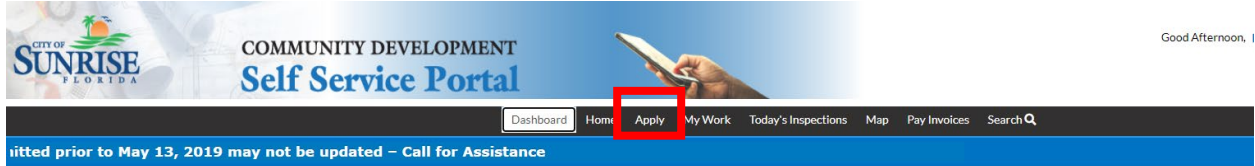
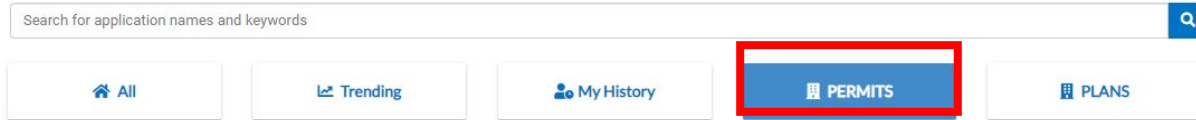


Apply for a Permit

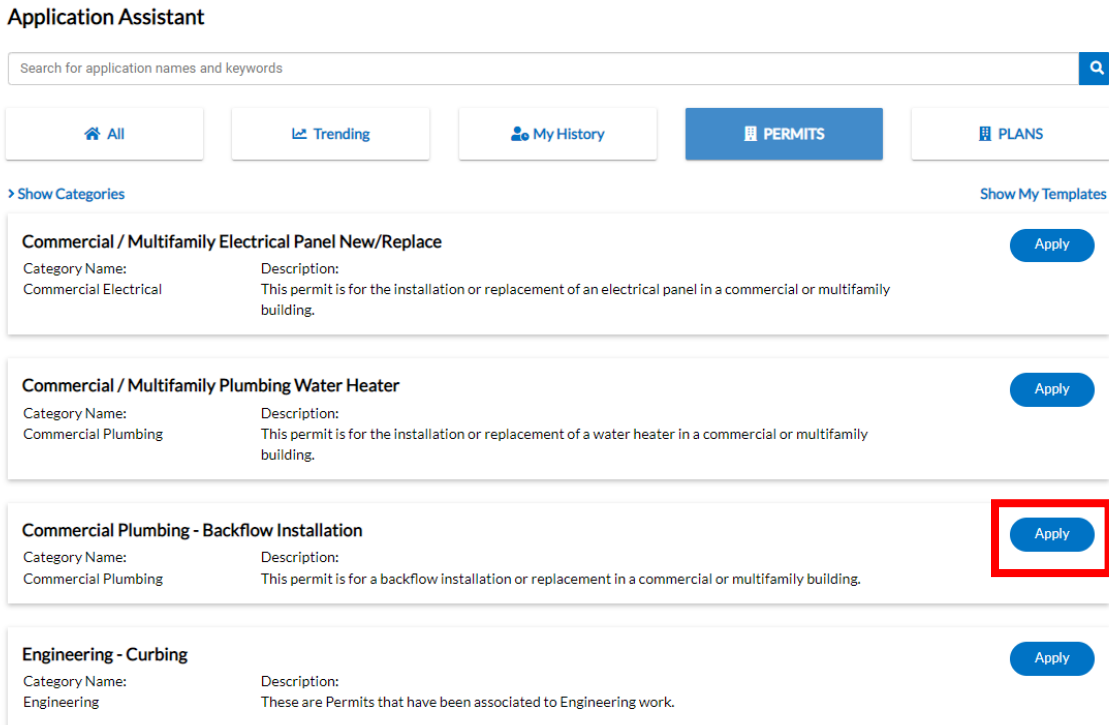
1. Select apply at the top of the CSS Portal



2. Select Permit near the top of the screen
Application Assistant



3. Select the type of permit you are applying for and click Apply:



- 4. Add the location of the permit.
 - a. First click add location.

Apply for Permit - Commercial Plumbing - Backflow Installation *REQUIRED



LOCATIONS

This application is only valid for commercial and multifamily buildings.

You may search for your building by parcel or address.

