

# SAWGRASS MILLS BULLETIN

## Permitting Tips

(11/30/18)

**This bulletin is to make you aware of issues that have been identified in discussions with the city. The Landlord suggests all Tenant's architects and engineers thoroughly review the following document and incorporate changes as they relate to Tenant's contract and permit documents.**

The City of Sunrise Building and Code Enforcement website:  
<http://www.sunrisefl.gov/index.aspx?page=97>

Community Development Department  
1607 NW 136th Avenue, Bldg. B  
Sunrise, FL 33323  
Building Department Phone:  
(954) 572-2354  
Code Enforcement Phone: (954) 572-2344  
Business Receipt Tax (formerly Occupational License)  
Phone: (954) 572-2352

### **Building Permit Process:**

All Tenants must submit to the Broward County Environmental Protection Department (EDP) and City of Sunrise for plan review. Restaurant Tenants must also submit to the Division of Hotels and Restaurants prior to EDP and to Division of Alcohol License if serving alcohol.

The building permit process can be lengthy and all tenants should anticipate no less than 8 weeks and, typically, will take 12-16 weeks.

**The selection of the Tenant's general contractor and all sub-contractors must occur prior to the permit process.** At the time of submittal to the city, the permit application and sub-contractor applications must be signed by the awarded GC and subcontractors. The city may require copies of the executed GC and sub contracts to confirm valuation.

### **A. City of Sunrise Contractor Requirements**

General Contractors and all sub-contractors must register with the City of Sunrise and provide a copy of the State of Florida License and appropriate County Occupational License. Certificates of Insurance for workman's compensation and liability insurance must list the City of Sunrise as additionally insured. No permits will be issued until all required contractor information is submitted to the City of Sunrise Building Department.

## **B. Permit Plan Requirements**

This order of submission is as follows: first to EDP, second to the City of Sunrise, and third to Division of Hotel and Restaurants, if required. It is important that the permit submittal be complete in order to be accepted by the city.

- Permit plans shall be signed and sealed by a Florida licensed architect and engineer.
- Permit set shall include architectural, mechanical, electrical, plumbing, and structural plans. **Fire alarm and fire sprinkler plans and shop drawings are required submissions and can take up to six weeks to produce. Contact your sprinkler contractor and Johnson Controls for fire alarm plans as early in the process as possible.**
- Signed and sealed shop drawings for each low voltage system (communications, cable, POS, speakers, theft detection devices, fire alarm, etc.) referenced in the plan set must be included.
- If any mechanical system alterations are to be made, two sets of Energy Calculations & Load and Heating Calculations are required, signed and sealed by the engineer and signed by preparer and owner/agent.
- Notice of Commencement is to be signed and notarized by the owner of the improvements which is the Tenant, not the owner of the mall/Landlord.
- Landlord's approval on the plans is not required for submission to the city. The Landlord will only stamp the application form as an acknowledgement of the application. Contact the Mall Management office at 954.846.2300 for this stamp.

## **C. Broward County Environmental Department of Protection Review (EDP)**

EDP is the first step for all Tenants and is required before submittal to the City of Sunrise. This is a walk-thru review with the fee paid at the time of review. See website link for forms: <http://www.broward.org/ePermits/Search/Pages/PermitDetails.aspx?permitID=433>

### **EDP Submittal Requirements**

1. Three sets of signed and sealed permit plans.
2. Environmental Review Procedure Form (3 part form).
3. Application for Environmental Review of Construction Plans.
4. Statement of Responsibilities Regarding Asbestos (3 part form). EDP will require an asbestos survey which will be completed by the Tenant's consultant at the Tenant's expense.

**The EDP approval stamp on the three permit sets is required prior to submittal to the City of Sunrise.**

## **D. City Of Sunrise Review**

After EDP approval, the Tenant permit plans are submitted to the City of Sunrise along with all required applications. The City of Sunrise Permitting Checklist must be completed and included with the plan submittal.

**The city will issue the building permit number for tracking purposes at the time of application. The Tenant, architect, and contractor should obtain this number from the applicant and may download updates from the city website. The permit number must be provided to the Landlord's tenant coordinator.**

## **E. Division of Hotels and Restaurants (Food Service Tenants)**

Food service Tenants begin the licensing process with a review of the Tenant plans by the Department of Business & Professional Regulation Division of Hotels and Restaurants. Required forms are available from the Division of Hotels and Restaurants or online. All questions regarding the plan review and licensing shall be directed to the Tallahassee office, but plan submittal is made to the Margate office.

After plan approval, such tenants shall make application to Tallahassee for licensing. The forms are provided by the Margate district office upon plan approval. Licensing takes three (3) weeks.

