



## PRE-SUBMITTAL / PRE-CONSTRUCTION MEETING

### GENERAL INFORMATION

- Permit applications can be submitted one of two ways:
  - Hard copy by placing in our drop box located in the City Hall Lobby or submitting in person at our One-Stop-Shop. (Hard copy submittals are reviewed within 15 business days.) \*Note: All subsequent submittals must remain hard copy submittals.
    - Drop Box Hours: Mon – Thu 7:30am – 5:30pm; Fri 7:30am – 3:00pm
    - One-Stop-Shop Hours: Mon – Thu 8:00am – 4:00pm; Fri 8:00am – 1:00pm
    - Customer Care Call Center: Mon – Thu 7:30am – 4:00pm; Fri 7:30am – 1:30pm
  - Electronic submittal via our online portal at [www.coralsprings.gov/building](http://www.coralsprings.gov/building). (Electronic submittals are reviewed within 7 business days.) \*Note: All subsequent submittals must remain electronic submittals.
- Pre-Construction meeting occurs after demolition is completed.
- For construction dumpster information, contact Claudia Alzate at 954-346-1734 or email [calzate@coralsprings.gov](mailto:calzate@coralsprings.gov). For more information regarding Commercial Construction Debris Removal, please contact Coastal Waste & Recycling (954) 947-4000. For more information regarding Residential Construction Debris Removal, please visit our website at [www.coralsprings.gov/publicworks](http://www.coralsprings.gov/publicworks).
- Site must be kept clean and all trash must be contained throughout construction.
- Work area inside building must be kept clean.
- Sub-contractors are required to obtain permits for: Electrical, Mechanical, Plumbing, and Fire Sprinklers. Structural permits such as, but not limited to, roofing, fencing, walls, shutters, awnings, dumpster enclosure, signs (one each), and flag poles are required to be obtained before starting the work.
- Site-work requires a separate permit.
- All work is to be done in accordance with the approved plans; any changes will require a revision.
- Work hours for construction are 7:00 a.m. to 6:00 p.m. normal workdays, and 9:00 a.m. to 6:00 p.m. on holidays and weekends.

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**CITY OF CORAL SPRINGS, FLORIDA • BUILDING DEPARTMENT**

9500 W. Sample Road • Coral Springs, FL 33065 • [CoralSprings.gov/building](http://CoralSprings.gov/building)  
Phone 954-344-1050 • Fax 954-344-5948



- A Notice of Commencement (NOC) is required before inspections can be scheduled. The NOC is issued by Broward County and is required for construction of, improvements to, or alterations/repairs of real property.
- The inspection system has levels of progress. If you require an inspection level to be moved, the permit holder is responsible to make this request.
- It is the contractor's responsibility to schedule and complete all the required inspections in the correct order and level of progress as indicated and prioritized on the permit.
- It is the permit holder's/contractor's responsibility to have the correct set of approved plans onsite (if e-plans were submitted, a copy of the approved plans must be printed and kept onsite for the inspection.)
- Inspection(s) can be scheduled online **for the following workday. There are no inspections on Saturday & Sunday.**
- **Inspections can only be scheduled online** at <https://etrakit.coralsprings.gov/etrakit/>. (See Inspection Scheduling Information Flyer attached)
- Inspection times can be viewed **online** at <https://etrakit.coralsprings.gov/etrakit/>. (See Inspection Scheduling Information Flyer attached)
- If you fail to get the inspection into the system, we will not be able to perform the inspection. If you have a problem with your inspection request, please contact your **PROJECT COORDINATOR, JANICE DARROW at 954-344-1098, MARY REINERT at 954-344-1049, or DEBRA MAZAKAS (954) 344-1044.** You may also contact our Call Center at 954-344-1025.
- Cancellation of inspections are to be requested by calling our Call Center (954) 344-1025 prior to 8:00am the day of the inspection!
- Overtime inspections can be requested. There is an additional cost of \$110.23 per hour with either a 2 or 3 hour minimum charge.
- **Approved plans must be on the jobsite for inspections.**
- Inspections will be resulted as follows:

Approved	Cancelled
Approved with Exceptions	Disapproved
Waived	Disapproved with Fee
- Revisions for hard copy permits are to be submitted at the front counter or placed in our Drop Box (a minimum of two copies is required.) Revisions for electronic permits are to be uploaded to your permit (one copy only.) A Correction/Revision form must accompany each revision submittal.

