

Florida law provides for private plans review and inspection services.

F.S. 553.791 states, “**After construction has commenced and if the local building official is unable to provide inspection services in a timely manner, the fee owner or the fee owner’s contractor may elect to use a private provider to provide inspection services by notifying the local building official of the owner’s or contractor’s intention to do so by 2 p.m. local time, 2 business days before the next scheduled inspection using the notice provided for in paragraphs (4)(a)-(c).”**

For a list of private provider member companies, please contact ABC.

Updated May 14, 2020. The following are responses from individual Building Departments in our Chapter region. Conditions will likely change as the situation is fluid.



COVID-19 Miami-Dade County Building Department Report

Miami-Dade County - Updated 5/04/20

- Is your Department open? **Yes**
- Have hours changed? *Considering the COVID-19 emergency, in-person visits to the PIC have been eliminated. All customer services are now virtual. The building will remain closed to the public except for specific services by appointment as outlined below.*
- Is your Department open to the public? *No, all laws, statutes, code functions are suspended, including, but not limited to, the review of plans, issuance of permits, performance of inspections and issuance of certificates of occupancy, and all activities thereto.*
- If it is not, are you accepting electronic plans? *Yes, during the closure, online services are available and staff will be available by email.*

On-line Submittal of Permit Applications and Corrections to Existing Applications (Reworks) Use this link <https://www.miamidade.gov/Apps/RER/EPSPortal> to submit:

- *New permit applications for building, roofing, electrical, mechanical, fire alarms, access control, fire sprinklers or plumbing work that require the submittal of plans (initial submittals);*
- *Applications and plans for Zoning Improvement Permits (ZIPS);*
- *Applications to revise an existing permit including plan revisions and shop drawings. Please note some revisions require a submittal of the original plans along with revised pages.*
- *Any corrections to existing permit applications and plans described above (reworks).*
- *For residential roofing permits, storm panels or accordion shutters, please you use our e-permitting system <https://www.miamidade.gov/permits/e-permitting.asp>. However, plans will also be accepted through the link provided above.*
- *For subsidiary permits that requiring no plan review, please use e-permitting at <https://www.miamidade.gov/permits/e-permitting.asp> or e-mail the application to RER-SPA@miamidade.gov. • Municipal Permit Applications and Plans should be submitted through the above link EXCEPT for applications from cities already using the e-municipal system. - E-municipal system cities include Miami Beach, Miami Gardens, Cutler Bay, Miami, North Miami Beach, Doral, Miami Lakes and Homestead. Applications from these cities must come directly to the County from the cities' existing electronic transfer protocols. For all other municipal plans, scan the official office set including the back page with stamps and signature, as well as the city's permit application including the city's building application process number. 1. Name documents according to online submission guidelines. 2. Include the Miami Dade County Municipal Application and contact sheet*

- Are inspections being done? *Permit holders are no longer authorized to contract with contractors for the performance of limited inspection services provided under Executive Order Number 20-52.* • *The County will continue to accept inspection reports relating to such inspections provided the permittee: (a) contracted for such services prior to the effective date of these Emergency Procedures; (b) the inspection is performed prior to April 27, 2020 and (c) report of that inspection is submitted to the County not later than May 1, 2020.*
 - *Emergency Procedures allow for three different kinds of inspections which will be presumed to satisfy Building Code requirements: a. inspections performed by architects, engineers and accredited laboratories (“Qualified Professional Inspections”); b. virtual inspections conducted remotely by County inspectors in the manner set forth below (“Virtual Inspections”); and c. inspections conducted by County personnel in person (“OnSite Inspections”).*
- Qualified Professional Inspections must be reported on the (RER) STATEMENT OF INSPECTION REPORT COVID 19. • A Report must be completed per each permit. • The individual providing the statement must perform and record all inspections for the permit number and provide the completed report to Miami-Dade County via the email addresses below for the respective trade supervisor or to the RER inspector at the next scheduled inspection.*
- a. Building and Roofing- Robert.Fatora@miamidade.gov, JeanSocrate.Devilme@miamidade.gov*
 - b. Electrical -Amado.Diaz@miamidade.gov, or Wilfredo.Gonzalez@miamidade.gov*
 - c. Mechanical –Gerald.Somerset@miamidade.gov , or Carlos.DeLaTorre2@miamidade.gov*
 - d. Plumbing – Bernard.Chitolie@miamidade.gov , or David.Erickson@miamidade.gov*

Aventura - Updated 5/4/20

- Is your Department open? *Yes*
- Have hours changed? *The Building and Local Business Tax Receipt Divisions of the Community Development Department’s customer service counter is closed to the public; however, customers may drop off permit and local business tax receipt applications in the lobby located on the first floor Monday through Friday from 8:30 a.m. to 3:00 p.m until further notice. Division staff will process the applications and call if additional information/documents are required or when the permit/tax receipt is ready for pick up. Staff will continue to be available by phone or email to answer questions.*
- Is your Department open to the public? *No, there is no public access. Communication with staff other than counter personnel must be via FaceTime.*
- If it is not, are you accepting electronic plans? *Plan reviews are being performed electronically.*
- Are inspections being done? *Inspections are being made without any limitations.*

Bal Harbor - Updated 5/4/20

- Is your Department open? *Yes*
- Have hours changed? *Yes, public access during morning hours.*
- Is your Department open to the public? *Yes. Plan drop off in a box outside the building. Staff will collect and notify clients when plans are ready and need to be picked up. 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: o 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 resid

- If it is not, are you accepting electronic plans?
- Are inspections being done? *Please be advised that although the Village of Bal Harbour has suspended Building Department Inspections due to the Novel COVID-19 virus, and in an effort to assist Construction Projects that are underway in the Village, the Building Department is accepting Inspections by Affidavit.*

https://www.balharbourfl.gov/docs/default-source/default-document-library/notice-to-contractors.pdf?sfvrsn=92484494_0

Bay Harbor Islands- Updated 5/04/20

- Is your Department open? *Yes, the Town Hall public lobby continues to be closed until further notice. We encourage you to use the services that are available online - just click on [I Want To](#) on the menu bar and make your selection. You can pay your water bill, obtain a construction permit, purchase a pass plan and more.*
- Have hours changed? *Yes*
- Is your Department open to the public? *No. The Building Department will be closed until further notice. Permit applications may be done through [our online portal](#) or placed in the drop box at Town Hall. If you plan to drop off plans, please make sure to email first.*
- If it is not, are you accepting electronic plans?
- Are inspections being done? *Requests for inspections will only be accepted for vacant properties/units, open air situations, and virtual inspections of occupied units via streaming video. Please contact amartinez@bayharborislands-fl.gov.*

Biscayne Park - Updated 5/04/20

Declaration of State of Emergency - COVID-19 Extension to May 08, 2020

- Is your Department open? *No, Beginning 3/17 the department is closed until further notice. Still closed as of 5/04/20.*
- Have hours changed? *Yes*
- Is your Department open to the public? *No*
- If it is not, are you accepting electronic plans? *N/A*

- Are inspections being done? *No*

City of Miami - Updated 5/04/20

Effective immediately, and consistent with the City of Miami's Emergency Declaration related to COVID-19, the Department of Resilience and Public Works will be temporarily amending the permitting and inspection services as follows:

- Is your Department open? **Yes, Effective Tuesday, March 31st, the City of Miami is suspending or largely curtailing a number of processes related to building inspections, opening new businesses and other key functions. The changes are being made to reduce person-to-person contact as local cases of the COVID-19 coronavirus continue to grow across South Florida.**
 - Have hours changed? *Yes*
 - Is your Department open to the public? *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.*

ROW PERMITTING

- *All permit applications and permit extensions/revisions are to be submitted electronically through the Department of Resilience and Public Works' (RPW) electronic permitting system, iPW:*

<https://apps.miamigov.com/publicworks>.

- *To apply for right-of-way closure, excavation/utility, or construction permits, contractors must first register with RPW. For contractor registration, contact Harry James at hjames@miamigov.com.*
- *For right-of-way permit applications, questions or issues, contact the RPW ePlan helpline at eplanrpw@miamigov.com.*

- *To apply for non-construction permits (sidewalk cafes/payphones/newsracks/banners), applicants must create a user account in iPW and proceed with application process as prompted by the electronic permitting system.*

- *For sidewalk cafes, payphones, newsracks, banners questions/issues, contact Ricardo Rojas at rrojas@miamigov.com.*

- *For ePlan technical questions or issues, contact the ePlan helpdesk at eplantechsupport@miamigov.com.*

- *For underground utility record drawings, contact Justo de la Torre at jdelatorre@miamigov.com*

- *If it is not, are you accepting electronic plans? Yes, All city departments will continue to review and process building permits, utility/right-of-way permits, and special permits digitally submitted for process through the Electronic Plans Review System: ePlan for building/Planning/Zoning processes, and iPW for utility and right-of-way work. All city departments will continue to*

provide remote consultations with Permit Applicants, Design Professionals and Plans Expeditors to discuss Plans Review and Inspection Comments. Contacts can be made at: Building: [https://www.miamigov.com/Government/Departments-Organizations/Building Planning](https://www.miamigov.com/Government/Departments-Organizations/Building%20Planning): planning@miamigov.com

- Are inspections being done? No, Inspections may be performed by a State of Florida licensed and registered architect, landscape architect, or engineer who has no financial interest in the construction. Inspections by TAS301 accredited laboratories are also acceptable provided they are signed and sealed by the qualified independent professional. This procedure does not supersede or otherwise limit other inspection procedures currently allotted to threshold and special inspectors. Final inspections shall be performed by city departments once inspection services resume.

For more detailed information please visit this link:

<https://www.miamigov.com/files/sharedassets/public/news/2020/0330-policy-on-suspension-of-certain-permitting-and-inspection-services.pdf>

ROW INSPECTIONS

- All inspection requests must be made through iPW by the Applicant.
- For final, permit close-out inspection requests, permittees will be notified via email of all documents required to execute the close-out process.
 - Permittees will be provided with and must submit a certified copy of the COVID-19 Statement for Inspection Form along with a fully completed Right-of-Way Permit Closeout Checklist.
 - Permittees must submit their Statement Form, completed Checklist, and backup documentation required as outlined on the Checklist, via email to RPW at internetpublicworks@miamigov.com.
 - An RPW inspector, upon review of all documentation provided, will approve or reject the close-out request as appropriate. If approved, the permit will be closed as applicable. If denied, a summary of deficiencies will be sent to the permittees for correction.
- For permitting system account holds, contact Fabiola Dubuisson at fdubuisson@miamigov.com.
- For Notice of Violation (NOV) questions or payments, contact Martin Ukpai at mukpai@miamigov.com.
- For any other right-of-way complaints/issues, contact RPW at internetpublicworks@miamigov.com.

