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CITY OF WEST PARK  
**SIDEWALK, CURBING, AND ADA RAMPS  
PERMIT CHECKLIST**

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**Required Permit Applications:**

- [Engineering Permit](#) – CONCRETE – Concrete Sidewalk Permit

PLEASE NOTE: **Homeowner cannot perform work in Right of Way.**

**Permit Review Stops:**

- Engineering

**Minimum Plan Submittal**

- Two (2) sets of plans including a recent Certified Property Survey & Engineering Site Plan

Plans must clearly show the following:

- 1) Survey shall identify the existing City Right of Way, property corners and existing grades at edge of pavement and along property lines, and existing structures located in the construction area.
- 2) Engineering Site Plans shall include the demolition, proposed structure/s, finish grade elevations and storm water flow arrows to show how storm water is to be retained or treated.
- 3) Provide the Standard City Details for construction in City right- of-way.

**License Requirements (*any one of the following will qualify for permit*)**

- State of Florida Certified General Contractor (Limited work in ROW)
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 3A – Major Roads
- BC Certificate of Competency 3B – Minor Roads (Limited work in ROW)
- BC Certificate of Competency 3C – Concrete Driveways, Curbs, Gutters and Sidewalks (Limited work in ROW)
- BC Certificate of Competency – General Contractor (Limited Work in ROW)

**Required Forms at Time of Submittal**

- [Zoning Affidavit](#)
- Two (2) original recorded [Notices of Commencement](#) if the job cost is over \$2,500.00 (filed at Records Department, Broward County Governmental Center, Room 114, 115 South Andrews Ave, Fort Lauderdale, FL)
- A cash bond of \$25 per linear foot of sidewalk is required prior to issuance of construction permit.
- A cash bond of \$15 per linear foot of curbing is required prior to issuance of construction permit.



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- A cash bond of \$2500 per ADA ramp is required prior to issuance of construction permit

**Other Requirements**

- Sidewalk Construction in the Right Of Way shall be in accordance with City of Fort Lauderdale Standard Details C2.1, C2.2
- Sidewalk must be 6" thick through driveway. If sidewalk needs to be upgraded, replace sidewalk in 5 ft. flags through separate permit.
- Curbing Construction in right of way shall be in accordance with City of Fort Lauderdale Standard Details C3.1
- ADA Construction in right of way shall be in accordance with City of Fort Lauderdale Standard Details C4.1, C4.2, C4.3, C4.4, C4.5, C4.6, C4.7, C4.8, C4.9
- Must follow all Broward County guidelines
- According to 47-24.5-D.1.1.ii of the City of Fort Lauderdale Unified Land Development Regulations, the minimum right-of-way section for local City of Fort Lauderdale roads is a minimum of 25 feet from roadway centerline, to provide a 50 foot total right-of-way width. If 40 foot right-of-way, an additional 5' right-of-way easement may be requested at time of review. **Approval from City Engineer & Legal Department is required prior to recordation of any legal document.**

**\*Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**