CITY OF PEMBROKE PINES
Building Division

CERTIFICATE OF OCCUPANCY

Requirements for NON-RESIDENTIAL (New Construction)

THE FOLLOWING ITEMS APPLY TO MOST JOBS, AND SHALL BE SUBMITTED TO THE BUILDING DIVISION NOT LESS THAN THREE (3) WORKING DAYS PRIOR TO YOUR BEING ABLE TO REQUEST A FINAL BUILDING INSPECTION.

- Certificate of Insulation (Original) to include a roof insulation certificate.
- Subcontractor List - All Disciplines
- Termite Soil Certificate, signed and sealed, to include the warranty.
- Two (2) final as-built surveys, signed and sealed.
- Provide roof survey, signed and sealed, for flat roofs (all types). (Section 1806.4, South Florida Building Code, 1999 Broward edition).
- Welder's Certification (when applicable).
- Revisions to plans: Contractor/Owner is responsible for picking up ALL job revisions. *You will not be able to schedule your final inspection unless this item is completed.*
- Elevator Certificate required prior to Certificate of Occupancy, when applicable.

Note: Particular attention shall be given to the items noted below. The following sealed reports shall be submitted bi-weekly, to include any required follow-up reports. These reports shall be signed and sealed.

- Special Inspector Reports (when applicable), shall include all job site in-progress inspection log reports (sealed).
- Upon completion of job, the Special Inspector shall submit a Certificate of Compliance letter as to Section 305.3 of the South Florida Building Code, 1999 Broward edition.
- Special Inspectors shall include Section 2807 (Protection of Metal) in their reports, to include protection of welds.

Additionally, the following items shall be submitted bi-weekly:

- Concrete cylinder test reports, signed and sealed
  - Ground slab---------- 28 days
  - Second floor slab---------- 28 days
  - Column pads and tie teams------ 28 days
- Compaction and Density Reports.
- A sealed spot survey shall be submitted to the Building Division prior to slab inspection for tilt wall construction, butler type buildings, steel frame construction or other similar construction. All other jobs shall provide a tie beam survey prior to tie beam inspection.
- Lightweight Concrete being used on roof decks. A special inspector shall do the inspections to ensure the minimum thickness and that it is being installed over a vented substrate that complies with Section 2605.2(c) and 2607.1(a) (SFBC, 1999 Broward edition). Also, when installed in conjunction with insulating boards, the insulating concrete must comply with Section 2607.2, and the uplift requirements of Chapter 23 (SFBC, 1999 Broward edition). These reports must be submitted to the Division to verify the minimum compressive strength of 125 psi at 28 days as per Section 2605(c).

Reinforced unit masonry, ACI-530-92, requires slump of 8" - 11" minimum for filled cells.

PROVIDE AS SOON AS POSSIBLE:

1) Occupational License Certificate
2) Police Emergency Form
3) Copy of Waste Contract, Industrial Waste Service, **954-472-6700**
4) Test and Balance Reports–signed and sealed Approved by Mechanical section of Building Division prior to scheduling mechanical final.
5) If Dept. of Natural Resource Protection Agency (DNRP) Development Review Form is conditional, a copy of a release letter for the project is required prior to scheduling the plumbing final.
6) Proof of HRS Approval:
   - If for Daycare **954-437-2800**
   - If for Food Service, proof of Health permit:
     - Restaurant or Hotel **954-467-4448**
     - Convenience Store / Food Market..... **800-435-7352**
7) Applicable check for Certificate of Occupancy-related fees.
8) Health Department clearance required if new water main installed prior to scheduling plumbing final.

Note: The building final inspection can not be scheduled until all of the above items are satisfied and all inspections are approved including all subordinate permit application final inspections. Contact the C.O. Clerk for a list of outstanding required inspections.