Coral Gables - Updated 5/04/20

- Is your Department open? Yes, please see the below link for new construction guidelines <https://www.coralgables.com/media/Development%20Services/Covid-19-Jobsite-Requirements.pdf>
- Have hours changed? No
- Is your Department open to the public? No. The Building Department is open for drop-off and pick-up only. Please have your permit application filled out prior to visiting the Building Department. Drop off plans with a completed permit application, including contact information. Building Department staff will process the application and e-mail a process number for tracking and payment of up-front fees.
 - Plans will not be processed until up-front fees are paid on-line.
 - No payments will be taken in person.

- *The City will be suspending notarization services at the building department until further notice.*
- If it is not, are you accepting electronic plans? *Track the processing of your plans on-line at <https://coralgables.com/permitsandinspections>*
- Are inspections being done? Inspections will continue. However, requests will be taken only on-line at <https://coralgables.com/permitsandinspections>
 - Mobile permitting has been suspended until further notice.
 - If you need to see a reviewer, please call the reviewer. If a meeting is required, a video call will be the preferred method.
 - Business Cards for all the reviewers are available on the first and third floors of City Hall.
 - Microfilm requests will be taken by e-mail only. When the request has been fulfilled, *you will receive an e-mail.*
 - *Inspectors are being issued laptops and allowed to take city vehicles home. Will receive inspections via email and dispatch from home. Calls to the office phone will be transferred to a 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.*

Cutler Bay - Updated 5/04/20

- Is your Department open? *Yes, **Community Development Office** is closed to the public but WILL take scheduled appointments that will be seen between 8 a.m. to 11 a.m., Monday to Friday. To schedule an appointment with the Community Development Office call (786) 573-5535 Monday to Friday between 8 a.m. and 11 a.m. Beginning Monday, April 6, our Building Department will only accept payment for any building-related transactions via checks or money orders.*
- Have hours changed? *Yes, Monday to Friday, 8 a.m. to 3 p.m.*
- Is your Department open to the public? *No. Building Division will continue to be available by phone (305) 234-4262 and email.*
- If it is not, are you accepting electronic plans?
- Are inspections being done? *Yes, Inspections may continue to be scheduled by calling (786) 573-5515 between 8 a.m. to 11 a.m., Monday to Friday or by emailing inspections@cutlerbay-fl.gov.*

Doral - Updated 5/04/20

Temporarily Suspended Services – After-hours inspections, walk-thru permitting, early start permits, expedited plan review, 40-year recertification and pressure vessel recertification.

- Is your Department open? *Yes, Building personnel 65 or older have been sent home. Chiefs are available via phone and email as necessary.*
- Have hours changed? *Yes. (Hard copy plan drop off and pick up has been discontinued.*
 - *Plans Drop-Off: Monday – Wednesday – Friday from 7 am to 3 pm.*
 - *Plans Pick-up: Tuesday & Thursday from 7 am to 3 pm.*
- Is your Department open to the public? *The Solution Center is Currently Closed to the Public. Plans Pick-up/Dropoff Available at DGC 1st Floor Multipurpose Room. Plans are dropped off in a*

bin and quarantined for 72 hours prior to review. Upfront fees are waived until further notice. 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

- *If it is not, are you accepting electronic plans? 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. No NEW applications or revisions for master permits will be accepted. Rework and revisions of EXISTING APPLICATIONS can be emailed in PDF format only to Calos.Diaz@cityofdoral.com / Claudia.Herrera@cityofdoral.com*
- *Are inspections being done? You may schedule inspections online until 4 pm at <https://building.cityofdoral.com/>. Inspections are performed 8:00am to 12:00 noon. Other services may be limited including overtime inspections.*

Golden Beach - Updated 5/04/20

The following trades/services are not allowed: Currently Construction of ANY KIND.

The target date for construction sites to open will be Monday, May 11, 2020. Construction sites will need to be prepped prior to that start date. The town is allowing a two person crew to access each site for installation of hand sanitizing stations and to properly secure the site, the following days are set for you to accomplish those tasks, May 6 through may 8, 2020. There will be inspections performed prior to your ability to open back up you project for work.

The following trade/services require approval from the Town Manager before proceeding: roof issues, ANY trade/services not mentioned herein require approval

- *Is your Department open? Yes, see new hours below*
- *Have hours changed? Yes*
The Building Department will be open BY APPOINTMENT ONLY
Week of 5/4/2020: Wednesday and Friday only
Starting 5/11/2020: Monday through Friday
To schedule an appointment: Visit www.goldenbeach.us
Hover over the "Government" tab
Scroll over to "Building and Zoning"
and scroll to "New Permit and Contractor Registration Appointments"
- *Is your Department open to the public? No.*
- *If it is not, are you accepting electronic plans? N/A*
- *Are inspections being done? All construction sites to shut down until further notice.*

Hialeah - Updated 5/04/20

- *Is your Department open? Yes*
- *Have hours changed? No.*
- *Is your Department open to the public? No, Effective 3/30/2020 there will be no public access to City hall. Effective 3/30/2020 no new plans will be accepted for 14 days.*

Permits or plans pick up will not be provided & process numbers will not be issued at the moment nor will an upfront fee be collected at that time. A building department clerk will contact you via email or phone to follow up with the submittal.

We are also providing the capability to email your complete submittal for minor permits (8-1/2" x 11"), including:

- *Roofing*
- *Window/door replacement*
- *A/C change out*
- *Electrical reconnect & repairs*
- *water service & sewer connections/repairs*

We will contact you once the permit has been approved or denied. If approved, we will provide a link to pay for the permit online by credit card (Visa/MasterCard) and email back your approved submittal and permit card. If you have previously submitted for one of the permits listed above and it has been approved, please inquire about the ability to pay the fees online and obtain the approved permit documents via email.

- *If it is not, are you accepting electronic plans? No electronic plans only sign and seal plans in person.*
- *Are inspections being done? Yes, inspectors are working from their laptops and do not report to the office.*

Hialeah Gardens - Updated 5/04/20

- *Is your Department open? Yes, City Hall shall remain closed until further notice. Residents will be able to communicate with the City via email and telephone 305-558-4114. All online services shall remain active during this period. Additional rules and notification shall be issued as necessary to ensure the community and the provision of essential City services.*
- *Have hours changed? No.*
- *Is your Department open to the public? No, we are taking phone calls, emails and faxes only.*
- *If it is not, are you accepting electronic plans? Yes, accepting electronic submission of plans and applications.*
- *Are inspections being done? Yes, only final and roofing inspections. Other inspection requests will be evaluated. Only those determined to be essential / critical will be performed. All other inspections to be P.E. or Architect.*

Homestead - Updated 5/04/20

- *Is your Department open? Yes*

- Have hours changed? *Yes, limited drop off / pick up available Monday through Friday, 10:00am to noon.*
- Is your Department open to the public? *No, effective 3/18/20 the Building Department is closed to the public.*
- If it is not, are you accepting electronic plans? The Planning Division has issued new online submission instructions. [View the instructions](https://www.cityofhomestead.com/DocumentCenter/View/3432/Planning--Zoning-Electronic-Submittal-Instruction) at the link below. Special Event and Garage Sale Permits have been suspended until further notice, in accordance with the Declared of State of Emergency from the Governor's Office.
<https://www.cityofhomestead.com/DocumentCenter/View/3432/Planning--Zoning-Electronic-Submittal-Instruction> *Limited staff work two hours per day for drop off and pick up of submittals.*
- Are inspections being done? *Yes, Owners may choose to proceed with private provider (third party) inspections. When feasible inspections are done by Facetime.*

Key Biscayne - Updated 5/04/20

May 1st, 2020 is the seventh week of the Village of Key Biscayne's COVID-19 response. We are beginning to phase into a new normal. Will update policies soon.

- Is your Department open? *No, the Building Department is conducting business for existing permits, during regular business hours, by email and phone at onlinepermits@keybiscayne.fl.gov or (305) 365-8916. **All multi-family dwelling construction sites within the Village are ordered closed pursuant to Emergency Order 20-5 . Permits will be extended ninety (90) days (as of 4/9/20).***
- Have hours changed? *Yes*
- Is your Department open to the public? *No. All services requiring in-person interaction with personnel are suspended until further notice. Plans Pick up and Dropoff is now available by APPOINTMENT ONLY. Doors are not open to the public and you will not be assisted without an appointment. Public being scanned for fever and must answer screening questions. Staff being monitored for symptoms including fever.
The Building Department will issue new permits for the following: Permits related to ongoing construction in single family and commercial properties. Emergency repairs such as sanitary sewer connections, roof repairs, A/C installations or repairs, water heater replacement.*
- If it is not, are you accepting electronic plans? *For all other questions call (305) 365-5504 or e-mail mdominguez@keybiscayne.fl.gov*
- Are inspections being done? *No, The Building Department is not conducting inspections: For ongoing construction in single family dwellings and commercial properties, inspections can be performed by a third party. For any questions contact Eugenio Sanθago, Chief Building Official at esanθago@keybiscayne.fl.gov.*

Miami Beach - Updated 5/04/14

The City Manager has extended his [State of Emergency Declaration](#) through May 7, 2020. The City Manager has also extended the city's "[Safer at Home](#)" [Emergency Order](#) , as well as the [Emergency Measures](#), through May 7, 2020.

Construction Update

The following steps must be followed on all Miami Beach construction sites:

- Safety logs are required for all construction sites with 8 or more workers.
- All employees are to be tested daily before entering the site. [Click here](#) for self-check form.
- The log is to be kept on-site and available for Building Department inspection.
- The use of a protective mask is mandatory.
- Construction superintendents (site- supervisors) will verify that social distancing is being maintained.
- Hand washing stations are required at construction sites.
- No more than 10 workers in a room or area.

Failure of compliance will result in a Stop Work Order (14-days minimum shut down) and a \$500 citation fee. Please e-mail BuildingViolations@miamibeachfl.gov or call 305.673.7610 and press 0 to report any construction site issues. Time/date stamped photos and property addresses are required in order to properly enforce a violation.

