



The City Of  
**PEMBROKE PINES**

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**Pembroke Pines Building Code Services**  
**Standard Operating Procedures: Change of Use & Change of Occupancy Classification**

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CHANGE OF USE & CHANGE OF OCCUPANCY CLASSIFICATION GUIDELINE

A Building Permit is required when a change of use (occupancy) occurs. For example: when a retail space changes into a restaurant or if an office changes into a retail space. Plan review from the Building Department will ensure that the minimum building and life-safety requirements are complied with.

Once the Zoning Division determines that a change of use is required, the tenant will be required to submit a building permit application to the Building Department to obtain the change of use. There are two options for this application "**Change of Use with No work**" or "**Change of Use with work**", see below for more information.

Before submitting a change of use permit, the tenant must get approval from the Broward County Environmental Protection and Growth Management Department, Planning and Development Management Division (also known as P.D.M.D.).

Once approved, the tenant will receive a "Broward County Environmental Review Approval Certificate" and a "Broward County Transportation Concurrency Satisfaction Certificate". The original approved copies must be submitted with the permit application. Samples of these pages are attached for reference.

Environmental Protection and Growth Management Department

One N. University Drive Suite 102A

Plantation, FL 33324

Helpline 954-357-6666

[DERPlans@broward.org](mailto:DERPlans@broward.org)

If this is a "**Change of Use with work**" a "Statement of Responsibilities Regarding Asbestos" (SRRA) must be submitted to Broward County. Please contact:

Natural Resources Division

Contact info: 954-357-6666 ext. 1

Helpline 954-519-0340

[Asbestoshelp@broward.org](mailto:Asbestoshelp@broward.org)



## The City Of PEMBROKE PINES

For all change of use permits, 2 sets of drawings must be submitted to the Building Department for review. See the below requirements for the proper submittal of these drawings. Certain proposed change of use may have additional requirements. For example: For change of use to assemblies (banquet halls, churches, restaurants, etc.) and educational (K-12 ed, daycare facilities) signed and sealed architectural drawings may be required. For additional requirements regarding plans, please contact the Building Department at 954-435-6502.

- Two Floor Plans are required, *existing* and *proposed*. Both floor plans will have the following:
- Name of tenant, type of business, address, Use and Occupancy Classification, (with occupancy classification and calculations).
- Layout of space with all dimensions and total square footage, (including names of all rooms, their intended use/defined use of areas, and occupancy load).
- Life Safety Plan, (including a defined path of egress, door swings, emergency lights, exit signs, fire extinguishers, etc.).
- Detailed description of the previous business and proposed business. Including previous business Use and Occupancy Classification.

Notes to include on drawings:

- o Fire extinguishers mounted at 48" AFF
- o Exit signs illuminated with battery back-up
- o All doors in means of egress shall be single-action release and require no special knowledge, keys, or tools from egress side

### **CHANGE OF USE GUIDELINES IF WORK IS BEING DONE:**

If there is a change of use with work occurring, then the permit **MUST** have a contractor in the discipline in which the work is being done. Example: Ductwork must be added to a job site (this is the only construction occurring). When this occurs, 1 application is required for the change of use to cover all disciplines in which work is not occurring, and a separate application for each discipline in which work is occurring.

If work is being done, once the permit is approved and issued a final inspection is required in each of the disciplines listed below, plus any other inspections required, if applicable:

- Structural
- Mechanical
- Electrical
- Plumbing
- Fire
- Engineering



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**CHANGE OF USE GUIDELINES IF NO WORK IS BEING DONE:**

If there is a change of use with NO work occurring, then the permit can be pulled without a contractor.

