

**CITY OF OAKLAND PARK**  
ENGINEERING AND COMMUNITY DEVELOPMENT DEPARTMENT  
Engineering and Construction Management Division

**REQUIREMENTS FOR OBTAINING AN ENGINEERING PERMIT**

**STEP 1**

Please verify that your permit application package contains all the following applicable items (check ):

***Initial Submittals:***

- Letter of Transmittal.**
- Permit Application** completely filled out.
- One** (1) sets of full sized plans (sheets 24" x 36" maximum size) for review and approval. After the review process is completed, submit Five (5) sets of full sized plans (sheets 24" x 36" maximum size) signed and sealed by the **Engineer of Record** registered in the State of Florida.
- City of Oakland Park Certified Cost Estimate** (The City of Oakland Park Certified Cost Estimate forms are available at the Engineering and Community Development Department or the City of Oakland Park's website at [www.Oaklandparkfl.org](http://www.Oaklandparkfl.org)).

***Approval of Plans and Cost Estimate:***

- Performance Bond** in the form of Letter of Credit, Cash (in the form of a check accompanied by Alternate Security for Cash Form) or Surety Bond.
- Proof** of approval by all agencies having jurisdiction (EPD, FDOT, SFWMD, etc.).
- Contractor's Certificates of **Competency** and **Insurance**.

**STEP 2**

All Engineering permits application submittals, subsequent permit issuance and permit fees must be processed at the Engineering Department.

**ENGINEERING AND COMMUNITY DEVELOPMENT DEPARTMENT**  
**Engineering Division**  
**5399 N. Dixie Highway**  
**Oakland Park, Fl. 33334**  
**(954) 630-4484 FAX: (954) 229-0422**

**STEP 3**

A **PRE-CONSTRUCTION MEETING** with the Engineering and Construction Management Division is required prior to securing a permit and commencement of work. Please call **(954) 630-4484** to coordinate the pre-construction meeting. The contractor, subcontractors, engineer of record, and the engineer's inspector should be in attendance. The meeting is to be held at the Engineering and Community Development Department conference room located:

**ENGINEERING AND COMMUNITY DEVELOPMENT DEPARTMENT**  
**Engineering Division**  
**5399 N. Dixie Highway**  
**Oakland Park, Fl. 33334**  
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The following is a brief description of permit types:

**CONSTRUCTION SITE WORK PERMIT (WITHIN PRIVATE PROPERTY)**

Includes activities to clean up a site, remove brush, weeds, trees, stumps, roots, debris, canal/lake excavation, grading, demucking, shaping canal and lake banks, dry and wet retention areas, cut & fill. **No backfill allowed on site.** Permit also includes work consisting of on-site drainage, paving & grading, signing & pavement markings.

**PAVING & DRAINAGE AND WATER & SEWER PERMIT (WITHIN PUBLIC RIGHT OF WAY OR DEDICATED EASEMENT)**

Bridges, bulkheads, curbs (pads, concrete), culverts, dredging, earthwork, endwalls, grading, guardrails, headwalls, paving (subgrade, limerock, asphalt), sidewalks (subgrade, concrete), street signs, storm drains (inlets), water mains, fittings, trenches, sewer and force mains, appurtenances, trenches, fittings, pump stations and required excavation.

**PUBLIC UTILITY PERMIT**

Includes all required activities for the repair(s) and installation(s) of telephone, cable, gas and electric lines.

**STEP 4**

**PROJECT CLOSE-OUT**

Once **ALL** required inspections under assigned permits have been approved, the owner must request in writing (via letter on company letter head) request for release of bond. The following items must be submitted and approved by the Engineering Department before the bond release process can begin:

1. Two hard copy as-built signed and sealed by EOR.
2. Two digital copy as-built
3. Absolute Bill of Sales
4. All Applicable Easement Form
5. Sketch and Legal Description of Easement
6. Opinion of Title
7. Final Lien Affidavit from Prime and Sub contractors.