Project Location ▼

Add Location

+

REQUIRED

Create Template


Save Draft

Next

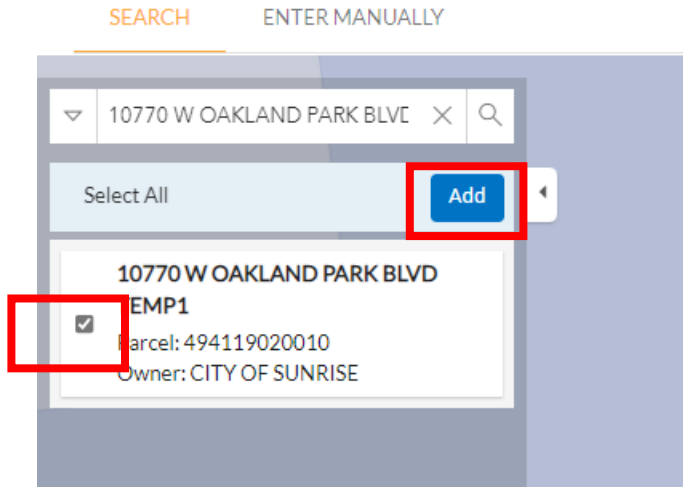
- b. Enter the address in the box below:

Add Address As Project Location ▼

SEARCH ENTER MANUALLY



- c. Next check the correct address box and select add. Once add is selected the screen in step 5 will appear.



5. The click next on the screen below:

Apply for Permit - Commercial Plumbing - Backflow Installation *REQUIRED

1
Locations

2
Type

3
Contacts

4
More Info

5
Attachments

6
Review and Submit

LOCATIONS

This application is only valid for commercial and multifamily buildings.
You may search for your building by parcel or address.

Type: Project Location

10770 W OAKLAND PARK
BLVD TEMP1 SUNRISE FL
33351

Main Address

Parcel Number
494119020010

Main Parcel

[Remove](#)

Create Template

Save Draft

Next

6. Enter the requested information and then select next.

Apply for Permit - Commercial Plumbing - Backflow Installation

*REQUIRED



PERMIT DETAILS

Enter the description of work and the job valuation.

* Permit Type:

* Description:

Square Feet:

Valuation:

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

7. Add the contacts that should receive notifications regarding the permit and select next. Also, include any and all contractors associated with the application.

Apply for Permit - Commercial Plumbing - Backflow Installation


*REQUIRED



CONTACTS

Add all applicable contacts, such as owners, contractors, and designers. All contacts will receive notifications throughout the plan review and inspection process.

Applicant



Meghan Kaufold (You)

1601 nw 136 ave, Sunrise, FL, 33351

Select Type

Add Contact

+

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

8. Enter the project related information and then select next.

Apply for Permit - Commercial Plumbing - Backflow Installation *REQUIRED

Locations Type Contacts **More Info** Attachments Review and Submit

MORE INFO

Enter the Building Code Edition, Estimated Value for this application, and Number of Backflows. If this application is the result of a Code Violation, please indicate below and enter the Case Number.

General Info [Next Section](#) | [Top](#) | [Main Menu](#)

Occupant Load

Occupancy Group

Construction Type

Building Code Edition

Is this a result of a Code Violation?

If Yes, Code Case Number

Project Name

Other Information

Fee Input [Previous Section](#) | [Top](#) | [Main Menu](#)

Estimated Value - This Application \$

If Fence application, use "Linear Feet"

Linear Feet

If Backflow application, use "Number of Backflow"

If Awnings/Shutters, use "Number of Floors"

9. Upload the plan review documents, applications, and any other associated documents by clicking on the plus within the blue rectangle for each document. Once all documents are uploaded, select next.

Apply for Permit - Commercial Plumbing - Backflow Installation *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments

Please upload the following documents.

- Broward County Uniform Building Permit Application and City of Sunrise Plumbing Addendum
- Backflow Certification(s)

All files uploaded should follow the protocols outlined below.