If NO work is being done, once the permit is approved and issued a final inspection is required in each of the following disciplines:

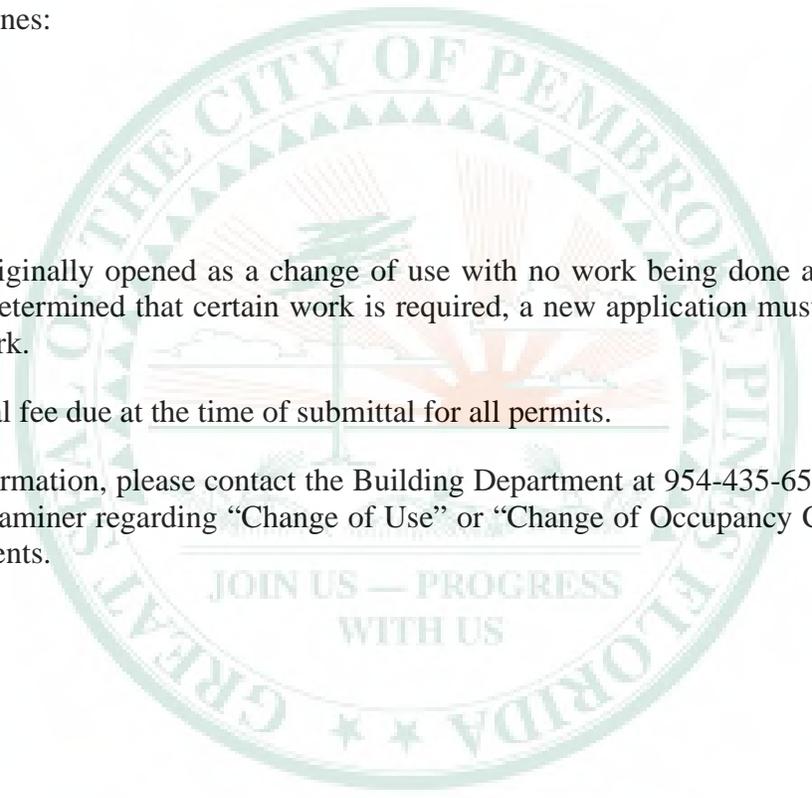
- Structural
- Fire

**PLEASE NOTE:**

\*\*If a permit was originally opened as a change of use with no work being done and after going to the space, an inspector determined that certain work is required, a new application must be submitted with a contractor for the work.

\*\*There is a submittal fee due at the time of submittal for all permits.

\*\*For additional information, please contact the Building Department at 954-435-6502, ask to speak with a structural plans' examiner regarding "Change of Use" or "Change of Occupancy Classification" permit application requirements.



# Broward County Environmental Review Approval Certificate

**Issue Date:** 04/03/2025

**ER Review #:**

**Title of Drawings:**

**Project#:** ---

**Plan Last Revision Date:** 25-MAR-25

**Bldg Dept Jurisdiction:** Pembroke Pines

**Legal Description: Plat Name:** PEMBROKE LAKES SOUTH

**Lot:**

**Block:**

**Address:**

**Construction Type:** Interior Renovation

This approval is issued in accordance with Sec. 27.66 of the Broward County Natural Resource Protection Code. This approval is specific for the plans and description described on this approval, any changes in footprint, Lot #, or bedrooms or use will require a new approval.

## APPROVED

**NO DEWATERING PERMITTED - CONTAMINATION** In accordance with Section 27-353 of the Broward County Natural Resource Protection Code, dewatering operations shall not be conducted without approval from the Broward County Environmental Permitting Division.

**WARNING** Notification to the Urban Planning Division is required within ten (10) working days after issuance of a building permit, a certificate of occupancy, a temporary certificate of occupancy, certificate of completion, final inspection or any other action that allows occupancy of the building or facility. The building department is required to electronically update building permit and co data online at <https://dmdweb.broward.org/dmdweb/login.aspx>

**COMMENTS** The new tenant occupancy only of an existing retail space (4400 sq ft) for a new restaurant & lounge tenant. No additional square footage added to the building, new fixed canopy for outdoor dining, or MEP under this approval.



If a building permit is not applied for within 90 days of the Development and Environmental Review Approval, plans must be re-submitted to the Urban Planning Division for re-evaluation.

**Environmental Reviewer Name:** Mark Gerberding



## Broward County Transportation Concurrency Satisfaction Certificate

\* Please note that this approval does not constitute Environmental Review Approval. You will still need the Environmental Approval Certificate to submit to the Building Department.

