA 107.3.5.B.3).

7. Garage Receptacle Circuit:

- a. Residentially, garage receptacle circuit is used for other outlets (NEC 210.11.(C)(4)).

8. Smoke Detectors:

- a. Residentially, missing smoke detectors inside and outside the existing bedrooms (FBC-R 314.1).