- All requirements above must be uploaded individually
- Files must be in unprotected PDF format
- Files should be named appropriately to identify its contents

Application

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

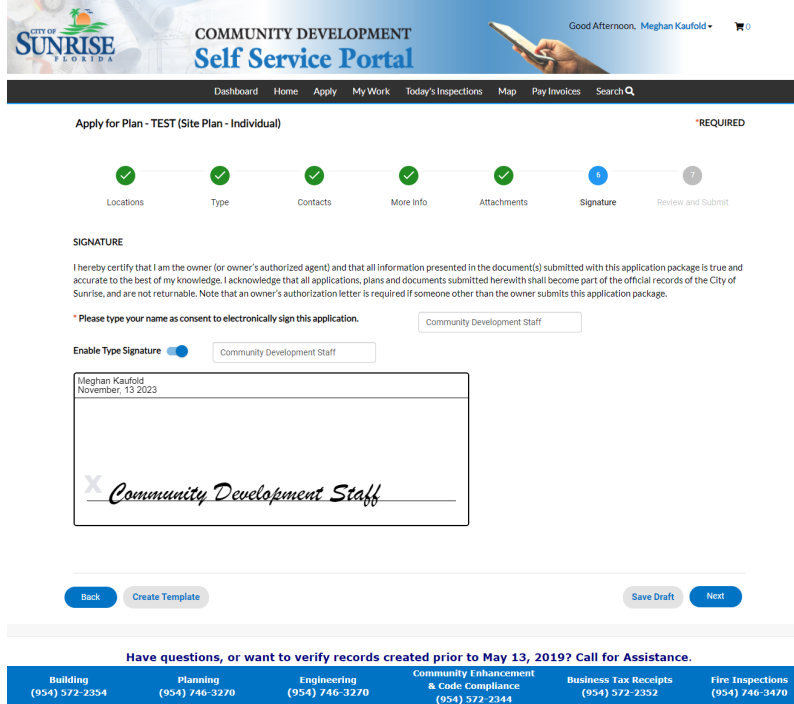
Add Attachment

+

Supported: .pdf, .dwg, .jpeg, .jpg, .heic

Back Create Template Save Draft **Next**

10. Sign the application



Apply for Plan - TEST (Site Plan - Individual) *REQUIRED

Progress: Locations ✓, Type ✓, Contacts ✓, More Info ✓, Attachments ✓, **Signature** (1), Review and Submit (2)

SIGNATURE

I hereby certify that I am the owner (or owner's authorized agent) and that all information presented in the document(s) submitted with this application package is true and accurate to the best of my knowledge. I acknowledge that all applications, plans and documents submitted herewith shall become part of the official records of the City of Sunrise, and are not returnable. Note that an owner's authorization letter is required if someone other than the owner submits this application package.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Meghan Kaufold
November 13 2023

Community Development Staff

Buttons: Back, Create Template, Save Draft, Next

Have questions, or want to verify records created prior to May 13, 2019? Call for Assistance.

Building (954) 572-2354	Planning (954) 746-3270	Engineering (954) 746-3270	Community Enhancement & Code Compliance (954) 572-2344	Business Tax Receipts (954) 572-2352	Fire Inspections (954) 746-3470
-----------------------------------	-----------------------------------	--------------------------------------	--	--	---

11. A summary of the submission will appear as shown below. Ensure all details are correct. If they are correct, select Submit. If the information needs correcting, select back to make corrections as necessary.

Apply for Permit - Commercial Plumbing - Backflow Installation

*REQUIRED



Submit

Locations

Project Location: 10770 W OAKLAND PARK BLVD TEMPE SUNRISE FL 33351
 Parcel Number: 474119020010

Basic Info

Type: Commercial Plumbing - Backflow Installation
 Description: This is a test! Do not do anything to actually process this permit.
 Square Feet:
 Valuation:
 Applied Date: 08/08/2023

Contacts

Applicant: Meghan Kaufold
 1406 NW 136 Ave, Sunrise, FL, 33351

More Info

General Info

Occupant Load
 Occupancy Group
 Construction Type
 Building Code Edition
 Is this a result of a Code Violation?
 If Yes, Code Case Number
 Project Name
 Other Information

[Next Section](#) | [Top](#) | [Main Menu](#)

Fee Input

Estimated Value - This Application: \$0.00
 If Fence application, use "Linear Feet":
 Linear Feet
 If Backflow application, use "Number of Backflow":
 If Awnings/Shutters, use "Number of Floors":

[Previous Section](#) | [Top](#) | [Main Menu](#)

Attachments

Application: Test 1, 1.pdf

[Back](#)

[Create Template](#)

[Save Draft](#)

[Submit](#)

12. After the permit has been submitted. You will see a confirmation screen and can return to your dashboard to track the status of your permit.



13. Monitor your email and CSS portal for further information regarding your submittal.