



CITY OF COOPER CITY BUILDING DEPARTMENT

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

NEW SINGLE / MULTI FAMILY AND TOWNHOME RESIDENCES PERMIT SUBMITTAL CHECKLIST FLORIDA BUILDING CODE 2014

SITE WORK PERMITS CONTACT COOPER CITY UTILITIES DEPARTMENT

11791 SW 49 Street
Cooper City, FL 33330
(954) 434-5519

BROWARD COUNTY IMPACT FEES (Provide a copy of Receipt)

CONTRIBUTION IN AID OF CONSTRUCTION (CIAC) HAS BEEN PAID. (Verify with Finance Department)

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)
- IRRIGATION

PRODUCT APPROVALS FOR: (*Must* be reviewed and approved by **Designer of Record**.)

BCAC section 107.3.5.6

Signed and sealed)

- | | |
|------------|-------------|
| • WINDOWS | • SKYLIGHTS |
| • DOORS | • MULLIONS |
| • SHUTTERS | • ROOFING |

TWO (2) SETS OF SEALED PLANS. BCAC section 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



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- PLANS MUST HAVE DESIGNER'S NOTATION OF:
 - FINISH FLOOR IN NAVD 88.
 - 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 section 107.3.5**
- ENVELOPE CALCULATIONS. **BCAC section 107.3.5.3**
- TWO (2) SETS OF ENERGY CODE CALCULATIONS. BCAC section 107.3.5 (d)**
- PLANS MUST HAVE THE APPROVAL STAMP FROM THE DEPARTMENT OF ENVIRONMENTAL PROTECTION AND ENGINEERING (DPEP) AND THEIR TWO (2) PAGE FORM.
- TWO (2) SETS OF TRUSS ENGINEERING AND PLANS (Reviewed and Approved by the Designer of Record). BCAC section 107.3.5.7**
- WILD LIFE AFFIDAVIT AND EIR (Environmental Impact Report) FOR ENVIRONMENTALLY SENSITIVE LANDS. **(Must be from approved consulting firm)**
- CITY ENGINEER / UTILITIES DEPARTMENT APPROVALS FOR WATER, SEWER, DRAINAGE AND PAVING.
- SURVEYS
 - **TWO (2) VACANT LAND**
 - **SKETCH OF SURVEY SHOWING LOCATION OF STRUCTURE ON LAND, SHOWING ALL SETBACKS AND LOWEST FLOOR ELEVATION.**



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- 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. Statue 713.

- TWO (2) COPIES** OF SOIL BORING PROFILE & BEARING CAPACITY CERTIFICATION. FBC 2014 section 1803.

- COOPER CITY GROUND WATER PROTECTION AFFIDAVIT

- SIGNED AFFIDAVIT OF COMPLIANCE WITH THE SIMILARITY OF BUILDING DESIGN.
CITY OF COOPER CITY CODE OF ORDINANCES, SEC. 23-91.

- TWO (2) COPIES** OF FORM FOR SPECIAL INSPECTOR COMPLETED (If Applicable). BCAC 110.10.

- 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)

- THE BUILDING DEPARTMENT MUST BE NOTIFIED WHEN CONSTRUCTION BEGINS ON THE FINAL LOT OF THE DEVELOPMENT / SUBDIVISION.**



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PRELIMINARY

- CERTIFIED COPY OR ELECTRONIC COPY OF THE 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 Criteria August 18, 2014))
- TWO (2) COPIES 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 sec. 301.1)
- TYPE OF CONSTRUCTION (TABLE 503 FBC)
- WIND LOAD DESIGN CRITERIA MUST BE ON PLANS (FBC 1620)

FOUNDATION

- SOIL BORINGS, SIGNED AND SEALED BY A GEOTECHNICAL ENGINEER SHOWING SOIL BEARING CAPACITY (FBC 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 1801.2) (Structural Calculations Required.)
 - MINIMUM REINFORCING (FBC 1801.2)
 - CORNER BARS (FBC 1801.2)
 - MINIMUM DEPTH TO TOP OF FOOTING MUST BE 8" BELOW FINISHED GRADE (FBC 1819.4.5)
 - FIELD SOIL DENSITY TEST (FBC 1803.5.8)
 - SPLICES (FBC 1801.2)
 - COVER & PROTECTION GRADE OF RE-BAR (FBC 1805.2.1)
 - VAPOR BARRIER (ADD TO MONOLITHIC LIST) (FBC 1805.2.1)
 - ISOLATED FOOTINGS / COLUMN PADS (FBC 1801.1) (Structural Calculations Required.)
 - MASONRY FENCES (FBC 1807)
 - FINISHES (FBC 2501)
 - STARTER COLUMNS (FBC 1901)
 - OPENING REINFORCEMENT (FBC 1901)
 - TIE BEAM HEIGHT AND SIZE (FBC 1901)
 - FURRING & FIRE STOPS (FBC 2504.1.1, FBC 718)
- MONOLITHIC FOOTINGS SHOULD MEET REQUIREMENTS OF (FBC 1801.2) (Structural Calculations Required.)
- MINIMUM SIZE (FBC 1801.2)
 - MINIMUM REINFORCEMENT (FBC 1801.2)
 - TRANSVERSE BARS REQUIRED FOR FOUNDATIONS MORE THAN 30" WIDE (FBC 1801.2)
 - CORNER BARS (FBC 1801.2)
 - TRANSFER BARS ARE REQUIRED AROUND THE PERIMETER, 12" ON CENTER MINIMUM #4 BY 5' LONG UNLESS OTHERWISE DETERMINED BY RATIONAL ANALYSIS (FBC 1801.2)
 - MINIMUM OF 3/4" DEPRESSION AT EDGE FOR EXTERIOR WALL (FBC 1805.2.2)
- LOCATION OF ALL COLUMNS AND FILLED CELLS MUST BE NOTED (BCAC 107.2.1)

