SCHEDULING YOUR INSPECTIONS (Con't)

D) Have a ladder available in the store that is tall enough for the inspectors to check the ceiling area and dividing walls above the ceiling. (Note: Any holes in the walls above the ceiling must be sealed and dry wall taped.)

E) For existing stores and offices, restrooms must be handicap accessible with a twenty-nine inch (29") clear door opening and handicap bars located at the rear end and on one side of toilets. Extensive remodeling of space may require additional handicap restroom renovations.

OBTAINING YOUR CERTIFICATE

Once all five inspections have been completed and approved then you will need to come back to the Building Department and pay the annual fire inspection fee and a Certificate of Occupancy fee of $75.00 plus $3.00 for every 1,000 square feet of space. An interim Fire/Rescue Assessment Fee will also be charged on build-outs and new construction. You will be issued a Certificate of Occupancy and directed to the Occupational License Department to obtain your Occupational License.

For restaurants, have prior review of plans by Division of Hotels and Restaurants: 1940 N. Monroe Street, Tallahassee, FL 32399-1011 Attention Plan Review Department (phone 850-488-1133). **CALL CENTER: 1-850-487-1395**

Division of Hotels and restaurants Application Forms:

Plan Review:

http://www.myflorida.com/dbpr/hr/forms/planreviewforms.html

Food Service License:

http://www.myflorida.com/dbpr/hr/forms/hr-licenseforms.html.

Lodging License:

http://www.myflorida.com/dbpr/hr/forms/hr-lodginglicenseforms.html.

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO ASK ANY OF THE STAFF BEFORE YOU LEAVE THE DEPARTMENT. WE HOPE YOU HAVE A GREAT DAY AND GOOD LUCK IN YOUR NEW BUSINESS.

TAMARAC
The City For Your Life

City of Tamarac Building Department
6011 Nob Hill Road, 1st Floor
Tamarac, FL 33321-6200
Phone: 954-597-3420 Fax: 954-597-3450

The Tamarac Building Department

Is Dedicated To

Maximum Customer Satisfaction

Through The Management Of

Quality Service

HOW TO OBTAIN A CERTIFICATE OF OCCUPANCY

The Tamarac Building Department would like to take this opportunity to welcome you to our city. New businesses are the lifeblood of a community and we want to do everything we can to help you get started in business.

Why Do I Need A Certificate of Occupancy?

You will need a Certificate of Occupancy if any of the following conditions apply:

1. When you are opening your business in a previously occupied store or office, you must obtain a Certificate of Occupancy.

2. Should you change the type of occupancy of a previously occupied facility (e.g. retail store or office to a place of assembly) you must obtain a Certificate of Occupancy.

3. When you open a retail store or office in a new shopping center or new office building, you must obtain a Certificate of Occupancy.

4. All utilities must be on for inspection.

What is the purpose of obtaining a Certificate of Occupancy?

The purpose of obtaining a Certificate of Occupancy or conducting Safety Inspections is to ensure your safety and also to ensure that previous tenants have not changed the original structure, which may be in violation of Florida Fire Prevention Code and/or Florida Building Codes.

When you apply for the Certificate of Occupancy (Safety Inspections), this guide will be presented to you by a staff member of the Building Department. Our staff has been trained to answer any of your questions and we are always here to help you.

Again, welcome to the City of Tamarac. We hope your new business prospers!

THE APPLICATION PROCESS

Before you apply for your Certificate of Occupancy, you will need two (2) dimensional copies of the floor plan of the bay(s) or suite(s) you will be occupying. You can draw these straight line drawings yourself. On the floor plan, please indicate overall square footage of space, dimensions of each room (including restrooms), usage of each room, and door sizes. Also, indicate the location of Exit and Emergency lights and fire extinguishers. All applications for Certificate of Occupancy must be made at the Building Department.

1. Your two (2) dimensional copies of the floor plan ***may require*** approval by The Development & Environmental Regulation Department **first** *(please check with the Building Department to see if EDP approval is required)*. DER is located at 1 North University Drive, Plantation, FL 33324. If required, they will stamp the back of the floor plans and may give you a Development Review Procedure form to bring back to the Building Department along with the stamped floor plans. Their phone number is 954-519-1200 (there ***is*** a charge for this service. Please call them for directions and information.)

2. Come into the Building Department to fill out the necessary building permit applications for Certificate of Occupancy purposes (our staff will assist you with this). You, as a tenant, may complete this building permit application form if you are not making any changes or improvements.
   NOTE: If you are making structural, electrical, mechanical, or plumbing improvements, a licensed contractor must obtain permits to do the work.

3. Turn in the completed permit application form, the two (2) dimensional floor plans, and the Development Review Procedure form ***(if required)*** to the Building Department. It will take approximately 10 to 14 business days for permits with no work being done and up to one week for build out application to be approved. We will call you once the permit is ready to be issued.

PICKING UP THE PERMIT

Once we call you to pick up the permit, please come to the Building Department for your permit card. The cost of the permit for Safety Inspections is $260.00 plus Fire Plan Review fees.

