



# CITY OF COOPER CITY BUILDING DEPARTMENT

PHONE 954 434-4300  
EXT. #230, #227, #279  
FAX: 954 680-1439

## COMMERCIAL \* INTERIOR \* ALTERATIONS PERMIT SUBMITTAL CHECKLIST

- BOARD OF HEALTH APPROVAL. (If applicable)
  
- OCCUPATIONAL LICENSE WITH THE CITY OF COOPER CITY.  
**(MUST BE APPLIED FOR BEFORE PERMITS CAN BE SUBMITTED)**
  
- PERMIT APPLICATIONS FOR:
  - a. STRUCTURAL ( shell )
  - b. ELECTRICAL ( If applicable )
  - c. PLUMBING ( If applicable )
  - d. MECHANICAL ( If applicable )
  - e. FIRE SPRINKLER / SUPPRESSION PERMIT ( If applicable )
  - f. DEMOLITION PERMIT ( If applicable )BCAC - Sec. 107.3.5.1.

**NOTE: Separate plans are required along with approval from Department Of Environmental Protection and Engineering along with statement of responsibilities regarding asbestos.**

- TWO (2) SETS OF SEALED PLANS.**
  - a. PLANS MUST SHOW STRUCTURAL, ELECTRICAL, PLUMBING AND MECHANICAL.
  - b. TYPE OF CONSTRUCTION.
  - c. OCCUPANCY LOAD
  - d. LEGEND OF PROJECT DATA
  - e. CODE EDITION USED
  - f. SITE SPECIFIC PLAN
  - g. ADA DISPROPORTIONATE COST ESTIMATEFBC 2014 AND 2014 BROWARD COUNTY ADMINISTRATIVE CODE, CHAPTER 1  
BCAC - Sec. 107.3.5, 107.3.4.3.4.
  
- TWO (2) SETS OF ENERGY CODE CALCULATIONS (If applicable)**  
BCAC - 107.3.5 (D).  
FAC- Florida Accessibility Code  
BCAC - Broward County Administrative Code



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- ADA DISPROPORTIONATE TO COST FORM
  
- PLANS MUST HAVE THE APPROVAL STAMP FROM THE DEPARTMENT OF ENVIRONMENTAL PROTECTION AND ENGINEERING AND THEIR TWO (2) PAGES FORM.
  
- CITY ENGINEER / UTILITIES DEPARTMENT APPROVALS
  
- COPY OF "PROPOSED WORK" CONTRACT
  
- TWO (2) COPIES** OF SURVEY / FLOOR PLAN OF SPACE / SHELL / UNIT / BAY
  
- LETTER FROM THE OWNER OF THE COMMERCIAL PROPERTY OR SHOPPING CENTER AUTHORIZING THE CONTRACTOR TO DO THE CONSTRUCTION / ALTERATIONS ON HIS BUILDING.
  
- NOTICE OF COMMENCEMENT (**Certified copy 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)  
Fla. Statute 713
  
- DUMPSTER (contact Zoning Department for requirements)  
SECURED UNDER A SEPARATE PERMIT.
  
- SIGNS / BANNERS (Contact Zoning for requirements for signs / banners)  
SECURED UNDER A SEPARATE PERMIT



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PERMIT # \_\_\_\_\_  
 CONTRACTOR: \_\_\_\_\_  
 TENANT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

### PLANS REQUIRE DEPARTMENT OF ENVIRONMENTAL PROTECTION AND ENGINEERING (DPEP)

- PLANS ARE REQUIRED TO HAVE EACH SHEET BEAR THE IMPRESS SEAL, AND SIGNATURE OF THE DESIGNER OF RECORD.  
BCAC - Sec. 107.1.1
  
- SPECIFY ON THE PLANS THE 2014 FBC WITH BROWARD COUNTY ON THE CURRENT DESIGN CODE .  
BCAC- Sec. 107.1.1
  
- PLANS SHALL BE ADEQUATELY IDENTIFIED (Site specific).  
PROVIDE A LIFE SAFETY PLAN TO INCLUDE THE TRAVEL DISTANCES TO ALL REQUIRED EXITS.  
BCAC- Sec. 107.3.4.3.2, 107.3.5A(6).
  