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- Expedited plan review request forms (for revisions only) are located online at our website. There is an additional cost of \$110.23 per hour.
- All Plan Revisions must clearly identify the changes on the new sheets, by clouding or highlighting.
- Revisions are required to be approved by each discipline that has a change to the plans.
- The City of Coral Springs has developed forms to help in the review and inspection process. They can be obtained on our website at:

<https://www.coral springs.gov/Government/Departments/Building/Building-Forms>

### **CERTIFICATE OF OCCUPANCY**

We have three ways we can issue a certificate of occupancy:

1. Full
2. Partial
3. Temporary – stocking, training, open to the public

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## STRUCTURAL

**JOHN HELLER, ASSISTANT BUILDING OFFICIAL/CHIEF STRUCTURAL INSPECTOR**

PHONE: 954-344-1061

FAX: 954-344-5948

EMAIL: [jheller@coralsprings.gov](mailto:jheller@coralsprings.gov)

- Type of construction of building \_\_\_\_\_
- Type of occupancy of building \_\_\_\_\_
- Accessibility items on the site will be inspected from the approved building plans stamped "Field Copy".
- Truss drawing must be received before a foundation inspection can be scheduled. Bearing capacity certification letter must be reviewed and approved before a foundation inspection can be scheduled.  
Termite treatment and density test must be completed for slab/foundation inspection.
- To clear a required inspection that was done by a special inspector, you are required to submit his or her final inspection report with your request for that inspection at the front counter by 3:00 p.m.
- We will do partial inspections to help move your job along, however, it is up to you to inform the inspector of this request and maintain a logbook or working drawing.
- Special inspectors are required to submit a copy of each inspection report to this department. This can be done on a weekly basis.
- Welder's certificate is required to be attached to any inspection reports that may include welding.
- All work is required to be inspected before you cover it up. We do not allow drywall to be installed onto one side of a wall.
- Shop drawings are required to be reviewed, approved and on the jobsite for inspections. Some of these are: trusses, bar joist, steel beam, store front, and stairs.

**Before you can obtain a Certificate of Completion or Certificate of Occupancy, the following are required:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Density test reports        | <input type="checkbox"/> Termite certificate           | <input type="checkbox"/> Insulation certificate |
| <input type="checkbox"/> Flood elevation certificate | <input type="checkbox"/> Final survey and spot survey. |   |

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## STRUCTURAL PLAN REVIEW

### TENANT IMPROVEMENT CRITIQUE LIST

**JOHN HELLER, ASSISTANT BUILDING OFFICIAL/CHIEF STRUCTURAL INSPECTOR**

PHONE: 954-344-1061

FAX: 954-344-5948

EMAIL: [jheller@coralsprings.gov](mailto:jheller@coralsprings.gov)

The following plan review critique issues are the most frequent causes for tenant improvement permits to be rejected. If you or your design professional have any questions concerning these critique issues, please contact the appropriate discipline's contact person.

1. Plans are required to have each sheet sealed and dated along with the signature of the designer of record. (FBC 107.3.4.0.1) (For job value  $\geq$  15,000 or any structural work.)
2. Product Approvals are required to be reviewed and approved by the designer of record prior to submitting them along with a product approval review form to the building division for review. (FBC 107.3.5.4)
3. Indicate the type of construction for the existing structure. (FBC 107.3.5.A.3)
4. Indicate fire-resistive hourly rating and the fire-resistive design number for each rated: wall, ceiling/floor assembly, ceiling/roof assembly rated columns and beams. (FBC TABLE 601 & FBC 107.3.5.6)
5. Provide a door schedule for all new and existing doors (FBC 107.3.5.A.7.i) (2'10" minimum). Hardware must also comply with accessibility requirements. (FAC-404.2.7)
6. Indicate the location of the attic and floor draft stop and detail the means of construction. (FBC 718.3 & FBC 718.4)
7. Completely dimension the new and existing toilet rooms and toilet stalls to meet the requirements of the "2023 Florida Accessibility Code 8<sup>th</sup> Edition, Chapter 6." Enlarged plans and wall sections are needed for these areas (example: clear floor space required for fixtures, unobstructed turning space in toilet rooms, door widths, doors cannot swing into the required clear floor space for fixtures, all accessory heights, dimensions and location, heights, and profiles of all fixtures, etc.).

