

Broward Permit & Timeline Checklist

Broward County Permit & Timeline Checklist

Opening or relocating a commercial location — from buildinbroward.com

1. Jurisdiction first. Confirm which of Broward's 31 municipalities (or unincorporated Broward ePermits) covers your exact address. Mailing city ≠ jurisdiction. - ☐ Jurisdiction confirmed by address lookup or call to the building department - ☐ Current certificate of occupancy obtained from landlord; permitted use read - ☐ Change of use ruled in or out (office→medical, retail→restaurant, etc.)

2. Pre-lease diligence. - ☐ Contractor walk-through completed; budget range in hand (48-hour range via buildinbroward.com) - ☐ Parking, signage rights, exclusives checked - ☐ TI allowance + free-rent build-out period negotiated against the real budget

3. Design & permitting (plan 7-18 weeks). - ☐ Architect/designer engaged; permit-ready drawings (3-8 weeks) - ☐ Landlord plan approval (towers and managed centers) - ☐ Building + fire plan review submitted complete (4-10 weeks) - ☐ Long-lead items (HVAC, electrical gear, storefront) ordered at permit submission

4. Construction (8-20 weeks by space type). - ☐ Demo → MEP rough → rough inspections → finishes → final inspections - ☐ Weekly milestone check against opening date

5. Opening. - ☐ Final inspections passed; certificate of occupancy issued - ☐ Local business tax receipt (city) - ☐ Agency licenses where applicable (DBPR food/lodging, AHCA healthcare) - ☐ Utilities, Google Business Profile, signage permits

Directional guidance verified September 2026. Confirm fees and process with the city that has jurisdiction. Not legal advice.