



CITY OF COOPER CITY
COMMUNITY DEVELOPMENT DEPARTMENT/BUILDING DIVISION
WOOD DECK PERMIT SUBMITTAL CHECKLIST

9090 SW 50 PLACE
COOPER CITY, FL 33328
(954)434-4300

- ☐ COMPLETED AND NOTARIZED BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION.
- ☐ **SET** OF PLANS SHOWING COMPLETE STRUCTURAL DIMENSIONS, FOOTINGS, POST LOCATIONS, SPACING, FASTENERS, AND TYPE OF MATERIAL USED. DESIGN MUST CONFORM TO FLORIDA BUILDING CODE, HVHZ
- ☐ PLANS MUST HAVE NOTATION OF “**HOW HIGH ABOVE GRADE**”. **NOTE: MAY REQUIRE RAILING** (*Guards* shall be provided for those portions of open-sided walking surfaces, including stairs, ramps and landings, which are located more than 30 inches (762 mm) measured vertically to the floor or *grade*)
- ☐ **COPY** OF FINAL SURVEY SHOWING LOCATION AND SIZE OF DECK AND ALL SETBACKS TO PROPERTY LINES
- ☐ NOTICE OF COMMENCEMENT (**Certified or Electronic Copy**) (State of Florida effective January 1, 1991 requires a notice of commencement when the fair market value is \$5,000.00 or greater)
- ☐ **COPY** OF OWNER BUILDER SIGNED AFFIDAVIT (*If Applicable*)
- ☐ **COPY** OF HOMEOWNERS ASSOCIATION APPROVAL (*If Applicable*)
- ☐ **COPY** OF COOPER CITY HOLD HARMLESS AGREEMENT AND EASEMENT AGREEMENT RELEASE FROM CENTRAL BROWARD WATER CONTROL DISTRICT (CBWCD)(*If Applicable*)
- ☐ **COPY** OF THIS CHECKLIST
- ☐ REQUIRED INSPECTIONS:
 - FOOTING
 - FRAMING
 - FINAL WOOD DECK
 - **NOTE:** SIGNED AND SEALED DRAWINGS REQUIRED INDICATING FBC 2023, RISK CAT.1, EXPOSURE C, ASCE 7-16 AND A WIND SPEED OF 170MPH. FBC 2023 SECTION 1620

PLEASE BE ADVISED THAT THE CITY OF COOPER CITY BUILDING DIVISON REQUIRES TWO (2) SET OF COPIES FOR ALL COMMERCIAL PERMITS.



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Hold Harmless Agreement: Easement

I, _____ am the owner/authorized-representative (circle one)
(Print Name)
of the property located at _____
(Property Address)
with folio number _____ in the City of Cooper City. I have applied
(Folio Number)
for a building permit to construct a _____
(Structure Name; ex. Fence. Wall, driveway, patio, etc.)
in the utility easement in said property.

I agree that the removal of, repairs to, or replacement of any portion of the structure necessary for use of the Easement will be done at my expense. I further understand that I will assume full responsibility for any damage incurred to the utility facilities during construction. No utility franchise shall be held responsible for any removal, repair or replacement required.

Signature of Owner/authorized Representative *

Date

Print Name of Owner/Authorized Representative

*Note: If signed by Authorized Representative, please provide a notarized Letter of Authorization signed by the property owner

Sworn and Subscribe before me this _____ day of _____,
20_____, by _____.

☐

Personally known

☐

Produced identification

Type of Identification Produced: _____

Signature of Notary Public: _____

Print name of Notary Public: _____



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UTILITIES CONTACT INFORMATION

Effective January 1, 2021, The City of Cooper City Community Development Department, Building Division requires the HOLD HARMLESS AGREEMENT form which replaces FPL, AT&T, COMCAST, and COOPER CITY UTILITIES easement releases only. You can also obtain CENTRAL BROWARD WATER CONTROL DISTRICT easement (**if applicable**).

CENTRAL BROWARD WATER CONTROL DISTRICT
TELEPHONE: 954-432-5110
8020 STIRLING ROAD
HOLLYWOOD, FL 33024
assistclerk@centralbrowardwcd.org

Sunshine (1-800-432-4770) will locate all utilities on your property except FPL. This service is free of charge. You will need to provide them with you address, lot block, and subdivision.

NOTE: CONTACT NAMES & NUMBERS MAY CHANGE