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8. Where it is claimed that the cost to provide all the accessible features is disproportionate to the cost of the overall alteration the designer of record needs to provide a signed and sealed cost estimate indicating the accessible elements which will be provided that amount to 20% if the overall cost of the alteration. (FAC 202.4.1)
9. Provide detailed sections of all counters, tables, etc., indicating compliance with the “2023 Florida Accessibility Code 8<sup>th</sup> Edition, 904.3.2” (accessible heights)
10. Indicate the elevation of the exterior grade with respect to the first floor finish floor elevation; an accessible path from the parking lot into the tenant space is needed. (FAC CHAPTER 4)
11. Indicate on the plans the use and occupancy of all parts of the building, to include the use and occupancy of all adjoining tenants. (FBC 107.3.5.A.2)
12. Provide an Occupant Load Calculation for all areas of use. (FBC 1004.1)
13. Provide a seating diagram. (FBC 1004.6)
14. Provide a second means of egress where required by section 1004 based on the number of occupants. (FBC 1006)
15. Where two or more exits or exit access doors are required, at least two of the exits or exit access doors shall be placed a distance apart equal to not less than  $\frac{1}{2}$  of the length of the maximum overall diagonal dimension of the building or area to be served measured in a straight line between the nearest edge of the exit doors or exit access doors. The two exits or exit access doors shall be located and constructed to minimize the possibility that both may be blocked by any one fire or other emergency condition. In buildings protected throughout by an approved automatic sprinkler system, the minimum separation distance between two exits or exit access doors shall be at least  $\frac{1}{5}$  the length of the maximum overall diagonal dimension of the building or area to be served. (FBC 1007.1.1)
16. All engineered shop drawings are to be reviewed and approved by the designer of record prior to submitting them to the building division for review. (FBC 107.3.5.2)
17. Dimension all corridor widths and heights. (FBC 107.2.1)
18. Provide a section of each wall type showing the construction, attachment, and bracing of all components. (FBC 107.3.5.A.8.i)
19. Provide a framing detail for all drywall/framed ceilings. (FBC 107.2.1)
20. Where exterior walls are altered, provide a detail of the required wall reconstruction (masonry repair), and indicate who will provide the Engineered Unit Masonry Inspection. (FBC 2122.2.4)

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21. Indicate the toilet room interior wall and floor finishes. (FBC 1210.2.1 & FBC 1210.2.2)
22. Submit **DER ASBESTOS** notification form. (FBC 105.3.6)
23. Submit **DER ENVIRONMENTAL** review form. (FBC 105.2.3)
24. Provide a detail for the repair of all slab area opened for plumbing pipes, electrical conduit, or mechanical lines include a note for re-treatment of soil for termites.
25. Provide copy of the contract signed by both the contractor and the owner. (FBC 109.3.1)

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## ELECTRICAL

**MICHAEL EGEZEINO, CHIEF ELECTRICAL INSPECTOR**

**PHONE:** 954-344-1048

**FAX:** 954-344-5948

**EMAIL:** [megezino@coralsprings.gov](mailto:megezino@coralsprings.gov)

- No drywall on one side.
- Separate permits are required for all low voltage wiring.
  - FA, Data, Telephone, BA, TV, etc.
- Separate permit and plans are required for site lighting. A rough site lighting inspection shall be scheduled before raising the pole.
- 30-day temporary power will be released when the project is complete or substantially complete if the service equipment can be locked off and any incomplete wiring made safe.
- All electrical equipment to be listed by nationally recognized testing laboratory.
- For large jobs with multiple electrical inspections and permits, an ***inspection logbook*** with records of all previous inspection results must be provided and kept on site.