- PRODUCT APPROVALS ARE REQUIRED TO BE REVIEWED AND APPROVED BY THE DESIGNER OF RECORD PRIOR TO SUBMITTING THEM TO THE BUILDING DEPARTMENT FOR REVIEW.  
BCAC- Sec. 107.3.5.6
  
- INDICATE ON THE BUILDING PLANS & PERMIT APPLICATION THE USE AND OCCUPANCY OF ALL PARTS OF THE BUILDING. INDICATE THE USE AND OCCUPANCY OF ALL ADJOINING TENANTS.  
Under current code FBC 2014 - Sec. 302.1
  
- INDICATE THE TYPE OF CONSTRUCTION FOR THE EXISTING STRUCTURE.  
(Check [WWW.Broward.Org/Code Appeals Link Building Code Library](http://WWW.Broward.Org/Code Appeals Link Building Code Library)).  
FBC 2014 Existing Building Code - Sec. 701.2



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- INDICATE FIRE-RESISTIVE HOURLY RATING AND THE FIRE-RESISTIVE DESIGN NUMBER FOR EACH RATED WALL, CEILING/FLOOR ASSEMBLY, CEILING / ROOF ASSEMBLY, JOINT ASSEMBLY AND RATED COLUMNS.

FBC 2014 Chapter 7

- PROVIDE A DOOR SCHEDULE FOR ALL NEW AND EXISTING DOORS (2' 10" minimum). HARDWARE MUST ALSO COMPLY WITH ACCESSIBILITY REQUIREMENTS.

FAC 2014 - Sec. 404.2.7, 309.4.

BCAC- Sec. 107.3.5 (A) (7) I.

- INDICATE THE LOCATION OF THE ATTIC DRAFT STOP AND WHAT THE DRAFT STOP IS MADE OUT OF.

FBC 2014 - Sec. 718.4

- COMPLETE DIMENSION THE NEW AND EXISTING TOILET ROOMS AND TOILET COMPARTMENTS TO MEET THE REQUIREMENTS OF THE FAC 2014 - Sec. 603, 604 ENLARGED PLANS AND WALL SECTIONS ARE NEEDED FOR THESE AREAS (example: clear floor space required for fixtures, unobstructed turning space in toilet rooms, door widths, doors cannot swing into the required clear floor space for fixtures, all accessory heights, dimensions and location, heights and profiles of all fixtures, etc.) SHOW ACCESSIBLE SIGNAGE LOCATION.

FAC 2014 - Sec. 703

- WHERE IT IS CLAIMED THAT THE COST TO PROVIDE ALL THE ACCESSIBLE FEATURES IS DISPROPORTIONATE TO THE COST OF THE OVERALL ALTERATION THE DESIGNER OF RECORD NEEDS TO PROVIDE A SIGNED AND SEALED COST ESTIMATE INDICATING THE ACCESSIBLE ELEMENTS WHICH WILL BE PROVIDED WHICH AMOUNT TO 20% OF THE OVERALL COST OF THE ALTERATION.

FAC 2014 - Sec. 202.4.1



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- WHERE EXTERIOR WALLS ARE ALTERED, PROVIDE A DETAIL OF THE REQUIRED WALL RE-CONSTRUCTION (masonry repair), AND INDICATE WHO WILL PROVIDE THE ENGINEERED UNIT MASONRY INSPECTION.  
FBC 2014 - Sec. 2122.2.4, BCAC - Sec. 110.10
- INDICATE THE ELEVATION OF THE EXTERIOR GRADE WITH RESPECT TO THE FIRST FLOOR ELEVATION (needs to have an accessible path from the parking lot and into the tenant space).  
FAC 2014 - Sec.. 303, 403
- PROVIDE AN OCCUPANT LOAD CALCULATION FOR ALL AREAS OF USE.  
FBC 2014 - TABLE 1004 .1.2
- PROVIDE A SEATING DIAGRAM. FBC 2014 - Sec. 1004.4
- SUPPLY A FLOOR SLAB REPAIR DETAIL.  
BCAC - Sec. 107.3.5, EXIST. BLDG. CODE 2014- Sec. 702.4
- SUPPLY ENERGY CALCULATIONS.  
BCAC - Sec. 107.3.5 (D).
- PROVIDE A SECOND MEANS OF EGRESS WHERE REQUIRED BY 1004 BASED ON THE NUMBER OF OCCUPANTS. FBC 2014 - Sec. 1015.
- WALLS AND FLOORS OF ALL PUBLIC RESTROOMS SHALL BE LINED WITH NON ABSORBENT MATERIALS.  
FBC 2014 - Sec. 1210.2



