



CITY OF COOPER CITY BUILDING DEPARTMENT

RESIDENTIAL ADDITION PERMIT SUBMITTAL CHECKLIST

- PERMIT APPLICATION FOR:
 - STRUCTURAL (*Shell*)
 - ROOF (*See Requirements under Roofing Checklist*)
 - STORM SHUTTERS (*If Applicable*) See Storm Shutters Checklist
 - ELECTRICAL
 - PLUMBING
 - MECHANICAL
 - LOW VOLTAGE (If applicable)

- TWO (2) SETS OF PRODUCT APPROVALS FOR: (*Must be reviewed and approved by Architect of Record. Signed and sealed*) (BCAC 107.3.5.6)
 - WINDOWS
 - DOORS
 - SHUTTERS
 - SKYLIGHTS
 - MULLIONS
 - ROOFING

- TWO (2) SETS OF SEALED PLANS. (BCAC 107.3.5)
 - PLANS MUST SHOW STRUCTURAL, ELECTRICAL, PLUMBING AND MECHANICAL
 - SOIL PROFILE
 - PRESSURES ON ALL OPENINGS AND ROUGH MASONRY OPENINGS
 - ROOF PRESSURES
 - TRUSS LOADS
 - UPLIFTS
 - SURVEY AND SITE PLAN

- PLANS MUST HAVE ARCHITECT'S NOTATION OF: (BCAC 107.3.5)
 - FINISH FLOOR MUST BE A MINIMUM OF SEVEN FEET ABOVE MSL AND EIGHTEEN INCHES ABOVE THE CROWN OF THE ROAD, WHICH EVER IS **HIGHEST**.
 - THE PROPOSED FIRST FLOOR ELEVATIONS ON PLANS
 - TYPE OF CONSTRUCTION
 - OCCUPANCY TYPE
 - OCCUPANCY LOAD
 - LEGEND OF PROJECT DATA
 - BUILDING HEIGHT AND STORIES
 - CODE EDITION USED

BCAC - Broward County Administration Code.



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- ENVELOPE CALCULATIONS (BCAC 107.3.5.3)
- TWO (2) SETS OF ENERGY CODE CALCULATIONS (BCAC 107.3.5 (D))
- TWO (2) SETS OF TRUSS ENGINEERING AND PLANS (Reviewed and Approved by the Designer of Record) (BCAC 107.3.5.7)
- SURVEYS
 - TWO (2) COPIES OF VACANT LAND
 - SKETCH OF SURVEY SHOWING LOCATION OF STRUCTURE ON LOT, SHOWING ALL SETBACKS AND LOWEST FLOOR ELEVATION OR ARCHITECT CAN SHOW LOCATION ON PLANS.
- NOTICE OF COMMENCEMENT (CERTIFIED COPY OR ELECTRONIC COPY)
SUBMIT WITH PERMIT APPLICATION. (State of Florida effective January 1, 1991, requires a notice of commencement when the *fair market* value is *\$2,500.00 or greater*) (Fla. Statute 713)
- SOIL BORING PROFILE & BEARING CAPACITY CERTIFICATION. (FBC 1803)
- COOPER CITY GROUND WATER PROTECTION AFFIDAVIT
- TWO (2) COPIES OF FORM FOR SPECIAL INSPECTOR COMPLETED (BCAC 110.10)
- TWO (2) COPIES OF OWNER-BUILDER AFFIDAVIT (IF APPLICABLE)
- TWO (2) COPIES OF HOMEOWNERS ASSOCIATION APPROVAL. (If applicable)
- DUMPSTERS
 - REVIEWED BY ZONING (If Allowable)
 - CONTAINERS TO BE SUPPLIED BY WASTE MANAGEMENT ONLY
(City of Cooper City Article IV Ordinance No. 01-1-2)



CITY OF COOPER CITY BUILDING DEPARTMENT

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PERMIT #:

CONTRACTOR:

HOMEOWNER:

ADDRESS:

