



# HOW TO OBTAIN A CERTIFICATE OF OCCUPANCY

**City of Tamarac  
Building Department**  
6011 Nob Hill Road, Tamarac, FL 33321  
Email: [permit@tamarac.org](mailto:permit@tamarac.org) Phone: 954-597-3420

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.

## WHEN DO I NEED A CERTIFICATE OF OCCUPANCY?

<b>You will need a Certificate of Occupancy if any of the following conditions apply:</b>
When you are opening your business in a previously occupied store or office
When there is a change of ownership for an existing business or a business name change
When you open a retail store or office in a new shopping center or new office building
When you move your existing business to a new location within city limits
Should you change the type of occupancy of a previously occupied facility, you will be required to submit plans prepared by an Architect or Engineer with information required in the Florida Building Code, Existing Building, Chapter 9. (For example, a retail store or office changes to a place of assembly. Please refer to Page 3.)

## THREE STEPS TO BECOME A LEGAL BUSINESS IN TAMARAC



## WHAT IS THE PURPOSE OF OBTAINING A CERTIFICATE OF OCCUPANCY?

Obtaining a Certificate of Occupancy and conducting Safety Inspections is to ensure your safety, the safety of your customers, and 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. All new businesses are required to have a C.O.

## THE CERTIFICATE OF OCCUPANCY PROCESS

**Before you apply for your safety permit, you will need one copy of the floor plan of the bay(s) or suite(s) you will be occupying. You can draw these straight-line drawings yourself. Please see floor plan requirements on page 4. You will also need a Broward County Building permit application from our website at [www.Tamarac.org](http://www.Tamarac.org).**

*\*If you are making structural, electrical, mechanical, plumbing improvements, or change of occupancy or use, a licensed contractor must obtain permits to do the work and plans prepared by an Architect or Engineer will be required.*

Once the plan review is completed and if your paperwork is approved, you will receive a system generated email advising you that the Safety permit fees are due. The cost for a **Safety Permit for issuance of your Certificate of Occupancy** is \$260 plus County and State Surcharges. When the fees have been paid (the fees may be paid online), please email us at [permit@tamarac.org](mailto:permit@tamarac.org).

We will release your approved paperwork to you so that you may download and print the approved paperwork (in the correct size) and have it available at the job site after you have scheduled your required inspections for the inspectors to refer to. \*Please see instruction for scheduling your inspections below.

After your inspections are approved, the Certificate of Occupancy fee will be applied to your safety permit. (fee may be paid online) **\$89 plus \$3 for every 1,000 square feet of space.**

If your plan review is denied, you will receive a system generated email advising you that corrections are required.

### **\*SCHEDULING YOUR INSPECTIONS**

After you have paid for your **Safety Permit**, please print out the entire “Approved” folder and refer to the “Permit Phone Access Code Instructions” sheet in your permit package to schedule your required inspections.

The Inspection Request Line (**954-597-3954**) is used to schedule, reschedule, or cancel an inspections. Inspections may also be scheduled, rescheduled, or cancelled by visiting our website <http://www.tamarac.org/building> . (For example: If you want your inspections on a Tuesday, please schedule inspections Monday **before 3 pm.**)

After you have scheduled your Safety inspections:

- Have your permit card posted in the window of your storefront and have your copy of the Approved paperwork available for the inspectors when they arrive for the Safety inspections (six different inspectors will visit your business on the requested day between 7:30 a.m. and 3 p.m.).
- Make arrangements for someone to be at the business to let the inspectors in.
- Have a ladder available in the business 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.*
- For existing stores and offices, restrooms must be handicap accessible with a twenty-nine inch (29") clear door opening and handicap grab bars located at the rear end and on one side of toilets. Extensive remodeling of space may require additional handicap restroom renovations.
- **For a Fire Safety Final inspection, you MUST have all equipment and furniture in place before the fire safety final can be approved.**

## Specialty business type requirements

1. The copy of the floor plan may require approval by The Development & Environmental Regulation Department **first** *{please check with the Building Department to see if DER approval is required}*. You can email [Gerald.Smilen@tamarac.org](mailto:Gerald.Smilen@tamarac.org) or [George.Folles@tamarac.org](mailto:George.Folles@tamarac.org).

### **Development & Environmental Regulation Department**

1 North University Drive  
Plantation, FL 33324  
Phone (954) 357-6666

If required, DER may give you a Development Review Procedure form to upload to the Electronic Plan Review system along with the stamped floor plans.

2. Please submit your completed building permit application to apply for your **Safety Permit for issuance of your Certificate of Occupancy**. You, as a tenant, may complete the building permit application form if you are not making any changes or improvement to the space.
3. Please upload the completed Safety permit application form, a copy of the floor plan, and the Development Review Procedure form *(if required)* to the Electronic Plan Review system. The application package will take approximately 5 to 7 business days to be reviewed by all disciplines.

## PROJECTS THAT REQUIRE DER APPROVAL

1 North University Drive Plantation,  
FL 33324  
Phone 954-357-6666

- All new building construction, residential or non-residential
- All additions to non-residential buildings
- All interior alterations to industrial buildings or warehouses
- All interior alterations to commercial or office buildings where a change in use, seating capacity, or new business will occur or where the building has been vacant for six months or more
- Final interior construction of existing shell buildings
- All foundations or slabs greater than 250 square feet, except for existing single-family residences
- Conversions from septic tanks to sewers

Restaurants require advance approval of plans:

### **Division of Hotels and Restaurants**

1940 N Monroe Street  
Tallahassee, FL 32399  
Attention: Plan Review

**Phone:** 850-488-1133      **Call Center:** 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>

# Sample floor plan for Certificate of Occupancy

## Plan requirements

- business name
- business address
- business phone number
- overall square footage of space
- the location of Exit and Emergency lights and fire extinguishers
  
- identify and label all portions of Tenant Space (Offices, Tables, Chairs, Break Room, Receptionist Area, etc.)
- usage of each room
- dimensions of each room (including restrooms),
- door sizes
- provide current/updated Tenant List from Plaza property owner
- please place names of adjacent businesses and business types on both sides of current rented space.

**Please indicate if the restroom is ADA compliant**