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## MECHANICAL

**FRED STOEGER, CHIEF MECHANICAL INSPECTOR**

**PHONE:** 954-344-1189

**FAX:** 954-344-5948

**EMAIL:** [fstoeger@coralsprings.gov](mailto:fstoeger@coralsprings.gov)

- If this project has more than one (1) mechanical permit, it is expected that a logbook be provided by you and maintained at the job site.
- Please note that the residential inspections will be done first. However, if your project is in the same area, in most cases, we will be able to accommodate your inspection at that time. In general, large projects are inspected after.
- Roof stands, hatches, and curbs are inspected by the Structural Department. You must contact them for this request.
- Test and balance reports are required prior to obtaining a final inspection. The report must be reviewed and approved by the designer of record before submitting.
- Before you can start up any mechanical equipment, you must get approvals from the Electrical and Mechanical Departments. Contact **MICHAEL EGEZEINO, CHIEF ELECTRICAL INSPECTOR**, at **(954) 344-1048**.
- Check your plumbing permits. In many cases, the condensate system is on the plumbing permit and not the mechanical. If on plumbing, you must contact **TIMOTHY FALLON, CHIEF PLUMBING INSPECTOR**, at **(954) 344-1052**.
- If this project involves fire or smoke dampers, you need to call for a duct rough inspection for these items. Make sure to have the installation instructions on the job site.

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## PLUMBING

**TIMOTHY FALLON, CHIEF PLUMBING INSPECTOR**

**PHONE:** 954-344-1052

**FAX:** 954-344-5948

**EMAIL:** [tfallon@coralsprings.gov](mailto:tfallon@coralsprings.gov)

- If this project has more than one plumbing permit, it is expected that a logbook be provided by you and maintained at the job site.
- Please note that the residential inspections will be done first. However, if your project is in the same area, in most cases, we will be able to accommodate your inspection at that time. In general, large projects are inspected after.
- Before you can start up any equipment, you must get approvals from the Electrical and Mechanical Departments. Contact **MICHAEL EGEZEINO, CHIEF ELECTRICAL INSPECTOR** at **(954) 344-1048** or **FRED STOEGER, CHIEF MECHANICAL INSPECTOR** at **(954) 344-1189**.
- If an underground sanitary is different from flat drawing on plan, an “as built” drawing on an architectural sheet will be required.
- Site work and drainage permit required to be issued before you can pick up the building permit.

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## ZONING

**ELIZABETH CHANG VILLAROSA, ZONING MANAGER**

**PHONE:** 954-344-1177

**EMAIL:** [echang@coralsprings.gov](mailto:echang@coralsprings.gov)

- If applicable, DRC must be completed prior to Zoning approval of the building permit.
- Modifications to the approved permit may require DRC revision.
- Public Art Ordinance: In accordance with Chapter 6 of the Coral Springs Land Development Code, the Applicant has one of two options to fulfill the Public Art Program Requirements.
  - The first option is to pay into the Public Art Trust Fund as calculated using the formula established in the Code provision. The check is to be made payable to the City of Coral Springs and will be due prior to the building permit being issued.
  - The second option allows the Applicant to participate in the program by placing Public Art on the proposed site. If that is the case, the Code requires the amount to be held in escrow prior to the building permit being issued. If taking the second option, please be aware that all Public Art must be created by an approved artist and located in a highly public place.
- A paint color application must be approved by Community Development prior to the issuance of a building permit.
- Landscape/Irrigation inspections will need to be completed and approved prior to Final Zoning inspections.
- Inspections for lighting will require a certified letter from a licensed electrical or lighting engineer and/or contractor verifying that the photometric plan meets the approved plans.
- Spot surveys are required to be reviewed and approved prior to vertical construction.
- Final surveys are required to be reviewed and approved prior to Final Zoning inspections.