SCHEDULING YOUR INSPECTIONS

1) After you receive the permit, you may then call 954-597-3420 to schedule your required inspections (for example: if you want your inspections on a Tuesday, you will have to call the Monday **before 3:00PM).**

2) You will need to do the following after scheduling your inspections:

A) Have your permit card posted in the window of your storefront.

B) Have your copy of the floor plan available to the inspectors when they arrive for the inspections (five different inspectors will visit your store or office on the requested day between 7:30 AM and 3:00PM.

C) Make arrangements for someone to be at the store to let the inspectors in, or indicate where they can obtain a key to open your empty store or office.

CONTINUED ON REVERSE SIDE ➔

Revised 12/12/11

Certificate of Occupancy Attachment

Business Name: _____

Address: _____

Phone: _____

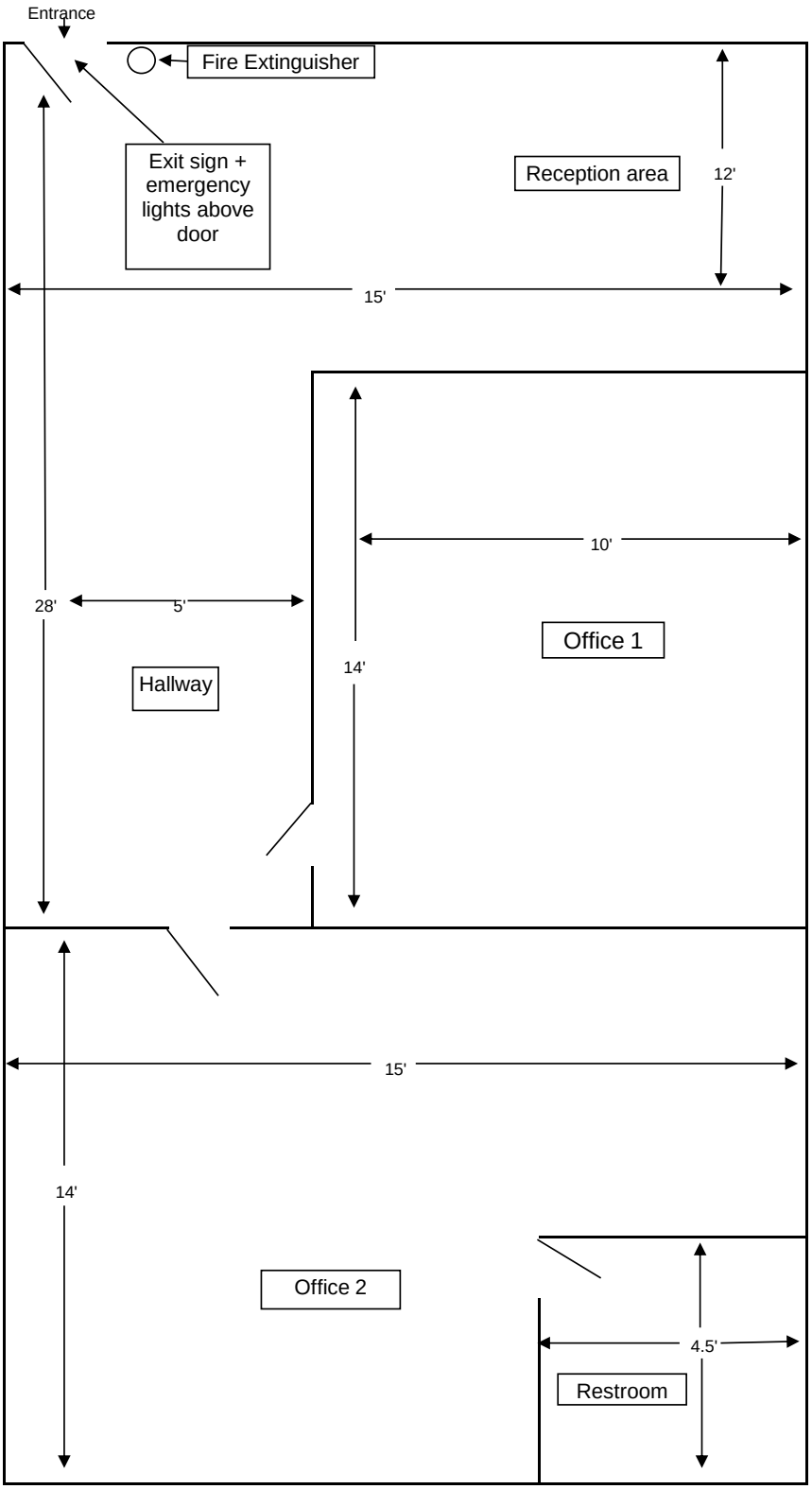
SAMPLE FLOOR PLAN

NOTE: SHOW ALL SMOKE DETECTORS

Total square footage 675

Entrance Door 35" X 79"

Office 1 Door 30" X 30"

Office 2 Door 31" X 80"

Bathroom Door 28" X 80"