



REQUIREMENTS FOR SINGLE FAMILY RESIDENCE PERMITS

MUST HAVE ALL OF THE FOLLOWING IN ORDER TO ACCEPT FOR REVIEW:

- ___ 1. Two sets of plans, signed and sealed by an architect or engineer indicating square footage of addition or new home. Locations, widths, and setbacks of driveway, walkways, patios, etc must be given. Plans must not exceed 24" x 36".
- ___ 2. Two sets of energy calcs for air conditioning
- ___ 3. Three copies of the survey
- ___ 4. All new single family homes and commercial projects must be reviewed and stamped by BROWARD COUNTY DEPARTMENT OF PLANNING AND ENVIRONMENTAL PROTECTION, 1. North University Drive, Plantation, Fl, prior to submission in the Building Department.
- ___ 5. All Product Approvals signed and approved by the Designer of Record
- ___ 6. Two sets of Soil Density Tests
- ___ 7. Three sets of Drainage Plan- signed and sealed by an engineer with application separate from building plans. See sample drainage plan.
- ___ 8. If the new home is located on the water, three signed and sealed letters from an engineer regarding the condition of the seawall and that it can support the upland improvements as proposed.
- ___ 9. Calculations prepared by the designer of record FBC 104.6.4.3
- ___ 10. A plan review fee of \$1300.00
- ___ 11. **All** Building, Electrical, Plumbing, & Mechanical Applications and sub applications must be included at time of submittal.
- ___ 12. If the permit is being applied for by an Owner, then an Owner Builder Affidavit must be completed and notarized.
- ___ 13. Outside Agency approval for Elevators required from Broward County Elevator Division (954) 765-4508.
- ___ 14. Staging plan for the location of vehicles, materials, etc throughout the project.

APPLICATIONS THAT ARE REQUIRED AT TIME OF SUBMISSION OF PERMIT

- ☐ 1. New Single Family Home Building
- ☐ 2. Driveway
- ☐ 3. Roof
- ☐ 4. High voltage Electric
- ☐ 5. Low Voltage electric (tv, phone, vacuum, stereo, satellite, alarm, etc)
- ☐ 6. Temp Pole
- ☐ 7. 30 Day Temp
- ☐ 8. Plumbing
- ☐ 9. Plumbing Sprinklers
- ☐ 10. Mechanical A/c
- ☐ 11. Mechanical vacuum (if applicable)
- ☐ 12. Plumbing gas (if applicable)
- ☐ 13. Fireplace (if applicable)
- ☐ 14. Privacy Walls (if applicable)
- ☐ 15. Drainage
- ☐ 16. BBQ (summer kitchen) (if applicable)
- ☐ 17. BBQ electric (if applicable)
- ☐ 18. BBQ Plumbing sink (if applicable)
- ☐ 19. BBQ gas (if applicable)
- ☐ 20. Front gates (if applicable)
- ☐ 21. Firepit Structural
- ☐ 22. Firepit gas

- ☐ 23. Fountain Structural
- ☐ 24. Fountain electric
- ☐ 25. Fountain Plumbing
- ☐ 26. Fire pit electric
- ☐ 27. Shutters
- ☐ 28. Generator structural
- ☐ 29. Generator electric
- ☐ 30. Generator gas
- ☐ 31. Front gates electric
- ☐ 32. Staging Plan
- ☐ 33. Gas Fireplace (if applicable)
- ☐ 34. Electric Fireplace (if applicable)
- ☐ 35. Synthetic Turf



City of Lighthouse Point, Florida

2200 N.E. 38th Street, Lighthouse Point, Florida 33064

e-mail: LHPadmin@lighthousepoint.com

Website: www.lighthousepoint.com

Phone: 954-943-6500

Fax: 954-784-3446

Construction Staging Plan Chapter 30 – Article VI

Pursuant to Chapter 30, Article 6 of the City of Lighthouse Point Code of Ordinances: ***Any new residential or commercial construction, or the remodel/renovation involving 50% or more to an existing structure, or construction of swimming pools, shall require the following:***

1. A construction staging plan that shall be included with the application for permit.
2. The construction staging plan shall be submitted to the Building Department, and is subject to review and approval from the Development Review Official or his/her designee.
3. The construction staging plan shall:
 - a. Show how the permit holder shall stage equipment, stage material items for construction (i.e. roof joists and landscaping), and stage vehicles for workers on the site.
 - b. For purposes of the plan, the permit holder may remove the temporary perimeter site fencing in the front of the property to provide more parking for workers and/or staging for materials.
 - c. One lane of travel must be shown on the plan as always open, with the plan taking into account reasonable use and access of the street by other landowners on the street, including deliveries to the other owners, service providers access (i.e. lawn maintenance, pool maintenance and the like), etc.
 - d. The plan shall also show how all emergency vehicles such as fire trucks, EMS, and police vehicle shall continue to have complete access on the street and fire hydrants will not be blocked.
4. The plan shall list the phone number and address of the permit holder to provide immediate access by the police department or City to call if there is a suspected violation.
5. The permit holder shall be responsible for each violation. A violation shall only occur 1) if a violation of the plan occurs and the City or police have attempted to reach the permit holder on the contact information provided and were unable to reach the permit holder or 2) the City or police contact the permit holder and the permit holder fails to correct the violation within a reasonable time or 3) three or more violations of the plan occur. The fine for each violation shall be \$500.



