



City of Miramar | Building Division

Building, Planning & Zoning Department
 2200 Civic Center Place | Miramar, Florida 33025
 Tel: 954.602.3200 | Fax: 954.602.3635
 www.miramarfl.gov

Commercial Interior Build-Out & Renovation Package

Who Can Apply

A. Licensed Contractors: Licensed Contractors as per Florida Statutes Chapter 489, and Broward County Construction Licensing. Contractors shall be properly registered in the Building Division, providing the updated licenses & insurances.

Required Documents

Disclaimer: Because of proposed projects vary widely respect to different procedures and the way to be completed, the information shown below does not necessarily reflect all requirements needed for permit application. This information is intended only for minimum guidelines about how to proceed with the application for permit. **As per Florida Building Code**, the construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this Code and relevant laws, ordinances, rules and regulations, as determined by the **Building Official**. Therefore, it will be the entire responsibility of contractors/applicants to provide all required documentation to apply for permit.

- All required applications based on the scope of work (Structural, Plumbing, Electrical, Mechanical, etc.). The application forms must indicate the square footage & description of the proposed work.
- Attention applicant → Based on the scope of work, you may need to make additional copies of the standard application form.**
- Construction Cost – Schedule of Values per disciplines , including labor, materials & equipment. As per FBC 109.3, the Building Official may require additional documents to be used in the permitting valuation.
- Plans signed & sealed by Professional Engineer or Registered Architect. Plans shall indicate type of Occupancy, Occupancy Load, Type of Constructions, all details, and information related to the scope of work. Four (4) sets of plans are required, signed & sealed by Professional Engineer or Registered Architect.
- Construction Debris Removal Affidavit (Included in this package)
- All applicable current Product Approvals (N.O.A,s) & any other applicable specifications.
- Heating - Cooling Load Specifications & Energy Calculations.
- Approval from **Broward Planning & Development Management Division**. 1 North University Drive, Plantation, Florida 33324.
- Health Department** (For Sale of Food & on-site sewer treatment). Refer to the attached address list for more information.
- Division of Hotels & Restaurants (For the sale & consumption of food)**. Refer to the attached address list for more information.

Attention Applicant: As per Florida Statutes 713.13, a Recorded Notice of Commencement is required when construction, renovation, alterations values exceed \$5,000. This subsection does not apply to a direct contract to repair or replace an existing heating or air-conditioning system in an amount less than \$15,000.

Notice of commencement can be recorded at the office of Broward County Government Center / Records Division 115 S. Andrews Ave. Fort Lauderdale, FL 33301.

ATTENTION: THE RECORDED NOTICE OF COMMENCEMENT SHOULD BE AVAILABLE AT THE FIRST INSPECTION

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Revised 11-17-2022

Select One Trade: Building Electrical Plumbing Mechanical Other

Application Number: _____ Application Date: _____

1

Job Address: _____ Unit: _____ City: _____

Tax Folio No.: _____ Flood Zn: _____ BFE: _____ Floor Area: _____ Job Value: _____

Building Use: _____ Construction Type: _____ Occupancy Group: _____

Present Use: _____ Proposed Use: _____

Description of Work: _____

New Addition Repair Alteration Demolition Revision Other: _____

Legal Description: _____ Attachment

2

Property Owner: _____ Phone: _____ Email: _____

Owner's Address: _____ City: _____ State: _____ Zip: _____

3

Contracting Co.: _____ Phone: _____ Email: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Qualifier's Name: _____ Owner-Builder License Number: _____

4

Architect/Engineer's Name: _____ Phone: _____ Email: _____

Architect/Engineer's Address: _____ City: _____ State: _____ Zip: _____

Bonding Company: _____

Bonding Company's Address: _____ City: _____ State: _____ Zip: _____

Fee Simple Titleholder's Name (If other than the owner) _____

Fee Simple Titleholder's Name (If other than the owner) _____ City: _____ State: _____ Zip: _____

Mortgage Lender's Name: _____

Mortgage Lender's Address: _____ City: _____ State: _____ Zip: _____

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Job Address: _____ Unit: _____ City: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Two columns of signature and notary sections. Left column: Signature of Property Owner or Agent (Including Contractor), STATE OF FLORIDA COUNTY OF, Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this day of, 20 by, (Type/Print Property Owner or Agent Name), NOTARY'S SIGNATURE as to Owner or Agent's Signature, Notary Name (Print, Type or Stamp Notary's Name), Personally Known, Produced Identification, Type of Identification Produced. Right column: Signature of Qualifier, STATE OF FLORIDA COUNTY OF, Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this day of, 20 by, (Type/Print Qualifier or Agent Name), NOTARY'S SIGNATURE as to Qualifier or Agent's Signature, Notary Name (Print, Type or Stamp Notary's Name), Personally Known, Produced Identification, Type of Identification Produced.

APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____
FOR OFFICE USE ONLY FOR OFFICE USE ONLY FOR OFFICE USE ONLY

A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.



Miramar | Building Division

Building, Planning & Zoning Department
2200 Civic Center Place | Miramar, FL 33025
Tel: 954.602.3200 | Fax: 954.602.3635
www.miramarfl.gov

Construction Debris Removal Affidavit

ATTENTION APPLICANT. READ CAREFULLY

Section 18-7 of the Code of Ordinances of the City of Miramar (“City Code”) requires any debris from demolition work, renovations, re-roofs, and new construction to be removed by the City’s trash vendor, Waste Pro of Florida (“Waste Pro”). Failure to adhere to this requirement shall be deemed a violation of the City Code Section 18-7 and shall be subject to code compliance activities that may result in fines/penalties, as provided in the City Code. For roll-off collection services, homeowners/builders and licensed contractors shall contact Waste Pro at the information below.

Waste Pro: 17302 Pines Blvd, Pembroke Pines, FL 33029
Phone: (954) 967-4200
Fax: (954) 241-4489
Website: www.wasteprousa.com



Read and initial to the left of the applicable statement

I acknowledge that I have to contact Waste Pro for the removal of all construction and demolition debris

Name:

Job Address:

City , State Zip Code

Signature:

STATE OF FLORIDA. Sworn to and subscribed before me this day of , 20

Notary Public

FORM FOR "SPECIAL BUILDING INSPECTOR"
SECTION 110.10 – BROWARD COUNTY ADMINISTRATIVE CODE
AND THE FLORIDA BUILDING CODE, 8th Edition (2023)

NOTICE TO PROPERTY OWNER:

You are hereby directed in accordance with Section 110.10.1 or 110.10.2 of the Broward County Administrative Code and the Florida Building Code to retain a Special Structural Inspector (A Florida Registered Architect or Licensed Engineer) to perform the following mandatory or discretionary inspections, as outlined in Section 110.10 of the Florida Building Code and submit progress reports, inspections reports, and a Certificate of Compliance to the Building Official as per Sections 110.10.6 and 110.10.7 of the Florida Building Code.

Note: The Building Official determines which discretionary inspections are to be delegated.

DATE: _____ IDENTIFICATION, CONTROL OR BUILDING PERMIT # _____

PROJECT NAME: _____

JOB ADDRESS _____ ZIP _____

LEGAL DESCRIPTION: _____ FOLIO # _____

A. MANDATORY INSPECTIONS TYPE BY CODE:

- 1) Precast Concrete Units – Section 110.10.2.1 Yes No
- 2) Reinforced Unit Masonry – Section 110.10.2.2 (per ACI 530.1-13-Level B Quality Assurance) *
*unless noted otherwise on plan Yes No
- 3) Connections – 110.10.2.3 Yes No
- 4) Metal System Buildings – Section 110.10.2.4 Yes No
- 5) Smoke Control Systems – Section 110.10.2.5 Yes No

B. DISCRETIONARY INSPECTION TYPE BY BUILDING OFFICIAL:

- 1) Building Structures or part thereof of Unusual Size, Height, Design or Method of Construction and
Critical Structural Connections – Section 110.10.1.1 Yes No
- 2) Windows, Glass Doors and Curtain Walls on buildings over two (2) stories – Section 110.10.1.1 Yes No
- 3) Pile Driving Only – Section 110.10.1.1 Yes No
- 4) Precast Concrete Units – Section 110.10.2.1 Yes No
- 5) Reinforced Unit masonry – Sections 110.10.2.2 Yes No
- 6) Other Yes No

C. MANDATORY DOCUMENTATION

- 1) Inspection schedule stating the specific inspection that will be made and at what phase of construction must be submitted with this application.
- 2) Progress Report/Inspection reports during construction in accordance with Section 110.10.6.
- 3) Certificate of Compliance must be submitted prior to the scheduling of the final building inspection, Section 110.10.7.

