



Homeowner's Frequently Asked Questions



About Building Permits

1. For what types of things do I need to obtain a building permit when doing work inside my house?

A permit is required to construct, enlarge, alter, repair, move, remove or demolish any building, structure or part thereof.

- All new construction work requires a building permit.
- All existing construction work if altered, requires a building permit.
- General maintenance or repair work which does not change the occupancy and the value of which does not exceed \$1,500.00 in labor and materials may qualify as an exception to the requirement of obtaining a building permit. The following repairs/replacement projects always require a building permit:

- ◆ Water heater change out
- ◆ A/C change out
- ◆ Heat pump/heater recovery change out
- ◆ Tub/shower pan change out
- ◆ Electrical service change out/repair
- ◆ All repairs due to a fire
- ◆ Roofing (exceeding \$1,500.00)
- ◆ Door/window replacement
- ◆ Fence repair/replacement
- ◆ Shutters

If you have any questions you may contact a building department Chief Inspector prior to the start of a project to discuss building code requirements.

- | | | |
|------------------------------|---------------|----------------|
| ▪ Chief Electrical Inspector | Joe McCann | (954) 344-1054 |
| ▪ Chief Plumbing Inspector | Bill Burns | (954) 344-1052 |
| ▪ Chief Structural Inspector | Bob Hannon | (954) 344-1194 |
| ▪ Chief Mechanical Inspector | Pete Beaudoin | (954) 344-1189 |

2. Why is obtaining a building permit of benefit to me as a homeowner?

When a permit is submitted to the Building Division, it is reviewed to see that it meets established minimum criteria. The review and approval process allows problems to be identified and corrected before any non-complying work occurs. During the process of submitting a permit, a contractor's licensing and insurance are verified.

- Having a permit allows a person knowledgeable in construction, the opportunity to inspect and confirm that minimum code prescribed construction requirements are met.
- The transfer of property could be delayed when non-permitted work is discovered. Work completed without permits and/or inspections is deemed to be unsafe.
- Work that is done without a permit is subject to double permit fees and may have to be partially or completely demolished.





3. As a homeowner, can I apply for my own building permit?



Yes, if you are competent to perform the work and if you meet the owner/builder exemption. You will be required to read, understand and certify compliance through the completion of the Owner/Builder Affidavit and Disclosure Statement. Our experience is that most Owner/Builders do not comply with these requirements on large or complex jobs but may on small miscellaneous permits. (Patio slabs/decks, fences, walkways, etc.)

WARNING: If you are allowed the exemption, you take all the responsibilities and liabilities as a contractor.



4. What do I need in order to apply for a building permit?



A Homeowner Permit Information Packet is available for miscellaneous permits in the Coral Springs Building Division lobby located at 9530 West Sample Road, Coral Springs, FL 33065.



5. How much does it cost?



The cost varies based on the permit type. Our Fee Schedule is available in the Coral Springs Building Division Lobby and online at www.coralssprings.org/building along with many other forms.



6. How long does it take to get a Building Permit?



If everything is correct, a building permit for additions/alterations can be obtained within 15 working days.



7. How can I check the progress of a permit application?



Go to the City of Coral Springs' website: www.coralssprings.org/building

- Click on "Building Services online"
- Click on "Select Permit"
- Enter the application number.



8. Can I obtain a Building Permit Application Form on-line?



Yes you can.

- Go to the City of Coral Springs' web page: www.coralssprings.org/building
- Click on "Building Permit Application"



9. Is there a maximum dollar value up to which I can do work inside my house without a Building Permit?



No – New work requires a permit, see question #1 for possible exceptions and Chief Inspector contact information.



10. Can I start work when I submit a permit application before it is approved?



No – not usually. In an emergency such as air-conditioning replacement with the approval of the Chief Inspector, work up to the first required inspection will be allowed.



11. How much time do I have to get the work done once a permit is issued?





Permits expire and become null and void if work is not started and an inspection requested within 180 days from the issuance date of the permit. After such work has commenced, the permit will expire when work is suspended or abandoned for a period of 90 days. Lack of an approved inspection within 90 days will validate the job has been suspended or abandoned.

12. Who is responsible for calling for an inspection when work is ready?

The permit holder or his/her agent.

13. I do not want to make final payment until I know all inspections have been approved. How do I find out if all of the required inspections have been approved?

Please call the Customer Care Center at: 954-344-1025 to find out if all inspections have been approved.

14. How do I find out if I have any expired permits on my property?

Please call the Customer Care Center at: 954-344-1025 to inquire about expired permits.

15. What are the most important things I should know about hiring a contractor?

It is important to know if the contractor has a valid License/Certificate of Competency, if he can provide recent references, or if the contractor has expired permits.