- Is your Department open? *North Beach office will be closed to the public until further notice. Customers may visit the Building Department office located at City Hall, 1700 Convention Center Drive.*
- Have hours changed? *Yes. The 24-HR drop-off service will operate at City Hall, 1st floor, from 8:00 a.m. to 9:00 a.m. with a max of 30 plans and the regular drop-off will be from 8:00 a.m. to Noon daily.*
 - *All permits, that have not been issued, are required to upload all documents via for review.*
 - *Any 24Hr plan disapproved, must upload all corrections via [Citizen Self Service \(CSS\)](#).*
- Is your Department open to the public? *Yes.*
- If it is not, are you accepting electronic plans? *Once a process number has been created, an email will be sent to applicants with the upfront fees to be paid. Upon payment, applicants must then send payment confirmation via email to bpi@miamibeachfl.gov. Once payment has been confirmed, plan review will begin.*

APPLICATION

- *Effective Wednesday, March 25th, only on-line applications will be allowed.*
- *All applications for permit types not available on [Citizen Self Service \(CSS\)](#), must be emailed to bpi@miamibeachfl.gov for processing. Once the process number has been created and Up-front fees*

have been paid, the applicant will have the ability to upload drawings and documents via [Citizen Self Service \(CSS\)](#).

- All applications for Sub-permits must be applied for using [Customer Self Service \(CSS\)](#).

PERMIT ISSUANCE

- Permit renewals must be submitted via email to bpi@miamibeachfl.gov.
- Effective Tuesday, March 24th, there will be no interior condo permits issued.
- Any 24Hr plan brought in tomorrow will be invoiced. If approved and the remaining balance has been paid, via [Citizen Self Service \(CSS\)](#), the permit card will be delivered via email or be made available for download via [Citizen Self Service \(CSS\)](#). The inspector will bring the approved plan to the site for the first inspection.
 - Are inspections being done? Any limitations? Any permits already issued, will be allowed to continue/begin work (if the individual association allows the work). During COVID-19 period we must work together. The City of Miami Beach building inspectors will be performing checks of the logs on safe site practices. Lack of compliance with CDC recommendations on construction sites will result with the issuance of a violation and depending on the severity, may require that the site be closed down up to and including the revocation of a permit.
 - Construction projects with greater than 8 workers shall check all employees daily and keep notes of the screening on site. Click [here](#) for the City's Self Screening form.
 - Permits or violations that will expire between March 16, 2020 and April 16, 2020 will be extended for an additional month.

Miami Gardens - Updated 5/04/20

- Is your Department open? Yes
- Have hours changed? Yes. Effective Monday, March 23, 2020 the City of Miami Gardens Building, and Planning and Zoning Departments will operate between the hours 7AM - 4PM with limited services until further notice. For more information please call 305-622-8000.
- Is your Department open to the public? No, For the safety of our Residents, customers and employees, beginning Wednesday March 25, 2020, the City of Miami Gardens Development Services lobby will be closed to the public. 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 an email receipt of submission. Sub-Permits for Mechanical, Electrical, Plumbing that do not require additional plan review.
- If it is not, are you accepting electronic plans? All payments must be done online. Please send your permit application to cmgonlinepermit@miamigardens-fl.gov with ALL attachments.
- Are inspections being done? Yes,

Miami Lakes - Updated 5/04/20

All Town facilities including Town Hall, Mary Collins Community Center, Roberto Alonso Community Center, Youth Center, and Optimist Park Clubhouse shall remain closed until Monday, May 4th, 2020 (Waiting on further clarification on what will open after May 4th, 2020.)

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)

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *Yes. Main building lobby is open for drop off and pick up plans / documents.*
- If it is not, are you accepting electronic plans?
- Are inspections being done? Any limitations? *Yes, All New permit applications and inspections will cease until Monday, April 13, 2020. All active permits may continue unless an emergency declaration is issued that includes construction sites. Town of Miami Lakes will accept 3rd party Professional Inspection Certifications (PE, RA) for all required in progress inspections. Final Inspections, Certificate of Occupancy (CO) and Certificate of Completion (CC) can be requested on or after April 13th, 2020. On April 10, 2020, you may request inspections via Trakit for April 13, 2020. No inspections will be performed inside residences until further notice.*

Miami Shores - Updated 5/04/20

- Is your Department open? *Yes, The Village will be operating Critical Infrastructure services only including building permitting*
- Have hours changed? *No*
- Is your Department open to the public? *No public access. Building Permits: 305-795-2204 / Building Inspections: 305-762-4949*
- If it is not, are you accepting electronic plans? *Yes*
- Are inspections being done? *Yes, being performed as usual.*

Miami Springs - Updated 5/04/20 (No current information posted, seeking clarification.)

- Is your Department open? *Yes*
- Have hours changed? *Yes, the Building Department operates 9 am to 1 pm.*
- Is your Department open to the public? *Yes*
- If it is not, are you accepting electronic plans?
- Are inspections being done? *Yes*

North Miami - Updated 5/04/20 (No current information posted, seeking clarification.)

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *Yes, The office is allowing one customer at a time to enter. Counter clerks are rotating schedules to limit the number of people in the office. Chiefs and Plan Examiners rotating schedules as the clerks are.*
- If it is not, are you accepting electronic plans?
- Are inspections being done? *Yes, inspections are being performed as usual.*

Opa Locka - Updated 5/04/20 (No current information posted, seeking clarification.)

Due to COVID-19, effective April 10, 2020, at 5:00 p.m. the City of Opa-locka offices will be closed with the exception of the Police Department. During this time the City will make every effort to clean and sanitize our facilities. City staff will return to work on April 27, 2020, on a modified work schedule while continuing to remain closed to the public. We apologize for this inconvenience while we take every measure to ensure our staff and facilities remain safe

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

Palmetto Bay - Updated 5/04/20

Permitting services are open starting Monday, April 21, 2020, under limited conditions. However, Village Hall remains closed to the public. Click [here](#) for more information.

- Is your Department open? *Yes*
 - Have hours changed? *Yes, new procedures become effective Wednesday 3/18/2020. Permit counter will be open 10:00am to 2:00pm only.*
 - Is your Department open to the public? *Yes, but no in person meetings will take place.*
- Interim Permitting Process for Building Permits:***
- 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.***
 - ***NEW CONSTRUCTION:*** *New construction permits are now accepted. For new construction permits, please make sure to leave two copies of the plans and all associated documents along with the permit application in the drop box.*

- If it is not, are you accepting electronic plans? Yes, <https://www.palmettobay-fl.gov/680/Building-Permits>
- Are inspections being done? *Yes, inspections will continue for issued permits. Inspection requests by phone or email only. Cut off time is 2:00pm.*

Pinecrest - Updated 5/04/20

The department will begin accepting applications for new construction on Monday, April 27, 2020.

- Is your Department open? *Yes*
- Have hours changed? *Yes. The Building & Planning Department has temporarily suspended all walk-through processing due to the current coronavirus pandemic. Applicants may drop-off permits and plans for review. Visit our [website](#) for details.*
- Is your Department open to the public? *No. Staff and public are encouraged to limit face-to-face meetings and instead communicate via telephone or email*
- Are inspections being done? *Yes, Inspections can only be scheduled via phone at 305-259-1253 (please leave a voice mail message) or via email, until 2 pm. Inspectors can decide not to enter a building, if someone inside is showing symptoms related to COVID-19, travelled outside of the United States in the last 14 days, or is in self-quarantine. An approved special inspector may be used to perform an interior inspection. The Building Official must approve the request for a special inspector - who must be a registered Florida engineer or architect. Fill out this [special inspector form](#) to begin the process. Inspection results must be submitted to the Building Official signed and sealed within 48 hours of the inspection.*

South Miami - Updated 5/04/20 (No current information posted, seeking clarification.)

- Is your Department open? *Yes, in a limited capacity, see below*
- Have hours changed? *Yes, staff will only be in the office Monday, Wednesday and Friday from 10am-12pm during which time customers may drop off permits in a bin located by our front door.*
- Is your Department open to the public? *Not at this time.*
- If it is not, are you accepting electronic plans? *No, plans must still be submitted in person via drop off as noted above.*
- Are inspections being done? *Yes, inspections are still being performed Monday-Friday. Due to the limited office time we recommend inspections be requested via e-mail at building@southmimifl.gov. Please be sure to leave the specific permit number, job address, inspection type and contact person/number.*

Sunny Isles Beach - Updated 5/04/20

The City of Sunny Isles Beach issued Emergency Order 03-20 limiting construction in multi-family residential buildings to essential activities only, effective Friday, April 10 at 5 pm.

The City of Sunny Isles Beach issued Emergency Order 04-20 requiring general contractors of open/new construction sites in progress to strictly adhere to CDC guidelines, City requirements, and

the Joint Construction Industry Commitment: Pledge to Reduce the Spread of Novel Coronavirus on South Florida's construction sites.

- Is your Department open? *Yes, beginning Monday, April 27, 2020, all City of Sunny Isles Beach visitors will be required to undergo a [screening](#) at the SIB Government Center prior to entering any City facility. Screenings will take place at the **first floor of the Government Center parking garage** near the west entrance of the Government Center and library book drop. Please arrive at least 15 minutes before your scheduled appointment to complete the screening. The screening consists of a series of questions and a contactless temperature check. Learn more at sibfl.net/screenings.*
- Have hours changed? *No*
- Is your Department open to the public? *Yes. The Building, Code Compliance & Licensing, and Planning & Zoning Departments will no longer offer walk-in service until further notice. Services will be offered by appointment only. Please book your appointment online at the links below or call the following departments during their regular business hours.*
- If it is not, are you accepting electronic plans? <https://square.site/book/WRCNGHOFEDWY0/city-of-sunny-isles-beach-building-department-sunny-isles-beach-fl>
- Are inspections being done? Any limitations? *Yes.*

Sweetwater - Updated 5/04/20 (No current information posted, seeking clarification.)

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *Yes, only one client allowed inside at a time.*
- If it is not, are you accepting electronic plans?
- Are inspections being done? *Yes, only commercial inspections are being performed. Only the contractor representative to be on the site.*

Unincorporated Miami-Dade - Updated 4/14/20

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No, Permitting and Inspection Center will remain closed to the public except for specific services by appointment as outlined below. 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 and Zoning Improvement Permits (ZIPS).*
- If it is not, are you accepting electronic plans? *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>*
- Are inspections being done? *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.*

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

Village of El Portal -

- *Is your Department open? No*
- *Have hours changed? No*
- *Is your Department open to the public? NO, our department is close to the public.*
- *If it is not, are you accepting electronic plans?*
- *Are inspections being done? No inspections at this time*

Reached out and Waiting on responses from:

City of North Miami Beach



COVID-19 Broward County Building Department Report

Broward County - Updated 5/04/20

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, call 954-831-4000, or email records@broward.org.

