



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 \$2,500.00 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 (**If Applicable**)
- COPY** OF THIS CHECKLIST.
- REQUIRED INSPECTIONS:
  - FOOTING
  - FRAMING
  - FINAL WOOD DECK
  - **NOTE:** SIGNED AND SEALED DRAWINGS REQUIRED INDICATING FBC 2020, RISK CAT.1, EXPOSURE C, ASCE 7-16 AND A WIND SPEED OF 170MPH. FBC 2020 SECTION 1620.

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

[WWW.COOPERCITYFL.ORG](http://WWW.COOPERCITYFL.ORG)



## Hold Harmless Agreement

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: I'd 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](mailto: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



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**EASEMENT AGREEMENT**

**NAME OF UTILITY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_

TO WHOM IT MAY CONCERN:

I PROPOSE TO APPLY FOR A COOPER CITY BUILDING DEPARTMENT PERMIT TO ERECT, CONSTRUCT OR INSTALL  
A \_\_\_\_\_, IN THE EASEMENT ON MY PROPERTY WHICH IS LOCATED AT  
\_\_\_\_\_ AND THE LEGAL DESCRIPTION OF SAID PROPERTY IS

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

IN THE EVENT THAT YOU HAVE NO OBJECTIONS TO THIS SCOPE OF WORK, WILL YOU PLEASE COMPLETE THIS FORM  
AND RETURN IT IN THE ATTACHED SELF ADDRESSED STAMPED ENVELOPE OR CONTACT ME AT THE TELEPHONE  
NUMBER LISTED BELOW.

**OWNER:** \_\_\_\_\_  
**OWNER'S ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**TELEPHONE #:** \_\_\_\_\_ **FAX #** \_\_\_\_\_

I UNDERSTAND THAT YOUR COMPANY WILL NOT BE RESPONSIBLE IN ANY WAY FOR REPAIRS OR  
REPLACEMENT OF ANY PORTION OF THIS \_\_\_\_\_ AND THAT ANY  
REMOVAL OR REPLACEMENT OF THIS CONSTRUCTION NECESSARY FOR YOUR USE/REPAIRS/ACCESS IN THIS  
DEDICATED EASEMENT WILL BE DONE AT THE OWNER'S EXPENSE. I FURTHER UNDERSTAND THAT I WILL ASSUME  
FULL RESPONSIBILITY FOR ANY DAMAGE INCURRED TO THE UTILITIES FACILITIES DURING CONSTRUCTION. I AGREE TO  
THIS PROPOSED CONSTRUCTION UNDER THE CIRCUMSTANCES DESCRIBED ABOVE.

**COMMENTS BY OWNER:** \_\_\_\_\_

**COMMENTS BY UTILITY:** \_\_\_\_\_

**OWNER'S SIGNATURE**

**NAME OF UTILITY**

**AGREEMENTS REQUIRED FROM:**

- FLORIDA POWER & LIGHT
- AT&T / BELL SOUTH
- COOPER CITY UTILITIES
- COMCAST
- CENTRAL BROWARD WATER CONTROL (IF APPLICABLE)

**NAME AND TITLE**

**NOTE:** THIS DOES NOT INCLUDE SWIMMING  
POOLS, POOL DECKS, SCREEN ENCLOSURES  
OR OTHER **STRUCTURAL** (ROOFED OVER)  
ENCLOSURES.