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## ZONING PLAN REVIEW

### TENANT IMPROVEMENT CRITIQUE LIST

ELIZABETH CHANG VILLAROSA, ZONING MANAGER

PHONE: 954-344-1177

EMAIL: [echang@coralsprings.gov](mailto:echang@coralsprings.gov)

1. Business Tax Receipt is required.

- a. Staff reviews the proposed use to ensure it's a permitted use as stated in the Land Development Code.
- b. Staff reviews the parking requirements for said use to make sure adequate parking is provided on-site.
- c. Any exterior changes, i.e. windows, doors, colors, etc., will need to be compatible with its surroundings. Exterior changes may require additional review by the Architectural Review Committee, depending on the extent of the changes.

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## LANDSCAPE & IRRIGATION

CASEY LEE, CITY FORESTER

PHONE: 954-344-1117

EMAIL: [clee@coralsprings.gov](mailto:clee@coralsprings.gov)

- If trees or palms are to be removed from the site, a Commercial Tree Removal permit is required.
- All trees and palms to be preserved on site shall be protected from construction damage by barricading around the outer edge of the drip-line of the tree per the details on the approved landscape plans.
- Tree protection must be installed and inspected prior to the issuance of the tree removal permit.
- A pre-planting inspection is required, prior to any landscape installation on site, with the General Contractor, Landscape Contractor, Irrigation Contractor, and City Forester.
- All plant material must be a minimum of Florida #1 quality and meet the specifications of the approved landscape plans.
- All heights of plant material are expected to meet the approved set of plans.
- Soil amendments must match the approved specifications on the landscape plan.
- All synthetic burlap, synthetic string or cords shall be removed before any trees are to be planted. Wire baskets shall be cut before plant material is installed.
- The use of "Sisal" rope is required to be incorporated around the tree or palm when Wellington tape is used for staking.
- All mechanical outdoor equipment such as FPL boxes, a/c units, pumps, backflow preventers need to be screened with shrubs the height of the equipment.
- The use of Cypress mulch is discouraged. All mulch should be 3" from the trunk of the plant material and should be a depth of 2"-3" thick.
- Poles and ties are to be removed from trees prior to planting. If certain species require a bamboo stick in order not to snap, it must be in the upper half of the tree.
- An irrigation wet test will be performed and approved prior to a final landscape sign off.

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## FIRE

**HAROLD ALCALDE, DIVISION CHIEF/FIRE MARSHAL**

PHONE: 954-346-1325

EMAIL: [halcalde@coralsprings.gov](mailto:halcalde@coralsprings.gov)

**ALICIA MERRITT, FIRE INSPECTOR CAPTAIN**

PHONE: 954-346-1253

EMAIL: [ameritt@coralsprings.gov](mailto:ameritt@coralsprings.gov)

- Our office hours are 7AM to 6PM Monday to Friday
- Inspection times or inspection cancellations may be requested up to 8 AM by calling our main number at 954-346-1396.
- Do not cover any work that has not been inspected. (i.e., underground gas lines, hard ceiling under sprinkler piping). It will be required to be uncovered. **No exceptions.**
- We allow for partial inspections, so areas may be covered.
- Do not call in numerous inspections for a single day.
- For extended inspections (i.e., fire alarm on a large structure) please give advanced notice so we can ensure staff is available.
- The re-inspection fee for the Fire Department is significantly higher than the Building Department. Examples of items that immediately qualify for the re-inspection fee include:
  - No approved plan on site
  - No access
  - Not ready for inspection

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## ENGINEERING

### NAJLA ZERROUKI P.E., CITY ENGINEER / ASSISTANT DIRECTOR PUBLIC WORKS

PHONE: 954-345-2188

FAX: 954-345-2169

EMAIL: [nzerrouki@coralsprings.gov](mailto:nzerrouki@coralsprings.gov)

**CHAD MARAJ, CIVIL ENGINEER**

PHONE: 954-344-3463

EMAIL: [cmaraj@coralsprings.gov](mailto:cmaraj@coralsprings.gov)