- Is your Department open? *Yes.*
- Have hours changed? *No, hours remain the same. 7:30 am – 4:00 pm*
- Is your Department open to the public? *Closed to the public both GCW and FLL Wing office. 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.*
- If it is not, are you accepting electronic plans? *Accepting ePermit for GCW and providing a pick up and drop off bin for FFL jobs. 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*
- Are inspections being done? *No limitations at the present time, all inspections being conducted. Business as usual. Inspectors are told to ask residents if anyone is sick in the home prior to entering.*

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

Coconut Creek - Updated 5/04/20

- Is your Department open? *Yes, the lobby is closed.*
- Have hours changed? *No*
- Is your Department open to the public? *No, please note that staff is still here to serve you. We are available virtually through email, phone and online services. .*
- If it is not, are you accepting electronic plans? *N/A*
- Are inspections being done? *Yes, Commercial inspections and roof inspections may be scheduled as normal. (Subject to Change) Building Permit residential inspections have been suspended until further notice. In the event that an emergency inspection is needed, contact the Building Division at 954-973-6750 or ebuilding@coconutcreek.net.*

Cooper City - Updated 5/04/20 (No current information posted, seeking clarification.)

- Is your Department open? *Yes, the Building Department is working remotely from home.*
- Have hours changed? *No*
- Is your Department open to the public? *No, the lobby is closed for public access. We will have the capability to input the data into BS&A from home and then we will email it to the plan reviewers. They will review the PDF's and then email back their comments or approvals and then we will input that into BS&A. We are only doing emergency permits or things that are life safety and anything commercial at this point.*

Electronic Permit Submittals – Available for all permits that do not require Sign and Sealed drawings.

Physical Drop-off of Permits – A drop box and bin has been placed outside of the Building Department at City Hall.

Online Building Permit Payment – [You may now pay your permit fees online.](#)

Picking up Approved Permits – After you have been notified that your permit is approved, please follow the instructions provided to pay for your permit fees online and then contact Carlos Vega at cvega@coopercityfl.org or by phone at (954)434-4300 option 5 to set up an appointment to pickup your approved permit. Please note that permit pickups occur on Thursdays from 10 a.m. to 3:30 p.m. by appointment only.

- Are inspections being done? *Yes, At this time, we are suspending all inspections in which our inspectors must go inside residential homes to perform the inspection (this includes windows & doors, bathroom remodels, kitchen remodels and all interior remodels inspections). It is a great risk to our inspectors to send them into homes in which a potential exposure to the Covid-19 virus exist. Our inspectors will be handling all exterior inspections such as Roofs, Fences, Pools, Additions, Driveways, Accessory Buildings and **all Commercial inspections will continue as normal**. If you feel that you have a life safety or Emergency that an inspection needs to be done inside your home please contact Carlos Vega at cvega@coopercityfl.org or by phone at 954-434-4300 option 5 and we will review it on a case by case basis. We understand these are telling times for everyone and as we continue this process, we will do our*

Coral Springs - Updated 5/04/20

- Is your Department open? *Yes*
- Have hours changed? *Yes, A [drop-box](#) will be available on the south entrance of City Hall, Monday – Thursday (9 a.m. to 3 p.m.) and Friday (9 a.m. to 1:30 p.m.).*
- Is your Department open to the public? *No, ONE-STOP SHOP is closed to the public. Walk-Thru Permitting is Suspended.*
 - [Click here](#) for a list of Permit Types accepted online.
 - [Click here](#) to electronically apply for permits.
 - Contractors are encouraged to [submit applications & pay for permits online](#).
 - All interior residential building inspections on active permits on existing buildings are suspended. If you have an urgent need for an interior inspection, please [contact the Chief](#) for that discipline.
 - Exterior building inspections will continue at this time (roofs, fences, driveways).
 - Commercial business inspections will continue at this time.
 - For questions related to permitting, please call the Building Department at (954) 344-1025.
- If it is not, are you accepting electronic plans? *All can apply online.*
- Are inspections being done? *Yes, **commercial** Inspections are limited to new commercial construction and all exterior construction **ONLY**. Interior inspections of occupied structures have been temporarily postponed until further notice. Emergency inspections are being scheduled on a case by case basis. Please contact the Building Department if you have an emergency.*

Dania Beach - Updated 5/04/20

- Is your Department open? *Yes, teleworking and alternating shift options for the clerical staff.*
- Have hours changed? *No, hours are the same: 8 am to 3:30 pm.*
- Is your Department open to the public? *No, the Building Department has not been open to the public since 3/17/20.*
- If it is not, are you accepting electronic plans? *We are accepting electronic submittals on a limited basis. Yes. Plans' review, permit applications and construction inspections will continue as scheduled. Please visit daniabeachfl.gov/building for all building forms and applications. Send the Building Department a [Permit Information Request](#) Form. The Online Building Permit Service now accepts permit fee payments and inspection requests at daniabeachfl.gov/permit. Contact the Building Department at 954-924-6805.*
- Are inspections being done? *Yes, inspections as usual, waiving all red tag fees during this crisis.*

Davie - 05/04/20

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No, our doors are closed to the public.*
- If it is not, are you accepting electronic plans? *All new permits/applications will be processed as **Project-Dox** (Online Permitting Suite).*
 - *You must first e-mail only your application to Buildingdept@davie-fl.gov , stating you will be opting for Project-Dox (please include the e-mail address of the person responsible for uploading the plans).*
 - *You will receive an e-mail invitation to upload the application and plans to the e-mail provided.*
 - *Please make sure you upload the required documents to ensure your permit can be processed.*
- *New Small permits:*
 - *May come in through e-mail **ONLY** if they are: up to (10) 8 1/2"x11" pages. Include the required documents to ensure your permit can be processed.*
 - *Must be submitted as Project-Dox if the pages exceed the size/amount stated above.*
 - *All Landscape permits must be submitted as Project-dox.*
- Are inspections being done? *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 - Updated 5/04/20

- Is your Department open? *Yes*
- Have hours changed? *Yes, April 2, 2020: Beginning Monday April 6, 2020 the Planning, Code Compliance and Building Divisions will be open to the public until 2pm Monday - Friday. The Building Division is open to the public beginning at 7:30am and the Planning and Code Compliance Division is open to the public beginning at 8am.*
- Is your Department open to the public? *Yes, at this time, both the Planning and Code/Building lobbies are limiting the number of customers that can be in the lobby at any given time. For the Code/Building lobby, the maximum number of customers is three and for the Planning lobby, the maximum number of customers is two. To gain access to these departments, upon your arrival to City Hall, please call 954-480-4238 to reach Code/Building and 954-480-4206 for Planning. A city employee will let you know if space is available immediately. If space is not available immediately, we will take your phone number and call you back as soon as possible.*
- If it is not, are you accepting electronic plans? *We are trying to do business by email. Permit applications, documents and small plans via PDF files and large plans with project dox.*
- Are inspections being done? *Yes. Inspectors are assessing each interior inspection for residential or commercial inspections. If an inspector determines that it is not safe for them to perform the inspection, the inspection will be cancelled, with no fee.*

Fort Lauderdale - Updated 5/04/20

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.

- Is your Department open? *Yes, resumed limited operations in the Building Services Division office*
- Have hours changed? *Yes*
- Is your Department open to the public? *No, our lobby is closed to the public, and non-essential personnel have been instructed to stay home. Lobby visits are available by appointment only, Lobby occupancy is limited to 10 persons, 5 staff and 5 visitors. **Please be aware that due to the COVID19 Pandemic and the need to maintain physical distancing, we have modified how we accept permit applications that are not available on LauderBuild. Drop boxes have been set up outside the front main entrance of the Department of Sustainable Development. Each box is labeled appropriately and available forms for each type of application have been provided.***
- If it is not, are you accepting electronic plans? *Please be aware the City's on-line platform, Lauderbuild, is available 24/7, free of charge. Lauderbuild can provide access to permit information, fee payments, scheduling of inspections, and much more. You can find Lauderbuild on the City of Fort Lauderdale webpage, by simply doing an on-line search for "Lauderbuild" or going to this link: <https://www.fortlauderdale.gov/departments/sustainable-development/lauderbuild>*
- Are inspections being done? *Yes, We are committed to offer inspection, plan review and permit services at some form or level. We are prioritizing requests from the public as to how we respond. Structural integrity and COVID-19 related inspections and requests will receive attention. 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*

Hallandale Beach - 5/6/20

(UPDATED 09:00 am 5/5/20)

The City of Hallandale Beach continues to respond to the COVID-19 pandemic and has taken necessary precautions to ensure the safety and well being of our community. We are working closely with County, State and Federal officials and follow guidelines from the Center for Disease Control (CDC) and Florida Department of Health.

Hallandale Beach Administration is developing strategies for supporting future re-opening initiatives. Municipalities emergency orders that are more stringent than County or State orders are in effect. County or State orders and all Municipal Emergency orders remain in effect until further notice.

City of Hallandale Beach, Broward County and State of Florida Emergency Orders related to the Corona Virus are being followed. There have been many changes to our everyday life and highlights of current Emergency Orders are provided here.

Construction on open sites and structures that are incomplete, uninhabited, unoccupied, or vacated is permitted by the State's Emergency Order. Construction inside occupied structures (residences or essential businesses) is prohibited unless it is essential for safety or essential maintenance or for minimum housing such as water, plumbing, electricity, air conditioning, etc.. Hallandale Beach City staff is following the Governor's orders while urging construction executives to follow safety guidelines, including social distancing, for their employees and the general public. The City is also urging the construction to be kept to a minimum and scheduled in a way that reduces disturbances to residents that are required to stay home. Specific questions and concerns should provide the address, a description of the construction, and the date and time it occurred and should be sent to codeissue@cohb.org.

- Is your Department open? *Yes*
- Have hours changed? *No. All phones (including inspections line) will be active for communications during work hours (Mon-Thu = 7:00 AM to 5:30 PM). Any special or emergency request will be on a case by case basis and responded based on availability and reachable information; and the Drop-box is available.*
- Is your Department open to the public? *No, Lobby is closed, a drop box located outside of the front door for applications and plans.*

Submittals:

All applications which contains no seals from Engineers and Architects, will be accepted via email only, and they are to be submitted to Jennae Graham at jgraham@cohb.org and she will forward them to the permit clerks, whom will accept them and issue the process number and follow the application payment process with the applicant.

Payments: payments will only be accepted online and after payment, the applicant must notify the permit clerk when instructed; then, the permit will be emailed by the pricing clerk to the applicant as an email attachment.

Plans Examiners:

They will perform remote reviews and the applicant(s) can contact them via email or to their desk phone for any questions within their application comments (if any).

