ORIENTATION FOR NON-PROFITS

BUILDING CODE SERVICES DIVISION
AGENDA

• KEY STAFF AND MANAGEMENT
• REQUIRED ITEMS CHECKLIST
• WHAT TO EXPECT
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• CERTIFICATES OF OCCUPANCY
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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 INCURRED 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 7:30 AM and 8:30 AM.

- 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.