**DORIAN JOHNSON, CIVIL ENGINEER**

PHONE: 954-345-2196

EMAIL: [djohnson@coralsprings.gov](mailto:djohnson@coralsprings.gov)

**LARRY YUCHT, ENGINEERING INSPECTOR**

PHONE: 954-345-2165

EMAIL: [lyucht@coralsprings.gov](mailto:lyucht@coralsprings.gov)

### NPDES

- Projects larger than 1 acre in size require an NOI from the State.
- A copy of the CGP and ERP is required to be onsite.
- A copy of the SWPPP is required to be onsite.
- Silt fences should be properly installed in ground.
- Turbidity barrier should be properly secured and maintained. In areas requiring dewatering 3 or 4 barriers may be required to create multiple sediment settling chambers.
- The entrance/exit driveway should 2" – 3" rock and be constantly maintained and turned over to trap sediment prior to leaving the site. 57 stone is not allowed.
- In the case of excessive sediment tracking out of the site in lieu of a properly maintained rock driveway, a truck wheel wash may be required.

### Maintenance of Traffic (MOT)

- MOT plans for projects requiring the alteration of a roadway in any manner should be previously approved by Broward County.
- Approved MOT plans must be in place prior to starting ANY activity in the right-of-way. This includes roadway and pedestrian detours.
- Project activity without a proper MOT in place will result in an immediate stop work order.

### CONTRACTOR ACKNOWLEDGES NPDES REQUIREMENTS

Signature

Date

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**CITY OF CORAL SPRINGS, FLORIDA • PUBLIC WORKS • UTILITIES AND ENGINEERING DIVISION**

3800 NW 85 Avenue • Coral Springs, FL 33065 • [CoralSprings.gov/publicworks](http://CoralSprings.gov/publicworks)

Phone 954-345-2160 • Fax 954-345-2169



## Guidelines for Commercial C&D Solid Waste and Recycling Services

Construction and Demolition (C&D) Debris shall mean discarded materials generally considered not water soluble and non-hazardous in nature, including, but not limited to, steel, glass, brick, concrete, asphalt roofing material, pipe, gypsum wallboard, and lumber resulting from the construction, destruction or renovation of a structure.

All commercial / industrial projects are required to use the city's franchise service provider, **Coastal Waste & Recycling**.

Effective October 1, 2024, Rates for 10, 20, 30 or 40 cubic yard containers are established by contract:

<b>Pull (Pick Up and Haul)</b>	\$	496.01
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Disposal Charges:

<b>C&amp;D Materials</b>	\$	63.47/ton
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<b>Contaminated C&amp;D (&gt;10% Garbage)</b>	\$	85.95/ton
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Contractor must execute a Service Agreement with Coastal Waste & Recycling. It is recommended that the Agreement specify the number of onsite containers, sizes and frequency of collection. Typically, an "on-call" arrangement requires a 24-hour notice period.

NOTE: Certain materials are exempted from the Coastal Waste & Recycling Franchise Agreement, including:

Recovered Materials (Paper, Glass, Plastics, Textiles, Metals or Rubber) can be handled by a hauler licensed by the city — rates are not set by the city and no franchise fee is applicable.

Land Clearing Debris (trees, tree trunks, limbs, stumps, bushes, vegetation, rocks, soil and other materials resulting from a land clearing or lot clearing operation) — rates are not set by the city and no franchise fee is applicable.

Roofing Materials generated, collected and transported by a roofing company

Excavated fill and Earthen Material, Clean Concrete / Asphalt

**Please note:** This document is being provided to you as a guide in assisting you. However, your project may be more technical and necessitate additional requirements. Please feel free to contact the appropriate department/inspector if you have any questions.