- If it is not, are you accepting electronic plans? *See above.*
- Are inspections being done? *All scheduled inspections are suspended, and the permit holder must contact the inspector via phone, as they are authorized (at their discretion) to accept all electronic means of proving that the scope of work is performed in accordance to the building code or letter from an engineer or architect approving the scheduled inspection (at the cost of the applicant /permit holder). Evidence of such inspection must be maintained by the applicant/permit holder for logging and filing.*

Hillsboro Beach - Updated 5/6/20

- Is your Department open? *Yes, Building Department staff will be working remotely.*
- Have hours changed? *No*

- Is your Department open to the public? *No, The Town of Hillsboro Beach Building Department Office will be closed to the public in response to the Covid-19 Pandemic beginning Thursday March 19, at 4:00 p.m. until further notice. Plans/permits may be left in a drop box (available 8:00am – 3:00pm) at Town Hall, 1210 Hillsboro Mile.*
- If it is not, are you accepting electronic plans? *Plan and permits for small projects may be submitted online by emailing to hbonline@cgasolutions.com. Paper plans/permits, and documents for larger projects may be left in a drop-off box at Town Hall, 1210 Hillsboro Mile between 8:00am and 3:30pm, Monday – Friday. In either case you will receive an email confirmation no later than the next business day.*
- Are inspections being done? *Inspections will continue to be provided on a daily basis, and may be scheduled online or by phone, however interior inspections, in occupied properties will require special arrangements to be made directly with the inspector, prior to requesting the inspection.*

Hollywood - Updated 5/6/20

ATTENTION:

On Friday, May 8th at 6:30p.m. the Building Division's permitting system is scheduled to undergo routine maintenance. During this time no permitting services, including intake, payment, scheduling inspections or inquiries of any kind will be available. Operations are expected to resume normal activity on Monday, May 11th, 2020 by 7:00a.m.

- 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, Use the online self-service system to submit, monitor, and pay for your building permits and schedule inspections. Hollywood customers can also apply and receive approvals for associated Broward County permits using the ePermitOneStop online service.*
 - [ePermit Plan Review](#)
 - [QLess Virtual Check-In System](#) (Courtesy Service for Mechanical, Electrical, Plumbing, Structural, Zoning, Fire, Engineering and Utilities)
 - Text "Hollywoodservice" to 954.241.1105 to reserve your spot in the QLess Line.
 - [Broward County ePermitOneStop](#)
- Are inspections being done? *Yes, The City of Hollywood Building Department is pleased to offer customers the option for Virtual Inspections for all inspections required during permitting. Due to the COVID-19 pandemic, Building Officials proactively sought a reliable alternative to in-person inspections that would allow construction to continue during this time when social distancing is a requirement. The Virtual Inspection method is quick and easy and allows City Inspectors to clearly see and then certify thereby ensuring that all safety requirements and building codes are met. [Learn more and schedule your Virtual Inspection here.](#)*

Lighthouse Point - Updated 5/06/20

- Is your Department open? *Yes, The Building Department is open, with very limited access to the public.*
- Have hours changed? *No*
- Is your Department open to the public? *Yes, only one person allowed in the office at a time.*
- If it is not, are you accepting electronic plans? *Approved permits can be picked up, but arrangements must be made (1 hour) ahead of time by calling 954-943-6509 for instructions. New permit applications are being accepted. They can be submitted via the drop box located at the front door of the Building Department, or see the list of acceptable permit applications being accepted electronically. There will be no fee to drop off new permit applications.*
- Are inspections being done? *Yes.*

Margate - Updated 5/06/20

- Is your Department open? *Yes, Building Department employees are working, and available by phone and email during normal business hours.*
- Have hours changed? *No*
- Is your Department open to the public? *Yes, **In taking precautionary measures to prevent the spread of COVID-19 the Building Department will be closed to the public beginning Wednesday March 18th, 2020 until further notice.** There is a drop box located by the front doors of the building which is to be used between business hours for **NEW PERMIT SUBMITTALS ONLY. Do NOT place revisions/corrections in this box. Permit pick up, Revisions and Corrections to existing permits by APPOINTMENT ONLY please call (954) 970-3004 and Payments by credit card or check only.** Please ensure plans are placed in a neat and orderly manner and all sheets/pages are securely attached to each other.*
- If it is not, are you accepting electronic plans?
- Are inspections being done? *Yes, only Commercial inspections and Residential Exterior building inspections will be scheduled as normal.*

Miramar - Updated 5/06/20

Still closed and no new updates.

- Is your Department open? *Yes, THE BUILDING DIVISION OFFICE IS CURRENTLY CLOSED. STAFF IS WORKING REMOTELY.*
- Have hours changed? *No*
- Is your Department open to the public? *No, the lobby is closed and a drop box is located outside of the front door for applications and plans.*
- If it is not, are you accepting electronic plans? *You may still continue to schedule inspections online, and call or email the Chiefs directly, if the inspection needed is not available online. Please find their information in the Staff Directory*
 - We are still accepting applications online.

- Are inspections being done? *Yes, on new development projects (residential & commercial), roof, pools, fences, driveways. BECAUSE OF THE STATE OF EMERGENCY CAUSED BY THE COVID-19, BUILDING INSPECTIONS WHICH REQUIRE ACCESS TO THE INTERIOR OF ANY OCCUPIED BUILDING WON'T BE PERFORMED AS PRACTICAL PRECAUTIONS OF AVOIDING ANY HEALTH ISSUES.*

Parkland - 5/06/20

Still working with modified hours and no new updates.

- Is your Department open? *Yes, modified hours and days Department is closed on Fridays working with reduced staffing Monday to Thursday.*
- Have hours changed? *No*
- Is your Department open to the public? *Yes, will have a drop box in front of city hall for all permit drop-offs. For pick-ups, we have a callahead arrangement. We will try to maintain things as normally as possible until directed otherwise. 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.*
- If it is not, are you accepting electronic plans? *We are accepting some permits online, for small items.*
- Are inspections being done? *yes, in the interest of public health, and in the compliance with CDC and State of Florida guidelines, The Building Department will not perform any inside inspections in occupied residences. During this period, all permits will be automatically extended.*
- *Building Declaration of Accessibility due to Covid-19*

Pembroke Park - Updated 5/6/20

No new updates.

- Is your Department open? *Yes*
- Have hours changed? *Yes*
- Is your Department open to the public? *Yes, Although the Building Department will restrict public access on Monday thru Wednesday, we will continue to be operational for inspections and plan review services for both existing permitted projects as well as permit application submittals.*
- If it is not, are you accepting electronic plans? *Yes, We will modify the way we intake permit applications and request that all applications be submitted electronically for permit types as listed per the instructions listed on the website. In the case you cannot submit electronically, you must drop off the application package to the Building Department's drop off bin that will be in the lobby of City Hall behind the security desk, Monday thru Wednesday, 7:30am to 5:00pm. Contractors will be required to fill out a transmittal form that will be located near the drop off cart in the lobby of City Hall. All payments for permit review and issuance must be paid online at <https://prodvirtualpos.inkforce.net/fl-pembrokepines/>*
- Are inspections being done? *Any limitations? Yes, Inspections can still be scheduled online as normal through Inkforce Monday through Thursday before 3:00pm for inspections to be performed on the following business day, all inspections are performed on Monday through Thursday, 7am to 6pm, see link below. <https://www.ppines.com/951/Inspection-Scheduling>*

Pembroke Pines - Updated 5/06/20

No new updates.

- Is your Department open? *Yes, City Hall is completely closed on Thursday, Friday, Saturday and Sunday. The entire Building Dept. staff is working remotely from home on Thursdays.*
- Have hours changed? *Yes, The Building Dept. is open to the public from Monday thru Wednesday, 7 am to 5:30 pm.*
- Is your Department open to the public? *Yes, We have installed additional tables in front of our permit counter to provide additional distance from the customers and our staff. All surfaces are to be wiped down with disinfectant multiple times throughout the day. Our greeter at the front permit counter will log in all customers in the check-in software and the customers will no longer touch the SurfacePro to log in themselves. We have separated all chairs in our waiting area by 5 to 6ft. that way our customers are not sitting shoulder to shoulder as normal to maintain safe social distancing. The waiting area chairs will also be wiped down throughout the day. If any customer displays flu-like symptoms they will politely be asked to leave the premises. The security guard downstairs is also verbally screening people before allowing them further into the building.*
- If it is not, are you accepting electronic plans? *We have some plans examiners that are working remotely from home and we are using a permit tech as a courier to transport plans back and forth. We will use FedEx if needed. We have some permit techs with children that are home from school also working from home remotely. They are processing online permits for smaller projects such as residential re-roofs, a/c change-outs and water heater change-outs, etc. We are contacting contractors to use the online submittal process for the smaller projects to limit traffic to the building dept.. We are going to work on adding additional online services for residential window/door replacements, electrical service and panel changes.*
- Are inspections being done? *Yes, our inspectors are working remotely from home. They are able to access Inkforce to obtain and log inspections. Our inspectors have been instructed to verbally screen all people they are in contact with throughout the day by asking if anyone at the premises has been experiencing any flu like systems. If the answer is yes they are going to politely inform the individuals that they cannot perform the inspection at this time and ask for the following contact information. Name, phone number and email address. They are then going to inform the individual to reschedule the inspection after fourteen days of no longer experiencing any symptoms. The information acquired will be entered into Inkforce under the cancelled inspection.*

Plantation - Updated 5/06/20

- Is your Department open? *Yes*
- Have hours changed? *Yes, Our hours of operation are Monday thru Friday, 8:00 AM to 4:30 PM. **Our last sign-in at the permit counter is 3:30 PM.** The plan reviewers are available from 8:00 AM to 11:00 AM and 2:00 PM to 4:00 PM daily. You may reach the inspectors from 7:30 AM to 8:00 AM and 3:30 PM to 4:00 PM daily.*
- Is your Department open to the public? Permit Submittal – All permit types will be accepted (Residential and Non-Residential); a drop off table/station has been set up outside the building. All items submitted will be processed in the order they are received, however will be held for a

24 hour minimum prior to processing; payments shall be made by credit card*. 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.*
- If it is not, are you accepting electronic plans? *No*
- Are inspections being done? Any limitations? *Yes, 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.*

Pompano - Updated 5/06/20

No new updates.