ACKNOWLEDGMENT

Permit Holder's Signature: _____ Date: _____

Printed Name: _____

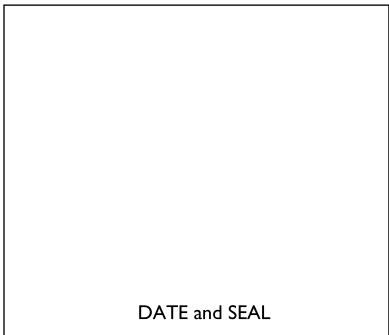
License # (if applicable) _____

SPECIAL BUILDING INSPECTOR: Registered Architect and/or Licensed Engineer

Signature of Special Building Inspector: _____

Printed Name of Special Building Inspector: _____

Address of Special Building Inspector: _____



State of Florida Registration # _____ Telephone # _____ Email _____

_____ Date: _____

Building Official (or designated representative)

*****BE ADVISED THIS DOES NOT PRECLUDE YOU FROM OTHER MANDATORY INSPECTIONS IN THE CODE*****



Miramar | Building Division

Building, Planning & Zoning Department
2200 Civic Center Place | Miramar, Florida 33025
Tel: 954.602.3200 | Fax: 954.602.3635
www.miramarfl.gov

OTHER PERMITTING AGENCIES INFORMATION

NOTICE OF COMMENCEMENT BROWARD COUNTY RECORDS DIVISION

BROWARD COUNTY GOVERNMENT CENTER | 115 S. ANDREWS AVE ROOM #114 | FORT LAUDERDALE, FL 33301
PHONE (954) 357-7283

SOUTH BROWARD DRAINAGE DISTRICT

6591 S.W. 160 AVENUE | SOUTHWEST RANCHES, FLORIDA 33331
PHONE (954) 680-3337

IMPROVEMENTS WITHIN DISTRICT'S EASEMENTS: A permit shall be obtained from the District prior to the construction of any docks, decks, fences, brick pavers, seawalls, sprinkler intake lines or other improvements within the easements, rights-of-way or water management areas of the District

BROWARD PLANNING & DEVELOPMENT MANAGEMENT DIVISION

1 NORTH UNIVERSITY DRIVE | PLANTATION, FL 33324
PHONE (954) 357-6666

DEPARTMENT OF BUSINESS REGULATIONS (DBPR) DIVISION OF HOTELS & RESTAURANTS

5080 COCONUT CREEK PARKWAY, SUITE A | MARGATE, FL 33063
PHONE: (850) 487-1395

All restaurants, food stores, deli's, etc. (anything pertaining to food), must go to the above mentioned and have their plans approved by the Division of Hotels & Restaurants. This approval is required prior submittal of the plans to the Building Division.

BROWARD COUNTY CERTIFICATE OF COMPETENCY ENVIRONMENTAL LICENSING AND BUILDING PERMITTING DIVISION

1 NORTH UNIVERSITY DRIVE
PLANTATION, FLORIDA 33324 | 954-765-4400

BROWARD COUNTY BUSINESS TAX RECEIPT REVENUE COLLECTION DIVISION | TAX & LICENSE SECTION

115 S. ANDREWS AVENUE ROOM A-100 | FORT LAUDERDALE, FLORIDA 33301 | (954) 831-4000

BROWARD COUNTY PUBLIC HEALTH UNIT

2421A SW 6TH AVENUE
FORT LAUDERDALE | FLORIDA 33315 | 954-467-4700

ENVIRONMENTAL REVIEW APPROVAL GUIDE

Environmental review approval is an important step in the building or construction permit process in Broward County. We verify that all required environmental licenses and pending environmental enforcement issues referenced in Broward County's Natural Resource Protection Code (the Code) have been addressed. Any environmental operation licenses required upon completion of the project are also identified. Environmental review approval will be granted after compliance is confirmed. Most evaluations will require an approval review fee. The fee is subject to the size and nature of the project and calculated once the review is complete. Fees may be paid by cash, check or credit card.