**CITY OF CORAL SPRINGS, FLORIDA • PUBLIC WORKS • UTILITIES AND ENGINEERING DIVISION**

3800 NW 85 Avenue • Coral Springs, FL 33065 • [CoralSprings.gov/publicworks](http://CoralSprings.gov/publicworks)

Phone 954-345-2160 • Fax 954-345-2169



Insurance/License Submittals @ [buildingpermits@coralsprings.gov](mailto:buildingpermits@coralsprings.gov)Schedule inspections [ONLINE](#). **\*\*TO CANCEL AN INSPECTION, PLEASE CALL (954) 344-1025 BEFORE 8:00 AM\*\*****CHIEF BUILDING OFFICIAL****ASSISTANT BUILDING OFFICIAL**

Executive Assistant

**BUILDING SERVICES ADMINISTRATOR<sup>1</sup>****Permit Services Supervisor/Project Coordinator<sup>2</sup>****Permit Services Supervisor/Project Coordinator<sup>3</sup>****Permit Services Supervisor/Project Coordinator<sup>4</sup>**Permit Services Representative/Records<sup>1</sup>Permit Services Representative/Records (PT / PM)<sup>1</sup>Permit Services Representative/Doc Imaging (PT)<sup>1</sup>Permit Services Representative<sup>4</sup>Permit Services Representative<sup>4</sup>Permit Services Representative<sup>4</sup>Permit Services Representative (BSIP)<sup>1</sup>Permit Services Representative (Code)<sup>1</sup>Permit Services Representative/Front Desk<sup>2</sup>Permit Services Representative/Front Desk<sup>2</sup>Permit Services Representative/Front Desk<sup>2</sup>

Front Desk/Station 3

Customer Care Call Center (PT / AM)<sup>3</sup>Customer Care Call Center (PT / AM)<sup>3</sup>

Customer Care Call Center

Customer Care Call Center (PT / PM)<sup>3</sup>Customer Care Call Center (PT / PM)<sup>3</sup>**CHIEF STRUCTURAL INSPECTOR**

Structural Plans Examiner/Inspector

Structural Plans Examiner/Inspector

Structural Plans Examiner/Inspector

Structural Plans Examiner/Inspector

Structural Plans Examiner (PT)

Structural Inspector

Structural Inspector

Structural Inspector

Structural Inspector (Building Code Inspector)

**CHIEF ELECTRICAL INSPECTOR**

Electrical Plans Examiner/Inspector

Electrical Plans Examiner/Inspector

Electrical Inspector

Electrical Plans Examiner/Inspector (Will Call)

**CHIEF MECHANICAL INSPECTOR**

Mechanical Plans Examiner/Inspector

**CHIEF PLUMBING INSPECTOR**

Plumbing Plans Examiner/Inspector

Plumbing Plans Examiner/Inspector (Will Call)

**DIRECTOR OF DEVELOPMENT SERVICES**

Assistant Director of Development Services

Executive Assistant

City Arborist

**PLANNING MANAGER**

Senior Planner - Transportation

Neighborhood Coordinator Assistant

**NEIGHBORHOOD & HOUSING MANAGER**

Neighborhood &amp; Housing Coordinator

**ZONING MANAGER (MAIN LINE ... 954-344-1160)**

Senior Planner

Assistant Planner

Assistant Planner

Assistant Planner

Planning Technician

Office Assistant (PT)

**UTILITIES & ENGINEERING MAIN LINE (FLOOD ZONES, PUBLIC WORKS)****CITY ENGINEER / ASSISTANT DIRECTOR OF PUBLIC WORKS**

Civil Engineers

Engineering Inspector

**Fire Department****Division Chief/Fire Marshal**

Fire Inspector Captain

**FIRE PLAN REVIEW DESK IN BUILDING****CODE COMPLIANCE & BUSINESS TAX****ALEXANDER HERNANDEZ ..... 954-344-1050****VACANT ..... 954-344-1061**