PRELIMINARY

- CERTIFIED COPY OR ELECTRONIC COPY OF NOTICE OF COMMENCEMENT (BCAC 105.8)
- FINISH FLOOR ELEVATION ABOVE MSL (BCAC 107.3.4.3.4) (BCAC 107.2.1.1)
- TWO (2) SETS OF SEALED PLANS (BCAC 107.3.5.1) (BCAC 107.3.4.3.1)
- PLANS MUST BE IDENTIFIED AS TO SITE (BCAC 107.3.4.3.4)
- PLANS MUST INCLUDE MINIMUM: FLOOR PLAN, SITE PLAN, FOUNDATION PLAN, FLOOR/ROOF FRAMING PLAN AND ALL EXTERIOR ELEVATIONS (BCAC 107.3.5)
- TWO (2) COPIES OF SURVEY LESS THAN 1 YEAR OLD SEALED (CITY OF COOPER CITY ORDINANCE)
- CHECK SURVEY FOR ELEVATION OF FINISHED FLOOR. FEMA REQUIREMENT AS OF AUGUST 18, 2014
- TWO (2) SETS OF ENERGY CALCULATION; CHECK THAT SQ. FT. AND INSULATION VALUES MATCH PLANS (FBC 2014 ENERGY CONSERVATION CODE)
- CHECK APPLICATION FOR:
 - SIGNATURES
 - SQUARE FOOT
 - OCCUPANCY TYPE
 - CODE EDITION
 - FINISHED FLOOR ELEVATION (BCAC 107.3.5)
- CHECK PLANS FOR OPTIONS, NO OTIONS ACCEPTED (BCAC 107.2.1)
- ENVELOPE CALCULATIONS FOR R-3 & TOWNHOUSES (BCAC 107.3.5.3)

DESIGN CRITERIA

- CODE IN EFFECT (BCAC 107.1.1)
- TYPE OF OCCUPANCY (FBC 2014 CH. 3 sec. 301.1)
- TYPE OF CONSTRUCTION (TABLE 503 FBC 2014)
- WIND LOAD DESIGN CRITERIA MUST BE ON PLANS (FBC 2014 sec.1620)

FOUNDATION

- SOIL BORINGS, SIGNED AND SEALED BY A GEOTECHNICAL ENGINEER SHOWING SOIL BEARING CAPACITY (FBC 2014 sec.1803)
- STATEMENT OF FOUNDATION DESIGN BEARING CAPACITY (FBC 2014 sec.1803.6)
- STATEMENT OF REQUIRED SOIL TERMITE TREATMENT (FBC 2014 sec.1816.1)
- CONTINUOUS WALL AND ISOLATED FOOTINGS SHOULD MEET REQUIREMENTS OF (FBC 2014 chapter 18)



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- MINIMUM SIZE (FBC 2014 sec.1801.2) (STRUCTURAL CALCULATIONS REQUIRED)
- MINIMUM REINFORCING (FBC 2014 sec.1801.2)
- CORNER BARS (FBC 2014 sec. 1801.2)
- MINIMUM DEPTH TO TOP OF FOOTING MUST BE 8" BELOW FINISHED GRADE (FBC 2014 sec. 1809.4)
- FIELD SOIL DENSITY TEST (FBC 2014 sec. 183.5.8)
- SPLICES (FBC 2014 sec. 1801.2)
- COVER & PROTECTION GRADE OF RE-BAR (FBC 2014 sec. 1805.2.1)
- VAPOR BARRIER (*ADD TO MONOLITHIC LIST*) (FBC 2014 sec.1805.2.1)
- ISOLATED FOOTINGS / COLUMN PADS (FBC 2014 sec.1801.1)
- MASONRY FENCES (FBC 2014 sec.1807)
- FINISHES (FBC
- STARTER COLUMNS
- OPENING REINFORCEMENT
- TIE BEAM HEIGHT AND SIZE
- FURRING & FIRE STOPS

MONOLITHIC FOOTINGS SHOULD MEET REQUIREMENTS OF (FBC 2014 sec. 1801.2) (STRUCTURAL CALCULATIONS REQUIRED)

