

ORIENTATION FOR NON-PROFITS

BUILDING CODE DIVISION



AGENDA

- **KEY STAFF AND MANAGEMENT**
- **REQUIRED ITEMS CHECKLIST**
- **WHAT TO EXPECT**
- **INSPECTIONS**
- **CERTIFICATES OF OCCUPANCY**



KEY STAFF

FRANCINE REID, PCC

NON-PROFIT LIAISON

TELEPHONE: 954-765-4400 EXT. 9815

EMAIL: FREID@BROWARD.ORG

CAROLYN PRESLEY

EMAIL: CPRESLEY@BROWARD.ORG

BUILDING@BROWARD.ORG

RALPH GONZALEZ

CHIEF BUILDING CODE INSPECTOR, STRUCTURAL

TELEPHONE: 954-765-4400 EXT. 9832

EMAIL: RAGONZALEZ@BROWARD.ORG



CHIEFS BY TRADE

ED CHMELY

ELECTRICAL CHIEF

TELEPHONE: 954-298-5453

EMAIL: ECHMELY@BROWARD.ORG

PABLO CAMACHO

PLUMBING CHIEF

TELEPHONE: 954-765-4400 EXT. 9821

EMAIL: PCAMACHO@BROWARD.ORG

JOSE FERNANDEZ-AYALA

MECHANICAL CHIEF

TELEPHONE: 954-635-7257

EMAIL: JLFERNANDEZ@BROWARD.ORG



BCD ADMINISTRATION

- **HIPOLITO CRUZ, JR., M.B.A.**

DIRECTOR

TELEPHONE: 954-765-4400 EXT. 9848

EMAIL: HCRUZ@BROWARD.ORG

- **DAMARIS LUGO, P.E.**

ASSISTANT DIRECTOR

TELEPHONE: 954-765-4400 EXT. 9267

EMAIL: DLUGO@BROWARD.ORG



LIST OF REQUIRED ITEMS WHEN APPLYING

- **TWO (2) FULL SET OF PLANS APPROVED BY ENVIRONMENTAL REVIEW, ENGINEERING, AND ZONING AND ADDITIONAL SUPPORTING DOCUMENTATION. (EXAMPLE: STATE CONTRACTOR REGISTRATION, COMPLETED PERMIT APPLICATION, ETC.)**
- **IMPACT FEES MUST BE PAID BY A DEVELOPMENT ORDER**
- **GEOTECHNICAL REPORTS**
- **SPECIAL INSPECTOR FORM FOR MASONRY AND REINFORCEMENT**
- **ALL PRODUCT APPROVALS FOR WINDOWS AND DOORS**
- **HARDWARE ATTACHMENT FOR TRUSSES AND TIE-BEAMS MUST HAVE NOA'S**
- **CONTRACTORS MUST FOLLOW CHAPTER 1 OF THE FLORIDA BUILDING CODE – BROWARD COUNTY AMENDMENTS. REQUIREMENTS FOR HIGH VELOCITY HURRICANE ZONE (HVHZ)**



WHAT TO EXPECT

- **PLAN REVIEW – 15 BUSINESS DAYS IF ALL DOCUMENTS ARE SUBMITTED**
- **ADDITIONAL REVIEW FEE FOR DELAYED SUBMITTALS**
- **CORRECTIONS TO PLAN REVIEW WILL INCUR ADDITIONAL REVIEW FEES**
- **PLANS THAT REMAIN OUT FOR MORE THAN 60 DAYS FOR REVISIONS ARE NULL AND VOID (FLORIDA BUILDING CODE 105.3.1.1)**
- **CHANGE OF PLANS REQUIRE NEW PERMIT APPLICATION(S)**
- **HIGHLY RECOMMENDED: MEETING WITH PLANS EXAMINER IF PLANS HAVE BEEN REJECTED TWICE. \$76.00/HR. PER DISCIPLINE FOR MEETING WITH PLANS EXAMINER**