Dina Morato ..... 954-344-1050

**CYBIL DAVILLIER-BARBANES ..... 954-344-1038**

Janice Darrow ..... 954-344-1098

Mary Reinert ..... 954-344-1049

Debra Mazakas ..... 954-344-1044

Karen Mullings ..... 954-344-5950

Vacant ..... 954-344-5931

Vacant ..... 954-344-5903

Laura Joseph ..... 954-344-4431

Lucy Guiliano ..... 954-344-1156

Yasmi Restrepo ..... 6055

Gianinna Badillo ..... 954-344-1020

Christine (Chrissy) Romero ..... 954-344-1082

Amanda Nevadomski ..... 6059

Ashley Negron ..... 6056

Vacant ..... 6052

..... 954-344-8900

Beverley King ..... 954-344-1036

Beverly Visconti (Ms. B.) ..... 954-344-1031

Vacant Desk ..... 954-344-1059

Karen (Kay) Blidgen ..... 954-344-1027

Joselyn Sierra ..... 6054

**VACANT ..... 954-344-1061**

Robert Rice ..... 954-344-1057

Glen Osborn ..... 954-344-1047

Carlos Restrepo ..... 954-344-1194

Gregory Hamilton ..... 954-344-1056

John Heller ..... 954-344-1061

Ron Dawkins ..... 954-346-1721

Josh Bell ..... 954-346-1726

Michael Porter ..... 954-344-1030

Vladimir Melo ..... 954-344-5937

**MICHAEL EGEZEINO ..... 954-344-1048**

Jerry McCartin ..... 954-344-1118

Armando Mediavilla ..... 954-344-1168

Jose Rotger ..... 954-344-1023

Angelo (Butch) Sperlongo ..... 954-344-2370

**FREDERICK STOEGER ..... 954-344-1189**

Marius Szabo ..... 954-344-1054

**TIMOTHY FALLON ..... 954-344-1052**

Richard Massa ..... 954-344-1053

William Pendegar ..... 954-344-1053

**TINA JOU ..... 954-344-1157**

George Soberon ..... 954-344-3459

Judith Butler ..... 954-344-1041

Casey Lee ..... 954-344-1117

**JENNA LANE ..... 954-344-1028**

Tasheema Lewis ..... 954-344-1159

Michele Smith ..... 954-344-1114

**TRACEY-ANN ANTHONY ..... 954-344-5910**

Nathalene Carter ..... 954-344-1161

**ELIZABETH CHANG VILLAROSA ..... 954-344-1177**

Vacant ..... 954-346-1731

Michael Schroeder ..... 954-344-1164

Amrit Singh ..... 954-344-1015

Tommy Guzman ..... 954-344-2362

Logan Alia ..... 954-344-1123

Chelsea Razak ..... 954-344-1040

..... **954-345-2160****NAJLA ZERROUKI ..... 954-345-2188 / 954-344-1178 (BLDG)****Chad Maraj 954-344-3463 ..... Dorian Johnson 954-344-1178**

Larry Yucht ..... 954-345-2165

**Central Line for FIRE INSPECTIONS: ..... 954-346-1396**

Harold Alcalde ..... 954-346-1325

Alicia (Lici) Merritt ..... 954-346-1253

..... **954-344-1077****954-344-5964 Senior Office Assistant, Luz Carasco ..... 954-344-1138**



## INSPECTION SCHEDULING INFORMATION

You can now easily view your scheduled inspection time frame or schedule an inspection online at [coralsprings.gov/etrakit](https://coralsprings.gov/etrakit)

**Effective February 1, 2025, the city will no longer provide scheduled inspection times or schedule inspections via phone.**

- **Structural, Electrical, Mechanical and Plumbing** times are within a two-hour window from the time listed. For example, if your inspection time shows 9 a.m., the time frame is 9 a.m. – 11 a.m.
- **Zoning** inspections are between the hours of 9 a.m. – 1 p.m.
- **Fire** inspections are between the hours of 8:30 a.m. – 12:30 p.m.
- **Engineering** inspections are between the hours of 8 a.m. – 4 p.m.

If you have scheduled an inspection and need additional information, please call the corresponding department listed below:

Zoning .....	954-344-1160
Fire.....	954-346-1396
Engineering .....	954-344-1165

To **CANCEL** an inspection, please call 954-344-1025 ***no later than*** 8 a.m. ***on the morning*** of the scheduled inspection.  
**Inspections canceled after 8 a.m. may be subject to a re-inspection fee.**