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- IF TWO EXISTS OR EXIT ACCESS DOORS ARE REQUIRED, THEY NEED TO BE PLACED AT A DISTANCE FROM ONE ANOTHER EQUAL TO BUT NOT LESS THAN ONE-HALF THE LENGTH OF THE MAXIMUM OVERALL DIMENSION OF THE BUILDING OR ARE TO BE SERVED AND SO ARRANGED AS TO MINIMIZE THE POSSIBILITY THAT BOTH MAY BE BLOCKED BY ANY ONE FIRE OR OTHER EMERGENCY (reference 5-5.1.4 of N.F.P.A. 101 and 1014 of the FBC ) N.F.P.A. 101 THE DISTANCE TO BE REDUCED TO ONE-THIRD THE DIAGRAM DIMENSION WHEN THE BUILDING IS SPRINKLED THROUGHOUT.  
FBC 2014 - Sec. 1015.2.
- ALL PRODUCT APPROVALS ARE TO BE REVIEWED AND APPROVED BY THE DESIGNER OF RECORD PRIOR TO SUBMITTING THEM TO THE BUILDING DEPARTMENT FOR REVIEW.  
FBC 2014 - Sec. 107.3.5.6.
- IDENTIFY INTERIOR WALL FINISHES CLASSIFICATION.  
FBC 2014 - Table 803.9.
- DIMENSION ALL CORRIDOR WIDTHS AND HEIGHTS .  
FBC 2014 - Sec. 1018.
- PROVIDE A FRAMING DETAIL FOR ALL DRYWALL / FRAMED CEILINGS TO INCLUDE FASTENERS.  
FBC 2014 - Sec.2304.
- PROVIDE SECTIONS OF ALL COUNTERS, TABLES, ETC. INDICATING COMPLIANCE WITH  
FAC 2014 - Sec. 226, 227.
- 1005.7 DOOR ENCROACHMENT. DOORS OPENING INTO THE PATH OF EGRESS TRAVEL SHALL NOT REDUCE THE REQUIRED WIDTH TO LESS THAN ONE-HALF DURING THE COURSE OF THE SWING. WHEN FULLY OPEN, THE DOOR SHALL NOT PROJECT MORE THAN 7 INCHES (178 MM) INTO THE REQUIRED WIDTH. INDICATE THE TOILET ROOM INTERIOR WALL FINISHES.  
FBC 2014 - Sec. 1210.2.2.



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- PROVIDE THE REQUIREMENT TO PERMANENTLY IDENTIFY FIRE AND SMOKE WALLS AS PER  
FBC 2014 - Sec. 703.7
  
- CHECK FOR DEPARTMENT OF ENVIRONMENTAL PROTECTION AND ENGINEERING (DPEP)  
ASBESTOS NOTIFICATION FORM.  
Broward County Requirement
  
- MANEUVERING CLEARANCES AT DOORS MINIMUM  
MANEUVERING CLEARANCES AT DOORS THAT ARE NOT AUTOMATIC OR POWER ASSISTED  
SHALL BE AS SHOWN IN FIGURE 25. THE FLOOR OR GROUND AREA WITHIN THE REQUIRED  
CLEARANCES SHALL BE LEVEL AND CLEAR.  
FAC 2014 - Sec. 404.2.4.1
  
- PROCEDURES FOR RE-SUBMITTAL
  - CLOUD PLAN CORRECTIONS AND REPRINT PAGES
  - REMOVE AND MARK OLD PAGES VOID. DO NOT REMOVE BACK PAGE WITH STAMPS.
  - RETURN ONE ( 1 ) SET OF VOID PAGES
  - SUPPLY AN RESPONSE SHEET TO PLAN REVIEW COMMENTS WITH HIGHLIGHTED OR  
CLOUDED CORRECTIONS.
  - SUBMIT AT FRONT DESK IN LOBBY WITH A CORRECTION / REVISION FORM.

# BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select One Trade:  Building     Electrical     Plumbing     Mechanical     Other \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Date: \_\_\_\_\_

1	Job Address: _____		Unit: _____		City: _____	
	Tax Folio No.: _____		Flood Zn: _____		BFE: _____	
	Building Use: _____		Construction Type: _____		Occupancy Group: _____	
	Present Use: _____		Proposed Used: _____			
	Description of Work:					
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____					
	Legal Description: _____ <input type="checkbox"/> Attachment					

2	Property Owner: _____		Phone: _____		Email: _____	
	Owner's Address: _____		City: _____		State: _____ Zip: _____	

3	Contracting Co.: _____		Phone: _____		Email: _____	
	Company Address: _____		City: _____		State: _____ Zip: _____	
	Qualifier's Name: _____		Owner-Builder: <input type="checkbox"/>		License Number: _____	

4	Architect/Engineer's Name: _____		Phone: _____		Email: _____	
	Architect/Engineer's Address: _____		City: _____		State: _____ Zip: _____	
	Bonding Company: _____					
	Bonding Company Address: _____		City: _____		State: _____ Zip: _____	
	Fee Simple Titleholder's name (if other than owner): _____					
	Fee Simple Titleholder's Address (If other than owner): _____		City: _____		State: _____ Zip: _____	
	Mortgage Lender's Name: _____					
Mortgage Lender's Address: _____		City: _____		State: _____ Zip: _____		

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

X \_\_\_\_\_  
Signature of Property Owner or Agent

X \_\_\_\_\_  
Signature of Qualifier

STATE OF FLORIDA  
COUNTY OF BROWARD

STATE OF FLORIDA  
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
(Type / Print Property Owner or Agent Name)

\_\_\_\_\_  
(Type / Print Qualifier's Name)

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Owner or Agent's Signature

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Permit Officer    Issue Date: \_\_\_\_\_ Code in Effect: \_\_\_\_\_

**A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.**  
Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.

THE CITY OF



BROWARD COUNTY, FLORIDA

P.O. BOX 290910  
9090 Southwest 50<sup>th</sup> Place  
Cooper City, Florida 33329-0910  
(954) 434-4300 Ext#230 • Fax (954) 680-1439  
www.coopercityfl.org

PERMIT NUMBER:

PLAN REVIEW NUMBER:

TYPE	FEE	ADDTL FEES
PERMIT		
EDUCATION		
COUNTY		
BCPSF		
TECH FEE		
BOND		
PARKS		
PUBLIC SAFETY		
PUBLIC BLDGS		
FIRE		
ADDTL PERMIT FEES		
SUB TOTAL		
NOTARY FEE		
TOTAL		
INVOICE #		
RECEIPT #		

OFFICE USE ONLY				
DIVISION	APPROVED	DATE	REJECT	DATE
STRUCTURAL				
ELECTRICAL				
PLUMBING				
MECHANICAL				
UTILITES/ENGIN				
FIRE				
ZONING				

**NOTICE: IN ADDITION TO THE REQUIREMENTS OF THIS PERMIT, THERE MAY BE ADDITIONAL RESTRICTIONS APPLICABLE TO THIS PROPERTY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY AND THERE MAY BE ADDITIONAL PERMITS REQUIRED FROM OTHER GOVERNMENT ENTITIES SUCH AS WATER MANAGEMENT DISTRICTS, STATE AGENCIES OR FEDERAL AGENCIES.**

**THE ISSUANCE OF A BUILDING PERMIT DOES NOT GIVE YOU PERMISSION TO VIOLATE DEED RESTRICTION AND/OR HOMEOWNER'S REGULATIONS. PLEASE CHECK DEED RESTRICTIONS BEFORE COMMENCING ANY CONSTRUCTION**

**OWNER'S AFFIDAVIT: I CERTIFY THAT ALL FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS REGULATING CONSTRUCTION AND ZONING. FURTHERMORE, I AUTHORIZE THE ABOVE NAMED CONTRACTOR TO DO THE WORK STATED.**

**NOTICE OF COMMENCEMENT, CLERK OF COURTS, BROWARD COUNTY GOVERNMENTAL CENTER  
RECORDING SECTION. ROOM 114. 115 S. ANDREWS AVENUE. FORT LAUDERDALE. FL 33302 PHONE: 954-357-7283**

URBAN PLANNING AND REDEVELOPMENT DEPARTMENT (D.P.E.P)  
WWW.BROWARD.ORG/DEVELOPMENT  
STATE OF FLORIDA DIVISION OF HOTELS AND RESTAURANT  
PHONE: 954-956-5692

CITY OF COOPER CITY, FLORIDA • DEVELOPMENT SERVICES • BUILDING DIVISION  
P.O. BOX 290910  
9090 SOUTHWEST 50<sup>th</sup> PLACE  
COOPER CITY, FLORIDA 33329-0910  
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