



Community Development Department - Building Division
 1607 NW 136 Ave., Bldg. B · Sunrise, FL 33323 · P: 954.572.2354 F: 954.572.2357

For official use only:
 APP #: _____
 Complete: _____

Preliminary Plan Review Application (New Construction Only)

PROJECT INFORMATION

Name of Project/Plaza/Subdivision _____

Job Address _____ Unit/Bay # _____

CONTACT INFORMATION

Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Purpose

The City of Sunrise Community Development Department, Building Division has implemented a Preliminary Plan Review Process to allow plans, which are substantially complete, to be reviewed prior to obtaining a contractor. A Preliminary Plan Review is a **one time** review with the purpose to expedite the future formal building permit submission.

Process

Submit all items shown below in the *Submittal Requirements*. Once the submittal requirements have been met, the plans will begin the preliminary plan review process. The plans will be reviewed by Structural, Electrical, Mechanical, Plumbing, and Fire. The review process takes up to 3 weeks. Once the review is completed, the comments can be viewed online and the plans may be picked up from the Building Division. If corrections are submitted from a previous preliminary plan review, the corrected plans will be submitted as a new set and receive a new application number.

Submittal Requirements

- One (1)** set of plans submitted in person to the Community Development Department, Building Division
- Preliminary Plan Review Application (Contractor information is not required)
- Preliminary Plan Review Fee of \$519.75 (An additional fee of \$99.00 per hour or fraction thereof will be incurred if the plan review time exceeds 5 hours)