REVIEW REQUIRED

Building Construction

- All new building construction: residential or nonresidential
- All additions to non-residential buildings
- All interior alterations to industrial buildings or warehouses if a building permit is required
- All interior alterations to commercial or office buildings where a change in use or seating capacity will occur or where the building has been vacant for six months or more if a building permit is required
- Final interior construction of existing shell buildings if a building permit is required
- All foundations or slabs greater than 250 square feet, except residential slabs

Site Preparation and Infrastructure

- New construction and all road and bridge expansion
- Land clearing and grubbing
- Removing trees in unincorporated Broward County and certain municipalities
- Constructing docks, sea walls, boat ramps and bulkheads
- Commercial driveways and parking lots
- All drainage projects, including those in independent drainage districts

Other Impacts

- All work performed near the ocean
- All new or replacement emergency generators, excluding portable generators
- All open burning
- All landfill and solid waste transfer facilities
- All new commercial or multifamily swimming pool construction
- Constructing or installing above or below ground storage tanks
- Temporary buildings and construction trailers

DEVELOPMENT & ENVIRONMENTAL REVIEW APPROVAL

As part of the Broward County Development and Environmental Review, the Environmental Review Approval is an important step in the process of obtaining a building or construction permit in Broward County. Review and approval from the Resilient Environment Department (RED) and Urban Planning Division (UPD) serves as verification that all required environmental licenses and pending environmental enforcement issues related to the County's Natural Resource Protection Code (the Code) have been resolved. Environmental operation licenses which will be required at the completion of the project are also identified.

Applicants are required to complete online application forms to receive Development & Environmental Review approvals. Development & Environmental Review must be completed entirely online through Broward County's ePermits System at www.broward.org/ePermits. Paper plan submittals are no longer accepted and all plans must be submitted electronically for review online. Upon confirmation of compliance, Development & Environmental Review approval will be granted. Most evaluations require payment of an impact or review fee. The size and nature of the project dictate the fee which cannot be determined until review of the project is completed. Fees for Development & Environmental Review approval may be paid by E-Check, cash, check or credit card (environmental only). Checks can be mailed to the address at the bottom of this guide.

Approved plans become invalid if not submitted to the relevant municipal or county agency within thirty days.

In general, projects requiring a specific RED license for construction of a new project or modifications to an existing facility must first obtain that license before Development & Environmental Review approval is granted.



PROJECTS WHICH REQUIRE DEVELOPMENT & ENVIRONMENTAL REVIEW APPROVAL

Building Construction

- All new building construction, residential or non-residential
- All additions to non-residential buildings
- All interior alterations to industrial buildings or warehouses if a building permit is required
- All interior alterations to commercial or office buildings where a change in use or seating capacity will occur or where the building has been vacant for six months or more if a building permit is required
- Final interior construction of existing shell buildings if a building permit is required
- All foundations or slabs

Site Preparation and Infrastructure

- New construction or expansion of all roads and bridges
- Driveways, fences and sheds for residential buildings located in the Broward Municipal Services District (BMSD) only (formerly known as Unincorporated Broward County)
- Land clearing and grubbing
- Fill for areas located in or near wetland zones
- Wireless antennas & equipment
- Tree removal in the BMSD and certain municipalities
- Construction of docks, sea walls, boat ramps and bulkheads
- Commercial driveways and parking lots
- All drainage projects, including those in independent drainage districts



Other Impacts

- Conversion from septic tank to city sewer
- All work performed near the ocean
- All new or replacement emergency generators, excluding portable generators
- All landfill and solid waste transfer facilities
- All new commercial or multifamily swimming pool construction
- Installation or modification of above or below ground storage tank systems
- Temporary buildings and construction trailers

PERMIT NUMBER:

NOTICE OF COMMENCEMENT

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) TAX FOLIO NO.: _____

SUBDIVISION _____ BLOCK _____ TRACT _____ LOT _____ BLDG _____ UNIT _____

2. GENERAL DESCRIPTION OF IMPROVEMENT:

3. OWNER INFORMATION: a. Name _____

b. Address _____ c. Interest in property _____

d. Name and address of fee simple titleholder (if other than Owner) _____

4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:

5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:

6. LENDER'S NAME, ADDRESS AND PHONE NUMBER:

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _____, 20____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

**Signature of Owner or
Owner's Authorized Officer/Director/Partner/Manager**

Print Name and Provide Signatory's Title/Office

State of Florida
County of Broward

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

By _____, as _____
(name of person) (type of authority,...e.g. officer, trustee, attorney in fact)

For _____
(name of party on behalf of whom instrument was executed)

____ Personally known or ____ produced the following type of identification: _____

Notary

(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:

By _____ By _____