- MINIMUM SIZE (FBC 2014 sec. 1801.2)
- MINIMUM REINFORCEMENT (FBC 2014 sec. 1801.2)
- TRANSVERSE BARS REQUIRED FOR FOUNDATIONS MORE THAN 30" WIDE (FBC 2014 sec. 1801.2)
- CORNER BARS (FBC 2014 sec. 1801.2)
- TRANSFER BARS ARE REQUIRED AROUND THE PERIMETER, 12" ON CENTER MINIMUM #4 BY 5' LONG UNLESS OTHERWISE DETERMINED BY RATIONAL ANALYSIS (FBC 2014 sec. 1801.2)
- MINIMUM OF 3/4" DEPRESSION AT EDGE FOR EXTERIOR WALL (FBC 2014 sec. 1805.2.2)

LOCATION OF ALL COLUMNS AND FILLED CELLS MUST BE NOTED (BCAC 107.2.1)

MASONRY

- PROVIDE STATEMENT OF ENGINEERED UNIT MASONRY DESIGN COMPLYING WITH TMS 402/ACI 530/ASCE 5 and TMS 602/ACI 530.1/ASCE 6. (FBC 2014 sec. 2122.1)
- CHECK FOR DETAIL OF CHANGE IN ELEVATION OF BEAMS (FBC 2014 sec. 2121.2.3.5)
- TIE BEAM SHALL BE CONTINUOUS AND PROVIDE MINIMUM 30" LAP AT ALL REINFORCEMENT SPLICES AND 2 BARS AT CORNERS WITH MINIMUM 30" EACH WAY (FBC 2014 sec. 2121.2.3.3)
- GABLE ENDS MUST BE OF MASONRY ON MASONRY STRUCTURES (FBC 2014 sec. 2121.2.3.6 & 2121.2.3)
- SPECIAL INSPECTOR FORM MUST BE FILLED OUT AND SEALED BY AN ENGINEER OR ARCHITECT FOR REINFORCED UNIT MASONRY (BCAC 110.10.4)
- REINFORCED UNIT MASONRY DESIGN SHALL NOT SUPERSEDE REQUIREMENTS OF THIS CHAPTER (FBC 2014 sec.2122.1)
- ALL COLUMNS AND BEAMS MUST BE CLEARLY MARKED AS TO ELEVATION, SIZE AND REQUIRED REINFORCEMENT (BCAC 107.2.1)



CITY OF COOPER CITY BUILDING DEPARTMENT

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- BROWARD SPECIAL ENGINEERS FORM FOR (UNIT MASONRY) (FBC 2122.4) (BCAC 110.10)

FLOOR/ROOF FRAMING & SHEATHING

- TRUSS PLANS ARE REQUIRED FOR ALL STRUCTURES WITH TRUSSES AND MUST BE REVIEWED AND APPROVED BY THE DESIGNER OF RECORD (BCAC 107.3.5.7)
- CHECK TRUSS PLANS / ENGINEERING FROM THE SPECIALTY ENGINEER FOR DESIGN CRITERIA (FBC 2014 sec.2319.17.2.1)
- CHECK FOR FLOOR FRAMING PLAN IF TWO STORY (FBC 2014 sec. 2319)
- CHECK PLANS FOR DIRECTION, SPAN, UPLIFT, SUPPORT, LOADING AND CONNECTION TO STRUCTURE FOR ALL TRUSSES, JOIST AND BEAMS. (BCAC 110.3(A))
- SPECIFY SIZE, GRADE, SPECIES AND ATTACHMENT FOR FASCIA, JOISTS AND BEAMS USED AS A DIAPHRAGM.BOUNDARY (FBC 2014 sec. 2322.2.7)
- PROVIDE DETAIL FOR ALL PERMANENT BRACING INCLUDING REQUIRED LATERAL BRACING (FBC 2014 sec. 2319.17.1 .2) **PROVIDE COPY OF BSCI B1 SUMMARY SHEET.**
- CHECK DETAIL OF ROOF SHEATHING INCLUDING SIZE, (MIN. 5/8") EXPOSURE (EXPOSURE 1) AND FASTENING MIN. 8D RING SHANK (FBC 2014 sec.2322.2.3, 2322.2.5.1)
- CHECK FOR DRAFT STOPPING IN FLOOR / CEILING ASSEMBLIES, MAXIMUM 1000 SQ. FT. (FBC 2014 sec. 718.3.3) (RFBC 2014 sec. 302.12)
- FLOOR SHEATHING, JOIST SIZE, FASTENERS, CLEARANCES, CENTERS & BEARING. (BCAC 110.3(A))
- A ½" SPACE SHALL BE MAINTAINED BETWEEN WOOD AND MASONARY. (FBC 2014 sec. 2322.1.12)