Other important information you should also know:

- You can check with the Department of Business and Professional Regulation for public complaints against a contractor's license. Go to: <http://www.myflorida.com/dbpr/consumers.html> Click on search for a license, permit or registration.
- You may want to put an emphasis on choosing a contractor with a strong reputation for fulfilling their contract and returning after completion of the job for warranty issues.
- Compliance with the Code is ultimately the responsibility of the property owner. Be sure that all inspections have been approved and that you are satisfied with the work before making final payment to a contractor. Make sure your contract does not conflict with this.

16. Where is the Building Division located and what are the hours of operation?



**9530 W. Sample Road
Coral Springs, FL 33065
Monday – Friday
7:30 a.m. – 4:30 p.m.**

**CITY OF CORAL SPRINGS BUILDING DIVISION
MAIN FAX # (954) 344-5948
FAX# FOR FAXABLE PERMITS (954) 344-5909
FAX# FOR INSURANCE/LICENSE SUBMITTAL (954) 344-5948
WEBSITE: www.coral Springs.org**

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	Schedule Inspection:	DIRECT TALK – VRU	345-2132	
		(The VRU access code is on the back of the yellow invoice copy)		


*** TO CANCEL AN INSPECTION BEFORE 8:00 a.m. *** 344-1129 





	Customer Call Center		344-1025	
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	<u>Director, Development Services</u>	Larry Staneart	344-1038	
	Senior Office Assistant	Cybil Davillier-Barbanes	344-1038	
	<u>Development Services Administrator</u>	Maryellen Serra	344-1050	



	<u>Building Official</u>	Tom Schubert	344-1041	
	Senior Office Assistant	Becky Roberts Grondin	344-1041	
	Office Assistant, Part-Time	Loretta Caglianone	344-1199	

	<u>Building Services</u>			
	Team Leader	Ellen Clark	344-5950	
	Log-in	Brandi Sullivan	344-1044	
	Team Trainer/Status	A.J. Rodriguez	344-1049	
	Invoicing	Carol Daly	344-5953	
	Revisions/CO	Janice Darrow	344-1098	
	Records/Microfilm	Barbara Green	344-1031	
	Change of Contractor/Faxable		344-1025	
	Permits/Expired Permits			

Records/microfilm hours: Monday and Wednesday 8:00 a.m. to 11:30 a.m.
Thursday 1:00 to 4:00 p.m. 

	<u>Chief Structural Inspector</u>	Bob Hannon	#88	344-1194	
	Structural Plan Reviewer	John Butler	#210	344-1023	
	Structural Plan Reviewer	Randal Clutter	#216	346-1726	
	Structural Plan Reviewer	Robert Rice	#228	344-1057	
	Structural Inspector	Derek Hall	#133	346-1720	
	Structural Inspector	Ron Dawkins	#211	346-1721	
	Structural Inspector	Fred Squires	#230	344-1030	
	Structural Inspector	Larry Yagodzinski	#244	344-1047	
	Structural Inspector	Frank Mora	#235	344-1026	


	<u>Chief Electrical Inspector</u>	Joe McCann	#07	344-1054	
	Electrical Plan Reviewer	Pat White	#38	344-1059	
	Electrical Inspector/Plan Rev.	Angelo Sperlongo	#118	344-1118	
	Electrical Inspector/Plan Rev.	George Lind	#141	346-1734	

	<u>Chief Mechanical Inspector</u>	Pete Beaudoin	#236	344-1189	
	Mechanical Inspector	Fred Stoeger	#225	344-1168	

	<u>Chief Plumbing Inspector</u>	Bill Burns	#12	344-1052	
	Plumbing Plan Rev/Inspector	Lee Beucler	#49	344-1053	

	<u>Engineering Department</u>				
	Engineering Inspector	Walter Collins		345-2167	

	<u>Zoning Review Officer</u>	Paul DaVeiga		344-1028	
	Chief Planner	James Hickey		344-1158	
	Asst. Planner	Ana Moscaritolo		344-1160	
	Asst. Planner	Eric Power	#223	344-1123	
	Neighborhood Coord. Asst.	Laila Houghton		344-1114	
	Env. Coord./City Forester	Mark Westfall	#169	344-1117	

	<u>Fire Inspectors</u>				
	Fire Inspector/Plan Rev.	Bruce Bowers	#65	344-1077	
	Fire Inspector	Ralph Troino	#80	346-1398	
	Asst. Fire Marshall	Larry Archacki	#32	346-1394	





Code Enforcement
Business Tax
Code Hotline

344-5964
344-5963
344-1017



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Customer Care Center - 344-1025

The Customer Care Center is available Monday through Friday, 7:30 a.m. to 4:30 p.m. for your convenience to address inquires regarding the following: Permit Status, Invoicing, Revisions, Certificate of Occupancy, Records/Microfilm*, Change of Contractor, Faxable Permits, Expired Permits

Records/microfilm hours: Monday and Wednesday 8:00 a.m. to 11:30 a.m. - Thursday 1:00 to 4:00 p.m.