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No, Pompano Beach City Hall is closed to the public due to the COVID-19 event. The majority of our staff are continuing to work remotely.*
- If it is not, are you accepting electronic plans? *The “Drop Box” is being accessed daily for any non electronic submissions. Urge all customers to utilize our e-plan system for any revisions, submissions, corrections, etc. We are still accepting submissions for permitting online, as well as through our new Dropbox, located on the North Side of City Hall. You can submit the following items in a sealed envelope:*
 - New Permit Applications & Corrections (include permit #)
 - Business Tax Submissions & renewals
 - Lien Search Requests & payments
 - Planning & Zoning Submissions
- Are inspections being done? *Yes, Inspections will continue, but are limited to Commercial and Essential Permits at this time. We are temporarily setting the deadline for next day inspections at 4PM to allow Inspectors to prepare for the next day.*

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? Any limitations? *Yes, practicing caution.*

Sunrise - Updated 5/06/20

- Is your Department open? *Yes*

- Have hours changed? *No*
- Is your Department open to the public? *No, Beginning Thursday, March 19, the Community Development Department (including the Building, Engineering, Planning, Community Enhancement & Code Compliance, and Redevelopment & Grants divisions) will be closed to the public. Collection bins have been placed outside the main offices (1601 NW 136th Avenue, Building A and 1607 NW 136 Ave, Building B) so that customers may drop off and pick up plans and other documents. Please call the appropriate division (see sign on door for phone numbers) when you place materials in the drop-off bin.*
- If it is not, are you accepting electronic plans? *In addition, our Community Development Self Service Portal enables you to access real time data regarding permits, development applications, code cases, and business tax receipts on your computer, smart phone, or tablet.*
- Are inspections being done? Any limitations? *Yes, residential inspections are being performed for exterior work only. Commercial inspections are being performed as usual.*

Tamarac - Updated 5/06/20

Currently still closed to the public, no new updates.

- Is your Department open? *Yes*
- Have hours changed? *Yes, normal working hours are 7:30 am to 4:30 pm Monday thru Thursday and 7:30 am to 3:30 pm on Fridays.*
- Is your Department open to the public? *No, City buildings will be closed to the public in response to the Corona virus pandemic beginning Tuesday, March 17, 2020 at 5:30 p.m. Building Department employees are working, and available by phone at 954-597-3420, and via email at permit@tamarac.org, during normal business hours.*
- If it is not, are you accepting electronic plans? *We encourage you to visit our website at www.Tamarac.org/building and use our online services such as: submit permits on line, view plan review comments, pay permit fees and schedule inspections when-ever possible. Plan reviewers are doing plan review remotely from their own homes.*
- Are inspections being done? *Yes, our inspectors are set up to access their inspections remotely in their tablets so they can go directly to the jobsite to do inspections without them visiting the office. g. Our office land line numbers are transferred to each individual cell phone so our entire staff have the ability to answer customer phone calls and answer emails remotely to all customers inquiries.*

Weston - Updated 5/06/20

- Is your Department open? *Yes*
- Have hours changed? *No, **Permitting services** are available online and by phone during regular business hours, Monday through Friday, 7:30 a.m. until 4:30 p.m.*
- Is your Department open to the public? *No, the Building Department is closed to the public. All operations are being completed outside of the office. Permit Technicians are processing applications from home.*
- If it is not, are you accepting electronic plans? *Phones are routed to permit technicians as normal through the Webex software.*

- Are inspections being done? *Yes, inspectors are practicing social distancing and equipped with hand sanitizer. Visit WestonFL.org/Permits or call 954-385-0500.*

West Park - Updated 5/06/20

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *Yes, accepting select electrical, plumbing and roofing permit applications. Submission of permit applications will be by appointment only.*
- If it is not, are you accepting electronic plans?
- Are inspections being done? *Yes, inspections will resume with inspectors exercising cautionary discretion.*

Wilton Manors - Updated 4/16/20

- Is your Department open? *No*
- Have hours changed? *Yes, Community Development Services staff is now available on Mondays, Tuesdays, and Thursdays between 9 a.m. and 11 a.m. for contractors and homeowners to pick up ready-to-be-issued building permits through a no contact process. Email Community Development Services staff (lbritt@wiltonmanors.com; ktaylor@wiltonmanor.com; and ctaylor@wiltonmanors.com) to notify them that you will be picking up your permit.*
- Is your Department open to the public? *No, the Building Department is closed.*
- If it is not, are you accepting electronic plans? *To access the building permitting services online, visit <https://bit.ly/WMOnlineBuildingPermitServices>.*
- Are inspections being done? *Yes, at this time, all exterior inspection requests are being scheduled and interior inspection requests are being scheduled on a case-by-case basis.*



COVID-19 Palm Beach County Building Department Report Now in Phase 1 of Re- opening

Belle Glade - Updated 5/14/20

- Is your Department open? Yes
- Have hours changed? No
- Is your Department open to the public? Yes, we want to take this opportunity to let everyone know that the City of Belle Glade is open for business
- If it is not, are you accepting electronic plans? For the next 16 days, through March 31, 2020, please make every attempt to conduct your necessary business with the City of Belle Glade through phone, fax or email.
- Are inspections being done? Yes

Boca Raton - Updated 5/14/20

City Advisory: While we may accept your application or resubmittal, due to the COVID-19 Emergency review of applications is likely to take longer than normal, and we are unable at this time to provide a timeline regarding when comments will be issued and/or (where applicable) when a PAR (including Preliminary, Compliance and Administrative IDA applications) meeting will be held. Further, not all reviewers may be available to review your project until after all offices have reopened. Please note while City staff will communicate with external reviewers (Lake Worth Drainage District, Florida Power and Light, etc.) to obtain their respective review and comments, it is the applicant's responsibility to ensure that all external reviewer comments are provided to the assigned planner for each submittal review. Additionally, while the City may accept your application or resubmittal at this time, by submitting an application or resubmittal, you agree to pay the required amount of fees and deposit once the COVID-19 Emergency has ended (and failure to remit the required fees and deposit will result in the application being deemed incomplete, and therefore in ceasing of review of the application, return of the application and closure of the matter). Lastly, the City cannot guarantee when the application will be scheduled for any public hearings that may be required in connection with the application (and the City may, as a direct result of the COVID-19 Emergency, be required to schedule such public hearings beyond time periods provided by law).

- Is your Department open? Yes

- Have hours changed? *Yes, The Building Department is operating Monday through Friday 8am - 4:30pm with the exception of Wednesday 8am - 3pm.*
- Is your Department open to the public? *Closed to the public. A drop box is located outside front door for new permit applications*
- If it is not, are you accepting electronic plans? *We have been electronic since 2012 and are still processing applications and issuing permits online. <https://www.myboca.us/157/Building-Permits-and-Inspections>*
Additional questions can be sent to the Building Department at buildingpermits@myboca.us or 561-393-7930.
- Are inspections being done? Any limitations? *Inspections only on new construction, no building inspections are being performed on any occupied building. All re-roof inspections will only be accepted with extensive photo documentation and a signed sealed report form a Florida licensed engineer.*

Boynton Beach - Updated 5/14/20

City Advisory: Please be assured we are working diligently to process and issue permits as quickly as possible. Before you e-mail or call for status, please check our website Click2Gov Building Permit - Select User Class and choose FIND PERMIT for the status. The "Ready for Pick Up" Step must be Approved (AP) before issuance. Due to the COVID19 pandemic, phone calls and e-mails are in abundance and may cause a delay in a response. We apologize for the inconvenience.

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No, to protect the public during the COVID-19 pandemic, the Development Department Customer Lobby is closed until further notice.*
- If it is not, are you accepting electronic plans? *Certain application types may be filed on-line and submitted as a "drop-off" application.*
 - *On-site meetings with city staff will be replaced with phone or teleconferences. City staff diligently return phone calls regarding review processes or comments, and requests for teleconferences will be addressed expeditiously contingent on staff availability.*
 - *The Development lobby will be available only for corrections and to pick up approved permits and documents. All completed applications with required plans and documents will placed in a designated "inbox" on the counter in the main lobby of City Hall (3301 Quantum Blvd.) Dropped off documents must be completed with contact information and addresses or application numbers. This includes applications and submittals for Planning and Zoning.*
- Are inspections being done? Any limitations? *Yes*

Delray Beach - Updated 5/14/20

City Advisory: New Permit Application submittals will begin on Monday, April 20, 2020.

- Is your Department open? *Yes, Building Division Main Line: (561) 243-7200,*
- Have hours changed? *Yes, Permit Intake: 8:30am - 4pm, Plan Review: 2pm - 4pm and*

- *Planning, Zoning, and Historic Preservation Division Main Contact: (561) 243-7040; pzmail@mydelraybeach.com, Walk-in Hours: 9am-12pm and 1pm-4pm, Monday through Friday Application Submittals and Planner On-Call: 9am-12pm and 1pm-4pm, Monday through Friday; an appointment is recommended.*

Pre-application meetings and/or "early" project discussions: Scheduled either Wednesday or Thursday, 2pm-4pm; this does not include application submittal appointments or meetings with project planners on active applications.

- *Is your Department open to the public? Yes, with limitations. The following Development Services tasks are suspended until further notice: Inspections of occupied residential and commercial buildings, Certificates of Occupancy, Board Hearings, including Site Plan Review and Appearance Board, Historic Preservation Board, Planning and Zoning Board, and Board of Adjustment.*
- *If it is not, are you accepting electronic plans?*
- *Are inspections being done? Yes, The following Development Services tasks will be available through a limited process until further notice:
New permit applications, limited inspections for exterior work and unoccupied commercial and residential projects are available on a case by case basis; please contact the department at 561-243-7200 for assistance.
New Development Applications, Resubmittals, and Zoning Certificates of Use, may be submitted via digital submission and US Mail, including fee submission, after a pre-submittal phone conference. Please call 561-243-7040 for assistance.*

Highland Beach - Updated 5/14/20

- *Is your Department open? Yes*
- *Have hours changed? No*
- *Is your Department open to the public? No, on March 29th the Town of Highland Beach issued a "Stay Home, Stay Safe" Order in its continuing efforts to protect the health, welfare and safety of the residents of Highland Beach.*
- *If it is not, are you accepting electronic plans? All new submittals should be submitted online using the below link to the Building Department Online Portal. Permit pick-ups are by appointment only. There is a drop box available in front of the Building Department, if needed, any further questions please contact us at 561-278-4540.
<https://town-highlandbeach-fl.smartgovcommunity.com/ApplicationPublic/ApplicationHome>*
- *Are inspections being done? N/A*

Jupiter - No new changes as of 5/14/20

"The Town of Jupiter continues to monitor the COVID-19 situation, and adjust its operations to ensure the public's health and safety"

- *Is your Department open? Yes, the city is currently dealing with a malware incident, several of the Town's online systems are currently unavailable, including email.*
- *Have hours changed? No*

- Is your Department open to the public? *No, as of March 25th the Town of Jupiter will close lobbies and facilities to in-person public business. Residents and customers who have urgent needs may contact: Building Department (inspections, permits, etc.; 8am-5pm): (561) 741-2286*
- If it is not, are you accepting electronic plans? **Using Online Services:** *Pay utility bills, request permits, renew or request business licenses, file development applications and search public records by visiting www.jupiter.fl.us/eservices.*
- Are inspections being done?