EXTERIOR WALL FRAMING / SHEATHING - BEARING WALLS

- CHECK FOR WALL DETAIL SHOWING LUMBER GRADE, SIZE, SPECIES, SPACING AND ALL CONNECTIONS (MINIMUM EXTERIOR WALL STUD SIZE 2X6 AND MIN INTERIOR BEARING WALL STUD SIZE 2X4 (FBC 2014 sec. 2318, 2318.1.1, 2317.1.2, 2317.1.4))
- CHECK EXTERIOR WALL SHEATHING DETAIL INCLUDING SIZE, (MIN 5/8") EXPOSURE, (EXPOSURE 1) AND ATTACHMENT PER (FBC 2014 sec. 2322.3)
- ALL HEADERS MUST BE DESIGNED AND DETAILED BY RATIONAL ANALYSIS (FBC 2014 sec. 2318.1.11.1)
- CHECK FOR DETAIL OF ALL FRAMED ARCHES (BCAC 107.2.1)
- PLANS MUST SHOW ALL REQUIRED FIRE STOPPING (FBC 2014 sec. 2320)
- SILL ANCHORAGE (FBC 2014 sec.2318.1.4.1)
- SOLID 3 STUD CORNER DETAIL (FBC 2014 sec. 2318.1.6)

WINDOWS / DOORS / SHUTTERS / SKYLIGHTS

- PROVIDE A WINDOW AND DOOR SCHEDULE ON PLANS. (BCAC 107.3.5,107.2..1)
- DESIGN PRESSURES MUST BE SPECIFIED FOR ALL EXTERIOR OPENINGS ALONG WITH A REVIEW FORM. (CITY OF COOPER CITY WINDOW AND DOOR CHECKLIST)
- DETAIL SHOWING ROUGHT OPENING DIMENSIONS, SUPPORTING FRAME WORK (BUCK), ATTACHEMENT AND WATER PROOFING (FBC 2014 sec. 2411.3.1.6)
- PRODUCT APPROVALS ARE REQUIRED FOR ALL EXTERIOR OPENINGS (FBC 2014 sec. 2410.4)**
- PRODUCT APPROVALS MUST BE REVIEWED AND SIGNED BY THE DESIGNER OF RECORD (BCAC 107.3.5.6)



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- BUCK ANCHORS (BCAC 110.3(A)12, 107.2.1, 110.3(A),8H), FBC 2411.3.1.6).
- ALL EXTERIOR OPENINGS MUST BE IMPACT RESISTANT OR COVERED BY A SHUTTER WITH PRODUCT APPROVAL. APPROVALS AND DETAILED INFORMATION SHEET REVIEWED BY THE DESIGNER OF RECORD. (FBC 2014 sec. 2410.2)
- ALL EXTERIOR DOORS AND WINDOWS MUST MEET WATER INFILTRATION AND PERMIT REQUIREMENTS (FBC 2014 sec. 2411.3.2)
- HIGHLIGHT SIZES, GLASS TYPE AND PRESSURES ON NOA. (CITY OF COOPER CITY WINDOW AND DOOR CHECKLIST).
- HIGHLIGHT THE MOUNTING CONDITIONS, GLASS SEPERATION AND FASTENER EDGE DISTANCE ON SHUTTER NOA. (CITY OF COOPER CITY WINDOW AND DOOR CHECKLIST)