**Issue Date:** 04/03/2025

**DR Review #:**

**Application Number:**

**Title of Drawings:**

**Project#:** ---

**Plan Last Revision Date:** 25-MAR-25

**Bldg Dept Jurisdiction:** Pembroke Pines

**Legal Description:** Plat Name: PEMBROKE LAKES SOUTH

Plat Number: Book: Page: Lot: Block:

**Address:** , Pembroke Pines, Fl. 33025

**Construction Type:** Interior Renovation

This approval is issued in accordance with Sec. 27.66 of the Broward County Natural Resource Protection Code. This approval is specific for the plans and description described on this approval. Any changes in footprint, Lot #, or bedrooms or use will require a new approval.

### **Development Review**

**BUILDING OFFICIAL:**

The new tenant occupancy only of an existing retail space (4400 sq ft) for a new restaurant & lounge tenant. No additional square footage added to the building, new fixed canopy for outdoor dining, or MEP under this approval.

Receipt#

**TRANSPORTATION CONCURRENCY SATISFACTION:**

Certificate is hereby issued

\*Any revision to these plans requires a new development review by the division.

This application was routed in accordance with the Broward County Land Development Code, Chapter 5, Article IX, Section 5-181.



If a building permit is not applied for within 90 days of the Development and Environmental Review Approval, plans must be re-submitted to the Urban Planning Division for re-evaluation.

**Development Reviewer Name:** Asif Ali



# Broward County Asbestos Certificate of Submittal

Issue Date: 06/10/2025

Asbestos SRRA ID:

Project Name:

Project Address::

Facility/Activity:

Facility Owner/Operator

Mailing Address:

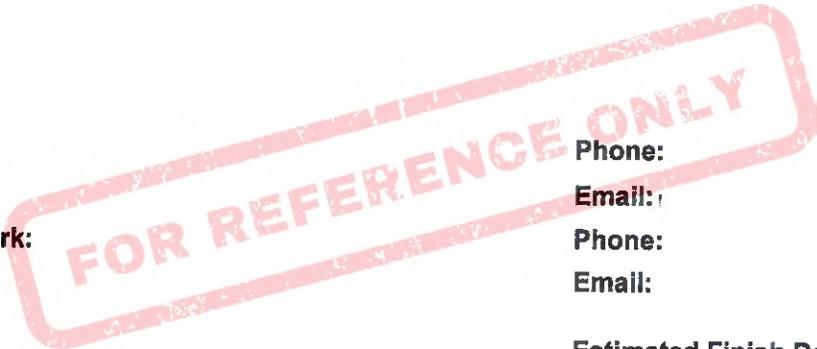
Contractor Performing Work:

Phone:

Email:

Phone:

Email:



Estimated Start Date:

Estimated Finish Date:

**We have reviewed the above project and concluded that it meets the federal, state and county asbestos program requirements.**

**Be advised that the proposed project may still be subject to Occupational Safety and Health Administration (OSHA) and Florida Building Code requirements.**

**State law requires asbestos abatement to be done by licensed contractors. This Certificate of Submittal of a Statement of Responsibilities Regarding Asbestos (SRRA) is provided to you to apply for a building permit under an exemption to that law. The exemption allows you, as the owner of the property, to act as your own asbestos abatement contractor even though you do not have a license. You must supervise the construction yourself. You may move, remove or dispose of asbestos-containing materials on a residential building with four (4) or fewer dwelling units where you occupy at least one (1) unit and the building is not for sale or lease. If you sell or lease such building within one (1) year after the asbestos abatement is complete, the law will presume that you intended to sell or lease the property at the time the work was done, which is a violation of this exemption.**

**You may not hire an unlicensed person as your contractor. Your work must be done according to all local, state and federal laws and regulations which apply to asbestos abatement projects. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.**

**Statement of Responsibilities Regarding Asbestos was electronically signed by:**

\_\_\_\_\_  
Applicant

06/10/2025  
\_\_\_\_\_  
Date

Received by: 06/10/2025