Director, Dev. Services

Larry Stanearth.....344-1038

Senior Office Assistant

Cybil Davillier/Barbanes.....344-1038

Building Official

Tom Schubert.....344-1041

Senior Office Assistant

Becky Grondin344-1041

Office Assistant, Part-time

Loretta Caglianone344-1199

Building Services/Permitting

Dev. Svc. Administrator

Maryellen Serra344-1050

Team Leader

Ellen Clark344-5950

Chief Structural Inspector

Bob Hannon#88.....344-1194

Structural Plan Examiner

John Butler#210.....344-1023

Structural Plan Examiner

Randal Clutter#216.....346-1726

Structural Plan Examiner

Robert Rice#228.....344-1057

Structural Inspector

Derek Hall#133.....346-1720

Structural Inspector

Ron Dawkins#211.....346-1721

Structural Inspector

Fred Squires#230.....344-1030

Structural Inspector

Larry Yagodzinski.....#224.....344-1047

Structural Inspector

Frank Mora.....#235.....344-1026

Chief Electrical Inspector

Joe McCann.....#07.....344-1054

Electrical Plan Examiner

Pat White.....#38.....344-1059

Electrical Inspector/Plan Examiner

Angelo Sperlongo.....#118.....344-1118

Electrical Inspector/Plan Examiner

George Lind#141.....346-1734

Chief Mechanical Inspector

Peter Beaudoin#236.....344-1189

Mechanical Inspector

Frederick Stoeger#225.....344-1168

Chief Plumbing Inspector

Bill Burns#12.....344-1052

Plumbing Plan Rev/Inspector

Lee Beucler#49.....344-1053

Zoning-Review Officer/DRC

Paul DaVeiga#.....344-1028

Chief Planner

James Hickey344-1158

Assistant Planner – Comm. Dev.

Ana Moscaritolo#229.....344-1160

Assistant Planner - Comm. Dev.

Eric Power.....#223.....344-1123

Neighborhood Coordinator Asst.

Laila Houghton.....344-1114

Env. Coord./City Forester

Mark Westfall#169.....344-1117

Engineering Inspector

Walter Collins#26.....345-2167

Fire Inspectors

Fire Inspection/Plans Examiner

Bruce Bowers.....#65.....344-1077

Fire Inspector

Alicia Merritt.....#.....346-1253

Code Enforcement Main Line:344-5964

FAX:344-593

HOTLINE:.....344-1017

Business Tax Office:344-5963

CITY OF CORAL SPRINGS BUILDING DIVISION

MAIN FAX # (954) 344-5948 FAX# FOR FAXABLE PERMITS (954) 344-5909
 FAX# FOR INSURANCE/LICENSE SUBMITTAL (954) 344-5948 (General Fax #954-344-1170)

WEBSITE: www.coral springs.org

To schedule an inspection: DIRECT TALK – VRU..... 345-2132

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Switchboard/Inspections	Joan Dowling/Patricia Cummings.....	344-1025
<u>Director, Dev. Services</u>	Larry Stanearth.....	344-1038
Senior Office Assistant	Cybil Davillier/Barbanes.....	344-1038
<u>Building Official</u>	Tom Schubert.....	344-1041
Senior Office Assistant	Becky Grondin.....	344-1041
Office Assistant, Part-time	Loretta Caglianone.....	344-1199
<u>Building Services/Permitting</u>		
Dev. Svc. Administrator	Maryellen Serra.....	344-1050
Team Leader	Ellen Clark.....	344-5950
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Invoicing	Carol Daly.....	344-5953
Revisions/CO	Janice Darrow.....	344-1098
Records/Microfilm	Barbara Green.....	344-1031
Sr. Permit Service Representative	Gayle Lepore.....	344-1035
Permit Service Representative	Rachael Dennis.....	344-1032
Permit Service Representative	Laurie Schermer.....	344-1733
Change of Contractor Faxable/Expired Permits.....		344-1025
<u>Chief Structural Inspector</u>	Bob Hannon..... #88.....	344-1194
Structural Plan Examiner	John Butler..... #226.....	344-1023
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<u>Fire Inspectors</u>		
Fire Inspection/Plans Examiner	Bruce Bowers..... #65.....	344-1077
Fire Inspector	Alicia Merritt..... #.....	346-1253
<u>Code Enforcement Main Line:</u>	344-5964 FAX:.....344-5937 HOTLINE:.....	344-1017
<u>Business Tax Office</u>	344-5963	