



CITY OF COCONUT CREEK

DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION
4800 WEST COPANS ROAD
COCONUT CREEK, FLORIDA 33063

Permit Submittal – General Requirements

1. Two (2) sets of complete, signed, sealed and dated plans.
2. Plans must be routed through the following agencies prior to permit issuance (see attached sheet for addresses):
 - a) Broward County Urban Planning & Redevelopment Department
 - b) Broward County Health Department (HRS), if applicable
 - c) Department of Hotels & Restaurants, if applicable
 - d) Broward County Elevator Section, if applicable
3. All contractors are required to submit updated licenses and certificate of insurance as follows:
 - a) State Certification license
 - b) If not State certified, a Certificate of Competency from Broward County is required
 - c) If not State certified, an Occupational license from the county or city where the business is located is required
 - d) Certificate of Insurance, with the City of Coconut Creek listed as certificate holder, which must include General Liability Insurance and Worker's Compensation Insurance
 - e) If exempt from Worker's Compensation Insurance, a copy of the exempt certificate must be submitted
4. Copy of paid receipt for Broward County impact fees or written documentation from Broward County that the applicable impact fees have been paid or are not due, must be received prior to permitting.
5. All applications must be signed by the qualifier and owner and notarized before being submitted. All applications and plans must be submitted as a package, unless being submitted for Pre-plan review, which will require a structural application only.
6. Applications must be filled out **completely**, including Parcel ID number, legal description, estimated job cost and description of work being done.
7. A copy of the signed contract for new commercial or tenant improvements/interior buildout permits must be submitted before permit issuance.
8. All work estimated **over \$2500.00** requires that a Notice of Commencement be filed and recorded with the Clerk of the Circuit Court @ 115 South Andrews Avenue, Room 114, Fort Lauderdale, (954) 357-7283. The recorded Notice of Commencement must be submitted to

the Building Department **prior** to permit issuance **and** must be posted at the job site **prior** to the first inspection. This is the responsibility of the owner of the property.

9. When plans have been reviewed by all necessary disciplines, the Contractor of Record will be notified to pick up the plans with all review comments. When the corrections are submitted for re-review, all corrections should be done on the existing plans, if possible. If it is necessary to replace sheet(s) of the plans, the old sheet shall be removed and voided but re-submitted for reference purposes.
10. Inspections called in to the Building Department between the hours of 7:00 am and 4:00pm will be set for the next working day. Cancellations will be taken until 5:00pm of the same day the inspection is called in or between 7:00am and 8:00am the day of the inspection.

Plan Submittal Requirements

The following must be included with each set of plans submitted, if applicable

1. Energy Calculations
2. Surveys
3. Plot Plan
4. Truss sheets/Layout sheet, signed and dated by Architect of Record
5. Product Approvals
6. Site Plan
7. Approved Engineering plan (Water, sewer, paving, drainage, grading)
8. Landscaping plan/Requirement list
9. Architectural Plans/Structural Plans
10. Electrical Plans (Site lights, when applicable)
11. Plumbing Plans/Irrigation/Well, when applicable)
12. Mechanical/AC Plans
13. Architectural Elevations
14. Fire sprinkler/Fire alarm Plans, with cut sheets and required hydraulic calculations, when applicable
15. Soil test, when required
16. Irrigation plans, when required
17. Special Inspector, if applicable
18. If there are any structures (slab, pool, shed, etc.) being built in the back yard of a residence, any existing trees, whether they will remain or be removed, must be indicated on the survey/site plan. If there are any questions pertaining to this requirement, please call 954-973-6756 and ask for the landscaping department.

If you have any questions or need assistance, please call the Building Department @ 954-973-6750 Monday through Thursday between the hours of 7:00am and 6:00pm.

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