

HOW TO OBTAIN A CERTIFICATE OF OCCUPANCY

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

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?

There are four steps to become a legal business in Tamarac:	You will need a Certificate of Occupancy if any of the following conditions apply:
Apply for and receive a Safety permit and apply for a business tax license	When you are opening your business in a previously occupied store or office
Schedule your Safety permit inspections and make sure they are all approved	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. (e.g. retail store or office to a place of assembly)
Request, pay for, and receive a Certificate of Occupancy (C.O.)	When you open a retail store or office or in a new shopping center or new office building
Provide the Business Revenue Division a copy of your C.O.	If there is a change of ownership for an existing business or a business name change

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 APPLICATION PROCESS

Before you apply for your C.O., 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. * 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.

** 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.*

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}*.

Development & Environmental Regulation Department
1 North University Drive
Plantation, FL 33324
Phone (954) 357-6666

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If required, DER may give you a Development Review Procedure form (there is a charge for this service) 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 this building permit application form if you are not making any changes or improvements.

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

For restaurants, have prior review of plans approved:

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>

GETTING YOUR PLAN REVIEW COMMENTS OR APPROVED PERMIT

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 and Fire Plan Review fees. Once the fees have been paid (the fees may be paid online), please email 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. Once your inspections are approved, please email permit@tamarac.org so that we may apply the Certificate of Occupancy fee (fee may be paid online) **\$86 plus \$3 for every 1,000 square feet of space. An interim Fire/Rescue Assessment Fee will also be charged on build-outs and new construction.** Once the fee is paid, we will email your signed C.O., you may then visit or contact the Business Tax License Department (954-597-3537) to obtain your Business Tax License.

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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 for issuance of your Certificate of Occupancy**, please call 954-597-3420 to schedule your required Safety inspections (for example: if you want your inspections on a Tuesday, please call Monday **before 3 p.m.**).

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.**

If you have any questions, please contact our staff permit@tamarac.org.

Certificate of Occupancy Attachment

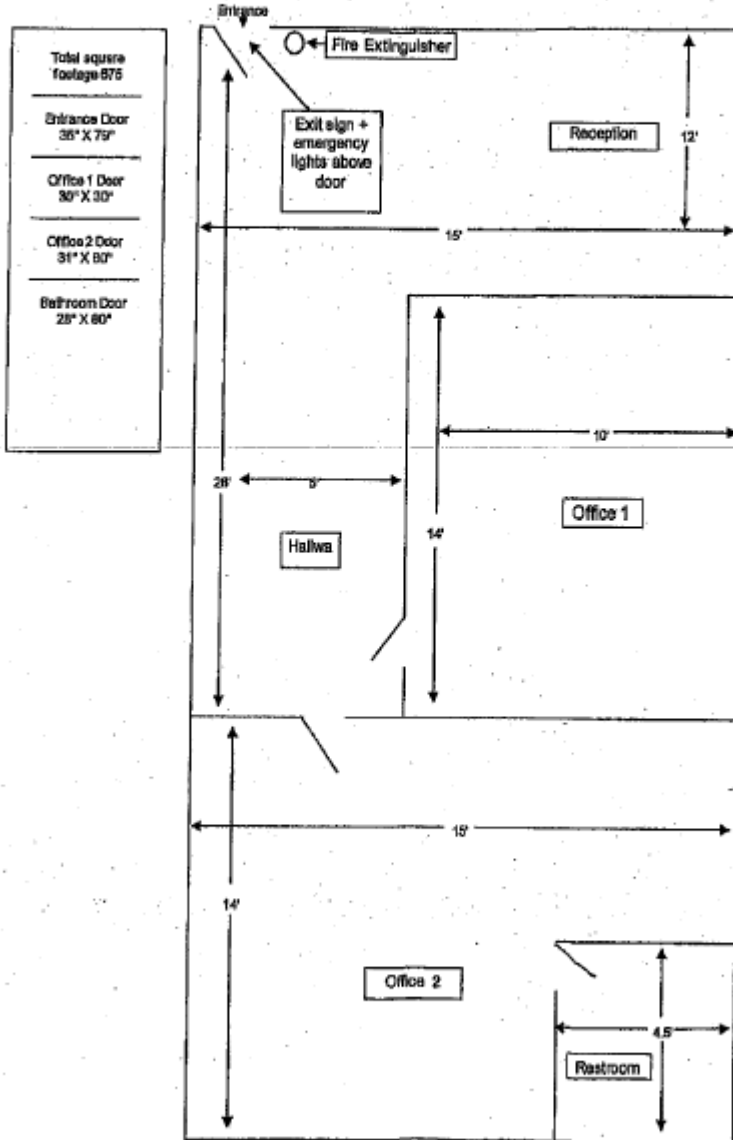
Business Name: _____

Address: _____

Phone: _____

SAMPLE FLOOR PLAN

NOTE: SHOW ALL SMOKE DETECTORS



Please indicate if restroom is ADA compliant