MASONRY

- STATEMENT OF MASONRY DESIGN (FBC 2101.2) OR STATEMENT OF ENGINEERED UNIT MASONRY (FBC 2122)
- CHECK FOR DETAIL OF CHANGE IN ELEVATION OF BEAMS (FBC 21.2.3.5)
- 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 2121.2.3.3)
- GABLE ENDS MUST BE OF MASONRY ON MASONRY STRUCTURES (FBC 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 2122.1)



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- ALL COLUMNS AND BEAMS MUST BE CLEARLY MARKED AS TO ELEVATION, SIZE AND REQUIRED REINFORCEMENT (FBC 107.2.1)
- BROWARD SPECIAL ENGINEERS FORM FOR (UNIT MASONRY) (FBC 2122.2.4, 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 Sec. 2319.17.2.1)
- CHECK FOR FLOOR FRAMING PLAN IF TWO STORY (FBC 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 2322.2.7)
- PROVIDE DETAIL FOR ALL PERMANENT BRACING INCLUDING REQUIRED LATERAL BRACING (FBC 2319.17.1) **PROVIDE COPY OF BCSI B1 SUMMARY SHEET.**
- CHECK DETAIL OF ROOF SHEATHING INCLUDING SIZE, (MIN. 5/8") EXPOSURE (EXPOSURE 1) AND FASTENING MIN. 8D RING SHANK (FBC 2322.2.3 – 2322.2.5.1)
- CHECK FOR DRAFT STOPPING IN FLOOR / CEILING ASSEMBLIES, MAXIMUM 1000 SQ. FT. (FBC 718.3.3)
- FLOOR SHEATHING, JOIST SIZE, FASTENERS, CLEARANCES, CENTERS & BEARING.(BCAC 110.3 (A).)
- A ½" SPACE SHALL BE MAINTAINED BETWEEN WOOD AND MASONARY. (FBC 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 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 2322.3)
- ALL HEADERS MUST BE DESIGNED AND DETAILED BY RATIONAL ANALYSIS (FBC 2318.1.11.1)
- CHECK FOR DETAIL OF ALL FRAMED ARCHES (BCAC 107.2.1)
- PLANS MUST SHOW ALL REQUIRED FIRE STOPPING (FBC 2320)**
- SILL ANCHORAGE (FBC 2318.1.4.1)
- SOLID 3 STUD CORNER DETAIL. (FBC 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. (FBC 2411.3.1.4) (CITY OF COOPER CITY WINDOW AND DOOR CHECKLIST)
- DETAIL SHOWING ROUGHT OPENING DIMENSIONS, SUPPORTING FRAME WORK (BUCK), ATTACHEMENT AND WATER PROOFING (FBC 2411.3.1.6)
- PRODUCT APPROVALS ARE REQUIRED FOR ALL EXTERIOR OPENINGS (FBC 2410.4)



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- PRODUCT APPROVALS MUST BE REVIEWED AND SIGNED BY THE DESIGNER OF RECORD (BCAC 107.3.5.6)
- BUCK ANCHORS (BCAC 110.3 (A) 12 , 107.2.1,110.3 (A) 8 H) (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 2410.2)
- ALL EXTERIOR DOORS AND WINDOWS MUST MEET WATER INFILTRATION AND PERMIT REQUIREMENTS (FBC 2411.3.2)
- HIGHLIGHT SIZES, GLASS TYPE AND PRESSURES ON NOA. (City of Cooper City Checklist)
- HIGHLIGHT THE MOUNTING CONDITIONS, GLASS SEPERATION AND FASTENER EDGE DISTANCE ON SHUTTER NOA. (City of Cooper City 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" (FBCR 311.2)
- 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.) (FBCR Sec. 310.1.1, 310.1.2, 310.1.3)
- CHECK FOR DETAIL OF STAIRS (BCAC Sec. 107.3.5(A)8 m)
- MAXIMUM RISE 7 ¾" AND MINIMUM TREAD 10" (FBCR Sec. 311.7.5.1, 311.7.5.2)
- GUARD RAILS ARE REQUIRED ON ALL OPEN SIDES OF STAIRS AND MUST MEET THE LOAD REQUIREMENT (FBCR Sec. 312.1.1, FBC 1607.8.1, 1607.8.1.1)
- HAND RAILS ARE REQUIRED ON ALL STAIRS AND MUST MEET (34" – 38" ABOVE NOSE OF STAIR) (FBCR Sec. 311.7.8.1))

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 1512..1)
- SHOW THE LOCATION OF SKYLIGHTS (BCAC 107.2.1)
- ROOF SHEATHING MUST BE NAILED WITH THE 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 Sec.1209.2)
- U.L. DESIGN FOR RATED WALLS, CEILINGS ETC. (FBC Sec. 703.2)
- IDENTIFY THE DRYWALL AND DOOR REQUIREMENTS FOR GARAGE/LIVING SPACE SEPERATION. (FBCR Sec. 302.5.1,302.6)

BATHROOM

- IMPERVIOUS SURFACE (FBC 1210)
- ACCESSIBILITY (FAC 213)



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- TEMP. GLASS ENCLOSURE (FBC 2406)
- 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
- 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