INSPECTIONS

- **CALL CENTER - (954) 831-4000 BEFORE 3:00 PM FOR NEXT DAY INSPECTION. CANCELLATION MUST BE RECEIVED BETWEEN 8:30 AM AND 9:00 AM. INSPECTIONS THAT ARE NOT CANCELLED WITHIN THIS TIMEFRAME MAY BE ASSESSED A \$66.00 FEE. PLEASE CONTACT YOUR INSPECTOR BETWEEN 7:30AM AND 8:30AM. OR, [SCHEDULE INSPECTIONS ONLINE](#).**
- **AFTER-HOUR'S INSPECTION REQUEST CAN BE SCHEDULED WITH THE CHIEF INSPECTOR(S) AT LEAST MINIMUM 3 HOURS IN ADVANCE. THE INSPECTION FEE OF \$66.00 MUST BE PREPAID USING A CREDIT CARD AND CHECK.**
- **CONTRACTORS MUST INSPECT HIS/HER OWN WORK PRIOR TO SCHEDULING AN INSPECTION TO AVOID CORRECTION FEES AND DELAYS.**



INSPECTIONS CONTINUED

THE FOLLOWING DOCUMENTATION IS NEEDED AT THE TIME OF THE INSPECTION:

- **SLAB - DENSITY TEST(S), SOIL TREATMENT, AND SPECIAL INSPECTOR REPORT(S) FOR REINFORCEMENT MUST BE PRESENT AT TIME OF INSPECTION. ALL UNDERGROUND WORK MUST BE INSPECTED.**
- **PRIOR TO POURING THE SLAB, AS A COURTESY, A SPOT SURVEY ON FORM BOARD MUST BE SUBMITTED FOR REVIEW. IF THE CONTRACTOR ELECTS TO BYPASS THIS STEP, THEN A WAIVER MUST BE SIGNED AS A 'HOLD HARMLESS LETTER'.**
- **PRIOR TO THE TIE-BEAM INSPECTION THE SPOT SURVEY MUST BE SUBMITTED TO THE BCSD FOR APPROVAL. FFE AND CROWN OF ROAD ELEVATIONS MUST BE IDENTIFIED**
- **TIE-BEAM: SPECIAL INSPECTOR REPORT(S) FOR MASONRY AND AN APPROVED SPOT SURVEY MUST BE PRESENT AT TIME OF INSPECTION.**
- **TRUSSES: ALL ENGINEERING WORK MUST BE APPROVED PRIOR TO THE INSPECTIONS. PLEASE DO NOT SCHEDULE THE INSPECTION FOR TRUSSES AFTER THE A/C DUCT-WORK HAS BEEN INSTALLED. INSPECTION MAY HAVE TO BE PERFORMED BY SPECIAL INSPECTOR.**
- **CLEAN SITE: SITE MUST BE CLEAN ALL TIMES. PLEASE NOTE THAT HURRICANE SEASON IS JUNE 1ST TO NOVEMBER 30TH.**
- **DO NOT LOAD ROOF MORE THAN 20 DAYS PRIOR TO INSTALLATION. REFER TO SECTION 110. 13.2. OF CHAPTER 1 FBC BROWARD AMENDMENTS FOR MORE DETAILS REGARDING THIS MATTER.**



WHEN DO I GET MY CO?

- **PRIOR TO THE APPROVAL AND ISSUANCE OF THE CERTIFICATE OF OCCUPANCY, THE FOLLOWING CERTIFICATES MUST BE SUBMITTED:**
 - **INSULATION**
 - **TERMITE**
 - **FEMA**
 - **ENGINEERING**
- **ALL HOLDS MUST BE REMOVED (COMPLETED BY BUILDING PERMITTING STAFF)**

IMPORTANT: THE CO WILL NOT BE ISSUED IF THERE IS INCOMPLETE WORK. IT MAY TAKE UP TO FIVE (5) BUSINESS DAYS FOR REVIEW AND ISSUANCE.