Lake Worth Beach - Requested and awaiting updated information on: 5/14/20

All City online services unavailable May 15th 6:00 pm to May 16th 12:00 pm due to system upgrade. We apologize in advance for any inconvenience this may cause.

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *The issuance of building permits will still take place while the office is closed to public access.*

Permit submittals will take place in the following ways:

- *Permits may be dropped off at our offices located at 1900 2nd Avenue North. There is a drop box by the front door.*
- *Permits may be submitted online at the city website. There will be a digital portal on the Building Division webpage. <https://lakeworthbeachfl.gov/community-sustainability/building-permits/building-permit-application/>*

If you have any questions, please email bpermits@lakeworthbeachfl.gov or call 561-586-1647.

- *If it is not, are you accepting electronic plans? Many of the services provided for permits, contractor certification, code enforcement are now online. In-person, face-to-face contact inside a building is being limited. For a complete list of online services please visit <https://lakeworthbeachfl.gov/online-services>*

The following Development Services tasks will be performed remotely:

Building Permit Plan Review for permits currently in the process ,Development Application submittals already in the system and Conference calls with Applicants.

- Are inspections being done? Any limitations? **Yes**

Lantana - No new changes as of 5/14/20

- Is your Department open? *Yes*
- Have hours changed? *No*

- Is your Department open to the public? *No, our Lobby is now closed to the public in response to the Coronavirus. New Permit Submittals & Permit pickups are by appointment only. Permits and BTR submittals will be accepted through a locker out front by appointment only.*
- If it is not, are you accepting electronic plans?
- Are inspections being done? Yes

Palm Beach Gardens - No new changes as of 5/14/20

- Is your Department open? *Yes, the City of Palm Beach Gardens Planning and Zoning Department has adopted several new operating procedures to continue to provide services while maintaining physical and social distancing. Most staff members will be working remotely from home; however, project reviews and permit review functions will continue, and conference calls and meetings are available to conduct business. Please see below.*
- Have hours changed? *Yes, Calls will be taken from 8:00am – 1:00pm. Walk-in consultation with the POC is suspended at this time. Due to the circumstances regarding COVID-19, no staff is physically available to answer this phone. However, your inquiry is extremely important to us and we are striving to maintain this valuable service to the community. In order to do so in the most expeditious timeframe, please send your inquiry or questions by email to Giovanna Simm at GSimm@pbgfl.com and a Planning Staff member will get in touch with you as soon as possible. If you do not have access to email, please call 561-799-4243 and a staff member will help you with your question.*
- Is your Department open to the public? *No, our Lobby is now closed to the public in response to the Coronavirus.*
- If it is not, are you accepting electronic plans? *All department meetings will be held by teleconference or using various remote meeting technologies, to be organized by the City Planner/Project Manager and Applicant. Please be advised that all City Board and Committee meetings are cancelled until further notice.*
- Are inspections being done?

Tequesta - Updated 5/14/20

No new updates.

- Is your Department open? Yes
- Have hours changed? No
- Is your Department open to the public? *No, closed to the public, until further notice, beginning at 5 pm on March 18, 2020.*
- If it is not, are you accepting electronic plans? *Building permit applications can be submitted online at <https://bsaonline.com/?uid=2607> or via email to permits@tequesta.org*
- Are inspections being done? *Yes, if you would like to request an inspection during this time, please schedule online at <https://bsaonline.com/?uid=2607> or call Building Department personnel at (561) 768-0454 at least 24-hours in advance of the requested inspection date. Inspection requests will be reviewed by the Building Official on a case-by-case basis, taking into consideration the health and safety of the Village community. Interior inspections may submit photos and/or videos to permits@tequesta.org and requests for video inspections via FaceTime may be made by calling (561) 768-0454. For instructions on applying for a building permit online*

or scheduling an inspection online, please visit <http://www.tequesta.org/1204/Building-Department>.

Town of Lake Park - No new changes as of 5/14/20

No new updates.

- Is your Department open? *Yes*
- Have hours changed? *Yes, Monday through Thursday: 8:30 am - 3:30 pm. Friday: 8:30 am - 12:30 pm*
- Is your Department open to the public? *No, in an effort to safeguard the health of our staff and those we serve, Lake Park Town Hall will be open to visitors by appointment only until further notice.*
- If it is not, are you accepting electronic plans? *We encourage you to submit documents electronically whenever possible. If you prefer, permits, applications and non-cash payments may be submitted via the drop box adjacent to our parking lot. communitydevelopment@lakeparkflorida.gov (please visit <https://www.lakeparkflorida.gov/cdd/other> for electronic forms)*
- Are inspections being done? *Yes*

Town of Palm Beach - Updated 5/14/20

Effective today, curfew hours will be in effect from 11:00 PM – 6:00 AM, to ensure restaurants and other businesses permitted to re-open under the Governor’s Phase 1 plan have sufficient time for patrons and employees to return to their homes.

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *TRYING TO LIMIT CONTACT SO A DROP OFF BIN HAS BEEN ESTABLISHED IN THE MAIN LOBBY*
- If it is not, are you accepting electronic plans? *FOR MINOR APPLICATIONS ONLY, LIKE REROOF, WATER HEATERS, A/C, ETC.*
- Are inspections being done? *Yes. No limits.*

**ALERT* One of many businesses/services listed as critical in the Governor’s shelter in place order includes construction. As stated in EO 20-92, the Town does not have the legal authority to override the State orders and deem construction as a non-essential activity. We understand that there are concerns about the lack of proper social distancing and hygiene precautions at certain construction sites. The Town issued another communication to contractors today, providing safety guidelines, and urging them to strictly monitor their job sites and limit crew movement about the island.*

West Palm Beach - Updated 5/14/20

City Advisory: As of 4/3/2020 you must have an appointment to meet with someone at City Hall. The Building Division will take appointments for next business day if deemed necessary. A drop-box is

provided at the entrance of City Hall for those in-person customers who wish to drop-off permit applications. Inspections are ongoing but at the discretion of the inspector.

- Is your Department open? *Yes*
- Have hours changed? *Yes*
- Is your Department open to the public? *No, as of 4/3/2020 you must have an appointment to meet with someone at City Hall. The Building Division will take appointments for next business day if deemed necessary. A drop-box is provided at the entrance of City Hall for those in-person customers who wish to drop-off permit applications.*
- If it is not, are you accepting electronic plans? *We are encouraging everyone to submit their building permit applications and plans electronically through the department portal on our web site. In addition, we are setting up drop boxes in Building and Planning if electronic submittal is not possible. We are in the process of implementing a new EnerGov software permitting system which will ultimately result in 100% electronic submittal once implemented.*

The online portal for the West Palm Beach Development Services Department can be found at <https://www.wpb.org/government/development-services/permits>. The department can also be reached by calling (561) 805-6700 (TTY: 800-955-8771).

- Are inspections being done? *Inspections are ongoing but at the discretion of the inspector. I have asked my staff to exercise discretion in their work duties particularly with regard to interior inspections.*
IMPORTANT NOTICE REGARDING NOTICE OF COMMENCEMENT (NOC): If you don't have a recorded NOC you will need to mail it to Clerk of PBC @ PO Box 4177 WPB FL 33402-4177 in order to schedule inspections. For more help with NOC recording call 561-355-2996.

Wellington - Updated 5/14/20

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *Yes, but we have made adjustments in the lobby to ensure "social distancing" and protect staff.*
- If it is not, are you accepting electronic plans? *We are predominantly accepting electronic plans and encourage all to utilize our system.*
- Are inspections being done? Any limitations? *Yes, but we are no longer doing interior inspections of occupied structures, generally at the inspector's discretion. We are using photos or video provided. For purpose of inspections photos and videos may be accepted with the prior approval of the Building Official. Only allowing electronic exchange of documents in field and in the office and only accepting electronic payments.*

Due to COVID-19, all inspection documentation is to be emailed directly to your inspector after the completion of the onsite visit. For contact information, please view the Building Inspections Page at Wellingtonfl.gov/BuildingInspections.



COVID-19 Treasure Coast Building Department Report Now in Phase 1 of Re- opening

Fort Pierce - Updated 5/7/2020

COVID-19 RECOVERY GRANT PROGRAM

On Tuesday, April 28, the Fort Pierce City Commission approved the COVID-19 Recovery Assistance Plan which includes a series of grants supporting residents, businesses, and community-based efforts. The grants are aimed to provide immediate funds to residents and businesses directly impacted by COVID-19. The City's goal is to help offset the loss of income or revenue during this pandemic.

- Is your Department open? *Yes*
- Have hours changed? *No, the building department will remain open by appointment only for paper permit submissions.*
- Is your Department open to the public? *Yes, appointment only.*
- If it is not, are you accepting electronic plans? *We have expanded our Electronic Services.*
 - *Email permit submittals have been expanded to allow for submittal of roofs, windows, doors, garage doors, shutters, fences, pre-fabricated sheds, a/c change-outs, water heater replacements, water re-piping and most other single trade permit applications with Florida Product Approvals or Miami-Dade Notice of Acceptance. Emails should be sent to click2govbp@cityoffortpierce.com*
 - *Unfortunately, at this time we cannot accept electronic submittal of any site-specific or signed and sealed engineered documents.*
 - *You may also submit Notice of Commencement forms, Roof Nailing Certifications, Request for Permit Extension/Renewal forms via e-mail to the assigned permit technician. If you are unsure who the assigned permit technician is, please send your email to click2govbp@cityoffortpierce.com.*
 - *For building violation cases, and inquiries regarding Special Magistrate hearings, please send your email to ebeck@cityoffortpierce.com and carbon copy to scoss@cityoffortpierce.com. Feel free to contact the Building Department at (772) 467-3718 with any questions you may have*

- Are inspections being done? *Yes, for the safety and well-being of you and our staff, in-person interior inspections for occupied or recently occupied residences will not be conducted at this time. For more information on the preventative steps we are taking during inspections please visit: <https://www.cityoffortpierce.com/DocumentCenter/View/7644/Coronavirus-Notice?bidId=>*

Port St. Lucie - Updated 5/7/2020

No new changes.