Construction Staging Plan

Site Information

Site Location (exact address or Parcel ID Number): _____

Anticipated Start Date: _____

Anticipated Completion Date: _____

(Note any anticipated delays or planned work stoppages.)

Contact Information

Contractor Name: _____

Contractor Address: _____

Contractor Telephone Number: _____

Alternate Telephone Number: _____

Contractor Email Address: _____

Other Responsible Party Name: (Optional) _____

Other Responsible Party Telephone Number: (Optional) _____

All fields must be completed for acceptance of the Construction Site Staging Plan.



As described in Lighthouse Point City Ordinance Chapter 30, Article 6, a Construction Staging Plan shall be submitted in conjunction with any application for a permit related to new residential construction, additions, swimming pools, or remodels, wherein such construction involves alterations equal to or exceeding 50% of an existing structure.

Construction Staging Plan means a detailed document that outlines the organization and management of construction activities on a project site. It serves as a guide for how the construction site will be set up and operated during the different phases of a construction project. The primary purpose of a Construction Staging Plan is to ensure the efficient and safe execution of construction activities while minimizing disruptions to the surrounding environment, neighboring properties, and public spaces.

Utilizing the form fields provided below, clearly describe your plans to meet the criteria as set out by the ordinance.

(Clearly describe proposed parking areas for construction equipment, ensuring that construction equipment minimally disrupts pedestrian and vehicle traffic. Construction equipment shall not be parked and left unattended on any roadway. During on-site work hours, temporary perimeter site fencing at the front of the property may be removed to provide additional space for the staging of equipment.)

Equipment Staging



Equipment Acknowledgement

(Heavy construction equipment is defined as large machinery and vehicles designed for performing construction tasks. These tasks typically include earthwork operations, lifting and material handling, excavation, and other heavy-duty applications on construction sites. Examples of heavy construction equipment include, but are not limited to, excavators, bulldozers, cranes, loaders, and dump trucks.)

I acknowledge that if heavy construction equipment is employed, the contractor assumes responsibility for any costs related to deploying a detail law enforcement officer to ensure that at least one lane of traffic remains open in the affected area. The final determination regarding the necessity of deploying a detail officer rests with the Police Chief or his designee.

(Acknowledgement Initials) _____ Date _____

Material Staging

(Clearly describe proposed locations for staging construction materials, such as roofing materials and landscaping items. Ensure that materials are placed in a way that minimally disrupts pedestrian and vehicular traffic. During on-site work hours, temporary perimeter site fencing at the front of the property may be removed to provide additional space for the staging of equipment.)



Vehicle Staging and Parking

(Clearly describe proposed parking areas for vehicles associated with the construction site on the Construction Staging Plan. If it is necessary to use lanes of traffic for parking, the following guidelines must be met; All vehicles associated with the construction site shall be parked on one side of the street to ensure an open lane of travel, and all vehicles shall be facing the appropriate direction of travel. Fire hydrants shall not be blocked or obstructed by any parked vehicles. Driveways not associated with the construction site shall not be blocked. No vehicle shall be parked within 20 ft. of an intersection. Ensure that all proposed parking areas minimally disrupt neighboring driveways, pedestrian traffic, and vehicle traffic. During on-site work hours, the contractor may remove the temporary perimeter site fencing at the front of the property to provide additional parking for vehicles associated with the construction site. At the end of the work day, the temporary perimeter site fencing must be re-installed to comply with the city ordinance.)

Violations and Penalties Acknowledgement

(The contractor shall be responsible for each violation of the Construction Staging Plan. Additionally, a violation occurs if: The City or Police Department is unable to contact the contractor regarding a violation, the contractor fails to respond to a contact attempt within 15 minutes, or the contractor fails to take immediate steps to correct a violation. The fine for each violation shall be determined by the Special Magistrate.)

I acknowledge that I am seeking a permit for construction in the City of Lighthouse Point. The construction project meets the criteria for the inclusion of a Construction Staging Plan. I have read and understand that violations of the Construction Staging Plan may result in penalties, including fines.

Contractor Name: _____

Contractor Signature: _____

City of Lighthouse Point Staff Review

This plan was reviewed by a City of Lighthouse Point Staff Member and Approved ☐, Denied ☐.

Staff Member Name: _____

Staff Member Signature: _____ Date: _____

(Comments pertaining to Approval or Denial)