EGRESS

- IDENTIFY DOOR ON PLANS WHICH WILL BE USED AS EGRESS DURING A TIME OF STORM
- MINIMUM EGRESS DOOR MUST PROVIDE A CLEAR OPENING OF NOT LESS THAN 32" (FBC 2014 R311.2)
- EVERY SLEEPING ROOM MUST HAVE EMERGENCY ESCAPE, MINIMUM SIZE IS 24" HIGH X 20" WIDE BUT NO LESS THAN 5.7 SQ Ft. (Exception: ground floor openings may be 5 sq. ft.) (FBC 2014 R310.1.1, R310.1.2, R310.13)
- CHECK FOR DETAIL OF STAIRS (BCAC 2014 sec. 107.3.5A.8.M)
- MAXIMUM RISE 7 3/4" AND MINIMUM TREAD 10" (FBC 2014 - R311.7.5.1, R311.7.5.2)
- GUARD RAILS ARE REQUIRED ON ALL OPEN SIDES OF STAIRS AND MUST MEET THE LOAD REQUIREMENT (FBC 2014 - R312.1.1, FBC 2014 - 1607.8.1,1607.8.1.1)
- HAND RAILS ARE REQUIRED ON ALL STAIRS AND MUST MEET (34" – 38" ABOVE NOSE OF STAIR) (FBC 2014 - R311.7.8.1)

ROOFING

- PROVIDE LOCATION AND PRESSURES OF ROOF ZONE. (BCAC 107.2.1.3)
- A HIGH VELOCITY ROOFING APPLICATION AND PRODUCT APPROVALS MUST BE SUBMITTED AS PART OF PERMIT APPLICATION. (FBC 2014 sec. 1512.1)
- SHOW THE LOCATION OF SKYLIGHTS. (BCAC 107.2.1)
- ROOF SHEATHING MUST BE NAILED WITH MINIMUM 8D RING SHANK OR 10D. (FBC 2322.2.5.2)

MISCELLANEOUS

- PLANS MUST SHOW ATTIC VENTILATION (FBC 1203.1)
- INTERIOR NON BEARING WALL DETAIL (BCAC 107.3.5(8i))
- PLANS MUST SHOW INSULATION REQUIREMENTS (BCAC 107.3.5 (9k))
- SHOW ATTIC ACCESS (FBC 2014 sec. 1209.2)
- U.L. DESIGN FOR RATED WALLS, CEILINGS ETC. (FBC 2014 sec. 703.2)
- IDENTIFY THE DRYWALL AND DOOR REQUIREMENTS FOR GARAGE/LIVING SPACE SEPERATION. (RFBC 2014 sec.302.5.5,302.6)

BATHROOM

- IMPERVIOUS SURFACE (FBC 1210)
- ACCESSIBILITY (FAC 213)
- TEMP. GLASS ENCLOSURE (FBC 2406)



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- SLAB REPAIR DETAIL (FBC 1907.1)

RE-SUBMITTAL PROCEDURES

- CLOUD CORRECTIONS AND REPRINT PAGES
- REMOVE AND MARK OLD PAGES VOID, DO NOT REMOVE BACK PAGE WITH STAMPS
- RETURN ONE SET OF VOID PAGES
- SUPPLY A RESPONSE SHEET WITH HIGHLIGHTED OR CLOUDED CORRECTIONS TO PLAN REVIEWERS COMMENTS.
- SUBMIT TO FRONT DESK STAFF, A CORRECTION / REVISION FORM

SIGNATURE OF PLANS EXAMINER:

DATE:

MECHANICAL REVIEW

- DUCT WORK LAYOUT
- EQUIPMENT LOCATION
- TYPE / MODEL / SEER OF EQUIPMENT

PLUMBING REVIEW

- PLUMBING ISOMETRIC
- WATER SERVICE LINE AND LOCATION
- SEWER SERVICE LINE AND LOCATION

ELECTRICAL REVIEW

- OUTLET SPACING
- SERVICE SIZE
- WIRE SIZE
- LOAD CALCULATIONS
- OUTSIDE LIGHTING
- ISOMETRICS
- SEALED DRAWINGS



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