



Community Development Department
Building Division
10770 West Oakland Park Boulevard · Sunrise, FL 33351
P: 954.572.2354
Website: www.sunrisefl.gov · E-mail: AskBuilding@SunriseFL.gov

Early Start Request Checklist

Purpose

The City of Sunrise Community Development Department Building Division has implemented an Early Start Request Program to provide an opportunity for construction to begin work while the application for building permit(s) is being reviewed. Please note if work has commenced prior to the approval of an early start request, the request will not be approved and a stop work order will be issued.

Authority

Section 105.12 of the Broward County Administrative Provisions to the Florida Building Code 7th Edition (2020) allows limited work to start before a building permit is issued. This code section allows certain work to commence up to the point an inspection would be required. In other words, a contractor is not allowed to continue work beyond the point of a required inspection without an official permit. Any work completed prior to the permit issuance is entirely at the risk of the permit applicant.

Submittal Pre-Requisites

- All required building permit applications and corresponding plans must have been already submitted to the Community Development Department, Building Division.
- Building Permit applications and plans must have been approved by both Planning and Engineering Divisions.
- Required demolition permits and inspections must be obtained and approved.

Submittal Requirements

- Early Start Request must be submitted in person to the Community Development Department, Building Division.
- Complete Early Start Request Application signed by the Owner and Building Qualifier.
- Early Start Request Application Fee of \$354.05
- Copies of all applicable required County and State Agencies approvals:
 - BCEPGMD Environmental Review Approval Certificate (ER Review)
 - BCEPGMD Transportation Concurrency Satisfaction Certificate (DR Review)
 - Asbestos SRRA Certificate
 - BCEPGMD Surface Water License Approval
 - Broward County Health Department Approval



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Time/Date Stamp:

Early Start Request Application

Please complete this application to apply for an Early Start Request. Make sure all contractor information is complete, including what specific work will be performed, for all contractors working under the Early Start Request. *A fee of \$354.05 is due when the application is submitted. This fee is non-refundable and is not applied towards regular permit fees.*

PROJECT INFORMATION

Building Permit Application # _____

Name of Project _____
 Job Address _____ Suite #: _____
 Property ID / Folio # _____
 Legal Description Lot _____ Block _____ Section _____

CONTRACTOR INFORMATION

Building Contractor Information

Name _____ License # (State / BC COC) _____
 Address _____
 City _____ State _____ Zip Code _____
 Telephone _____ E-Mail _____
 Contact Name _____ Contact Phone _____
 Description of Work _____

Electrical Contractor Information

Name _____ License # (State / BC COC) _____
 Address _____
 City _____ State _____ Zip Code _____
 Telephone _____ E-Mail _____
 Contact Name _____ Contact Phone _____
 Description of Work _____

Mechanical Contractor Information

Name _____ License # (State / BC COC) _____
 Address _____
 City _____ State _____ Zip Code _____
 Telephone _____ E-Mail _____
 Contact Name _____ Contact Phone _____
 Description of Work _____

Plumbing Contractor Information

Name _____ License # (State / BC COC) _____
 Address _____
 City _____ State _____ Zip Code _____
 Telephone _____ E-Mail _____
 Contact Name _____ Contact Phone _____
 Description of Work _____

*All contractors performing work under the Early Start Request must be registered with the City of Sunrise Building Division and submit a current liability insurance and worker's compensation prior to Early Start application.

FOR OFFICE USE ONLY

Application Requirements Verified By: _____ Date _____
 License and Insurance Current? Yes No Checked By: _____ Date _____