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No, March 18th, Building B's in-person services will temporarily be suspended.*
- If it is not, are you accepting electronic plans? *Yes, If you are already registered to conduct online permitting via our e-permitting portal, please continue to submit permits through the system. Do NOT utilize the below process. If you have not yet registered and are eligible to do so, please contact the Contractor Licensing Division to see how you can register. Permits that are currently available online are listed on our website here - <https://www.cityofpsl.com/government/departments/building/permit-applications-checklists> To submit applications via email, please read the below: 1. Permit submittals can be emailed to permitting@cityofpsl.com For more information visit: <https://www.cityofpsl.com/home/showdocument?id=8792>*
- Are inspections being done? *Yes, As the Main Lobby has temporarily suspended all in-person contact, we have begun to accept ALL applications and documents for permitting and plan review via email (Permitting@cityofpsl.com) or through the Contractor E-Services Portal (if registered). We would like to strongly encourage all permit submittals and documents be submitted electronically rather than through the Drive-Thru or the freestanding dropbox located at Bldg B. This is for the protection of you, your staff and our staff. For instructions visit: <https://www.cityofpsl.com/Home/ShowDocument?id=8840>*

Sebastian - Updated 5/7/20

Still adhering to Safer at Home Order

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No, In response to the COVID-19 pandemic, City Hall and all other city facilities are closed to the public effective noon March 20, 2020 – until further notice.*
- If it is not, are you accepting electronic plans? *Until further notice, the building department is accepting permit application and plan documents through a drop box at the building department. Smaller projects can also be submitted by e-mail at permits@cityofsebastian.org. Payments can be made online or deposit checks at drop box location. Email Permits Application Process: <http://public.cityofsebastian.org/pdfs/BLDG%20DEPT.%20ON-LINE%20PERMITS%20NOTICE%203-20.pdf>*

- Are inspections being done? Yes, until further notice, The Building Department will continue to perform regularly scheduled inspections exception: Inspections that require access to the inside of occupied residential and commercial buildings.

Video Inspections: For inspections that require access to occupied buildings, the contractor may perform a video inspection and upload the video through MYGovernmentOnline.

Document submittals video inspections are limited to the following permit types: air conditioning replacement, window and door replacement, electrical panel changeout and plumbing line replacement.

For further information visit

here: <http://public.cityofsebastian.org/pdfs/BLDG%20DEPT.%20VIDEO%20INSPECTIONS%203-20.pdf>

Stuart - Updated 5/7/20

Operations at City Hall continue in a limited capacity as staff maintain best social distancing practices while working either in the office or remotely from home. The City reminds residents and service customers that any payments and application submittals are accepted by telephone and electronic means.

Is your Department open? Yes

- Have hours changed? *No*
- Is your Department open to the public? *No, effective immediately all transactions with the department will be conducted online or by phone only. Although the office will be closed to foot traffic, there is an in and out box located outside the department in City Hall where applications can be dropped off or permits picked up. In addition:*
 - *There will be a delay of 3 days processing any paperwork left at the drop box as a result of CDC information identifying the length of time the virus may survive on*
 - *Permit technicians are available by phone to walk applicants through application processes if they are unfamiliar with online permitting*
- If it is not, are you accepting electronic plans? *All payments for permits or other fees can be completed by contacting the building department and using a credit card over the phone, by mailing a check to the department, or by delivering a check to the drop box located outside the department's office.*
- Are inspections being done? *All air conditioner (A/C) and water heater inspections will be done by self-certification from the contractor on a form that will be issued to them. All other inspections will be handled according to regular procedure.*

Town of Indian River Shores - Updated 5/7/2020

Still closed to the public.

- Is your Department open? Yes
- Have hours changed? *No*
- Is your Department open to the public? *No, As of noon on Friday, March 20, all Town Hall and Public Safety Administration offices, the Postal Center and Community Center are closed to the*

public until further notice. Staff is available during normal working hours by phone or email, and much business for the Building Department may be conducted online.

- If it is not, are you accepting electronic plans? You can apply for a permit on line at the following site: <https://www.irshores.com/government/departments/building-dept-main/>
The Building Department has the ability to conduct most business online such as applying for a permit, requesting a variance, etc. using one of the many forms [available here](#). Using only an address, you can use [iWorq features](#) to look up information.
- Are inspections being done? For the Building Department, email inspections@irshores.com or call (772) 231-4453. The Public Safety Department is (772) 231-2451 (NON-emergency).

Vero Beach - Updated 5/7/2020

Still closed to the public.

- Is your Department open? Yes
- Have hours changed? No
- Is your Department open to the public? No, **effective 12:00pm on Friday, March 20, 2020**, the Department will only accept departmental permits and will conduct all departmental processes by phone, electronically, and/or by using one of our convenient Dropoff and Pick-up boxes in the Lobby of the County Administration Building.
- If it is not, are you accepting electronic plans? Yes, city business is still being conducted online or by phone. Anyone needing to drop off development permits or applications, please place them in the yellow basket. If you have questions for the planning department please call 772-978-4550. These items will be picked up at the end of each working day.
*While **all-electronic formats are preferred at this time**, paper applications will still be accepted in the lobby to minimize hardship for our applicants.*
Instructions for Electronic Permit Filing: https://www.ircgov.com/Public_Notices/COVID-19/Community_Development_Instructions.pdf
- Are inspections being done?

Village of Indiantown - Updated 5/7/20

Still closed to the public.

Effective 4/28/20, EVERY person working, living, visiting, or doing business in the Village of Indiantown is required to wear a facial covering consistent with the current CDC guidelines while in any public place.

- Is your Department open? Yes
- Have hours changed? No
- Is your Department open to the public? No, all Village facilities are closed to the public.
- If it is not, are you accepting electronic plans? N/A
- Are inspections being done? N/A



COVID-19 Space Coast Building Department Report Now in Phase 1 of Re- opening

Cocoa - Updated 5/7/20

Still closed to the public.

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *Effective March 23, 2020, the Building Department will be closed to the public.*
- If it is not, are you accepting electronic plans? *We are implementing a temporary change in policy to allow for ALL work to be submitted electronically. Contractors can submit building permits via email and regular mail. Temporarily, we will allow ALL permit packages to be scanned and emailed. Documents must be submitted as PDF. All packages must be legible and complete. Permit submittal can be emailed to buildingdept@cocoaf1.org.*
- Are inspections being done? *Yes, all inspections will be scheduled and conducted as normal except for those inspections which require an inspector to go into an occupied residence or business. In those cases, the Department has a process in place for Virtual Inspections. Please contact Building Inspectors prior, or on the date of inspections for further instructions.*

If you should require a Pre-Construction meeting, the Building Department Staff will arrange for a conference call or video conference.

Cocoa Beach - Updated 5/7/20

Still closed to the public.

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *No, Effective Monday, March 23, 2020, City Hall will begin to limit face to face contact with the general public. Doors will be locked; however, you may reach the department at the numbers listed above to discuss your individual issue and to determine whether a meeting is warranted.*

- If it is not, are you accepting electronic plans? *Electronic submittal of applications for BTRs, building permits, site permits, rezoning, conditional use permits, variances, etc.*
- Are inspections being done? *Yes, All inspection requests must still be scheduled. The number for scheduling inspections is (321) 868-3217. If the inspection is an in-home inspection (normally requiring entry into the home) building staff may call to determine if the inspection can be handled electronically via telephone, email, and photos. All commercial inspections are still required. Commercial inspections will continue per normal operating procedure. Building staff retains the ability to adjust these inspections as deemed appropriate by the Building Official or his designee.*

Indialantic - Updated 5/7/20

Still closed to the public

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *Yes, our building department is still staffed and functioning as normal. We are accepting paper and electronic plans and applications. We are not inviting residents into Town Hall, rather, they can utilize the drop box at the door to submit plans, etc.*
- If it is not, are you accepting electronic plans? *N/A*
- Are inspections being done? *Yes, we are not doing inspections inside occupied homes. Outside inspections, such as roofs, etc. are being handled like normal. If you have further questions please contact Mollie Carr in the building department by emailing mcarr@indialantic.com*

Melbourne - Updated 5/7/2020

Still closed to the public

- Is your Department open? *Yes but City Hall is currently closed to the public.*
- Have hours changed? *No*
- Is your Department open to the public? *No, if you need a building permit, call 321-608-7915. The City has put processes in place to continue service to water customers, the development community, businesses and our residents that will be adjusted as necessary to allow us to provide city services during the Coronavirus/COVID-19 emergency and to look out for the best interests of our employees.*
- If it is not, are you accepting electronic plans? *N/A*
- Are inspections being done? *N/A*

Palm Bay - Updated 5/7/20

All City of Palm Bay facilities will be closed to the public through May 15, 2020. Essential municipal service operations will continue with limited staffing.

- Is your Department open? *Yes, on Friday, March 20th, 2020, all City of Palm Bay facilities will be closed to the public for the health and safety of Palm Bay citizens and City personnel during the*

COVID-19 crisis. The closure will extend through at least Wednesday, April 15th, 2020, unless circumstances change.

- Have hours changed? *No*
- Is your Department open to the public? *No, essential municipal service operations will continue with limited staffing to comply with social distancing guidelines to limit the spread of COVID-19. Permitting operations will continue. The Building Division is accepting and returning permit applications (complete applications ONLY) through a drop-off and pick-up system at the main entrance (north-facing) of the City Hall Annex.*

Drop-off and pick-up hours are between 8 AM - 11 AM and 1 PM - 3 PM

Pick-up directions: Permits will be available for pick-up between the hours above. Building Division staff will call when permits are completed and ready for pick-up. All fees must be paid prior to the release of permits. No pick-up will be issued until payment is verified.

- If it is not, are you accepting electronic plans? *All permit application payments should be made online through credit card or e-checks. Checks will be accepted if included in the complete application package; however this can cause delays in pick-up and processing of permits.*
- Are inspections being done? *Yes, the Building Division is continuing with inspections except for occupied-residential inspections until at least April 15th, 2020. To schedule an inspection, call (321) 953-8924*

Titusville -

Effective 6 May 2020, City Hall will re-open to the public on a by appointment basis until further notice. Hours will be 9:00 am – 12:00 pm and 1:00 pm – 4:00 pm daily Monday – Friday. Titusville Fire Department personnel will be on hand to conduct temperature screening for those desiring to conduct business within City Hall. Persons with temperatures at or above 100.4 deg F will be denied entry in accordance with CDC guidelines.

Face Masks are required for entry. One-Time use masks will be provided based on availability for those citizens without their own masks.

- Is your Department open? *Yes*
- Have hours changed? *No*
- Is your Department open to the public? *Yes, with temperature checks and face mask requirements.*
- If it is not, are you accepting electronic plans? *Electronic submittal of applications for BTRs, building permits, site permits, rezoning, conditional use permits, variances, etc.*
- Are inspections being done? *Yes, we are still scheduling and conducting building and site inspections. Building Department: 321-567-3760*