



CITY OF COOPER CITY BUILDING DEPARTMENT

PHONE:
954 434- 4300
EXTENSION:
#230, #227, #279, #262
FAX
954 680-1439

PERMIT DROP-OFF INSTRUCTIONS

1. Please fill out this form completely.
2. Securely place this form inside an enclosed envelope that contains two (2) set of plans, completed permit application and all items required from the Cooper City Checklist for your type of project. Incomplete submittals will not be reviewed so please verify the Cooper City Checklist found on our website www.coopercityfl.org. Please select the Building Department webpage under the link ("Building Submittals Forms and Checklist"). Please make sure all corresponding addendums sheets are filled out and enclosed with your permit package.
3. Please call 954-434-4300 option 5 to speak with a Permit Specialist if you have any questions regarding the drop off submittal.
4. Please place the plans in the appropriate bins.

Contact Information:

Contact Name: _____

Contractor Name: _____

Phone Number: _____

Email: _____

Submittal Information:

Job Address: _____

Permit No: (if applicable): _____

Process No (if applicable): _____

Submittal Type: (circle one)

New Submittal

Corrections

Revision

Change of Contractor

Renewal

Replacement Plans or Card