Final inspection is requested through the Tallahassee office. Inspection will occur 1-15 business days from the processing of the request.

**F. Division of Alcoholic Beverages & Tobacco (Tenants Serving Alcohol)**

Tenants serving beer, wine, and liquor are required by the state and local authorities to be licensed for the sale of the particular type of alcoholic beverages to be served.

Liquor licensing is started by making application to the Department of Business & Professional Regulation Division of Alcoholic Beverages & Tobacco Margate office. Applications are available by mail or online. Requirements differ depending on the type of liquor license the Tenant is applying for. It is recommended that the Tenant call the Margate office for the exact requirements at the start of the application process.

City of Sunrise zoning is required prior to the state approval. Submit a completed state application form along with the "Zoning Application" form, attached at the end of the bulletin and a fee.

**G. Landlord Information for Permit Applications**

Sawgrass Mills consist of three major shopping areas and all have different addresses and folio information. All permit applications will need to list the legal description and folio numbers.

- Phase I & II – Main Building

|                        |  |
|------------------------|--|
| Space Numbers          | Numbers below 1100 and 2300 – 2390 (Anchor E) *  |
| Tenant Address         | Owner's Name<br>12801 West Sunrise Blvd, Space # _____<br>Sunrise, FL 33323  |
| Schirmer Report        | Approved alternative method of construction applies<br><b>Must be noted along with other relevant code citations</b>   |
| Property/ Folio Number | 19026-05-00800   |
| Parcel ID              | 49.40.26.05.0080   |
| Legal Description:     | Sawgrass Mills Mall, a portion of Parcel M-1, Plat Book<br>137, Page 13:12801 W. Sunrise Boulevard,<br>Sunrise, FL 33323, Broward County, FL<br>Tenant Name: _____, Tenant Space Number: ____. |

- Phase III – The Oasis

|                 |   |
|-----------------|---|
| Space Numbers   | Numbers 1100 – 1525   |
| Tenant Address  | Owner's Name<br>26__ Sawgrass Mills Circle, Space # _____<br>Sunrise, FL 33323<br>(Contact the Tenant Coordinator for exact street address) |
| Schirmer Report | Does not apply  |

Property/ Folio Number 19026-056-00880  
Parcel ID 49.40.26.05.0080

Legal Description: Sawgrass Mills Mall, a portion of Parcel M-1, Plat Book 137, Page 13:12801 W. Sunrise Boulevard, Sunrise, FL 33323, Broward County, FL  
Tenant Name: \_\_\_\_\_, Tenant Space Number: \_\_\_\_

**G. Phase IV – The Colonnade and Colonnade Expansion**

Space Numbers Numbers 2400 – 4000, 4073 – 4170, 5000, R1 – R3

Tenant Address Owner's Name  
1700, 1800, 1840, or 1860 Sawgrass Mills Circle, Space #  
\_\_\_\_\_  
Sunrise, FL 33323  
Please contact the Tenant Coordinator for exact street address

Schirmer Report Does not apply

\* 2300-2390, Anchor E spaces were developed during Phase I & II, but have the appearance of a Phase IV Tenants. The Schirmer Report applies to these spaces, but the spaces have a Phase IV address, storefront, and sign type.

Property/Folio Number 19026-056-00800  
Parcel ID 49.40.26.05.0080

Legal Description: Sawgrass Mills Mall, a portion of Parcel M-1, Plat Book 137, Page 13:12801 W. Sunrise Boulevard, Sunrise, FL 33323, Broward County, FL  
Tenant Name: \_\_\_\_\_, Tenant Space Number: \_\_\_\_

**Applicable Building Codes, confirm the adoption year with the city:**

Florida Building Code  
Florida Fire Prevention Code  
National Fire Protection Association (NFPA) Standards and Guidelines:  
NFPA 10, Standard for Portable Fire Extinguishers 2010  
NFPA 13, Standard for Installation of Sprinkler Systems  
NFPA 70, National Electric Code  
NFPA 72, National Fire Alarm Code  
NFPA 96, Vapor Removal from Cooking Equipment  
NFPA 101, Life Safety Code Florida Edition  
Florida Accessibility Code (and ANSI 1117.1)  
Americans with Disabilities Act Accessibility Guidelines (ADAAG)  
Schirmer Engineering Fire Protective/Building Code Program, Sept 7, 1989 (Phase I & II)  
Florida Energy Code: AHSRAE/IENSA (Building, Lighting, Mechanical) Main  
Mall Phase I&II construction is Type III modified, sprinkled, fully protected  
Other sections of the property are Type IIC, sprinkled, fully protected  
**Level of Alteration must be noted;** most fit-up is level 2; Tenant's architect to confirm

**H. Construction Documents shall include the following:**

**Architectural** – signed and sealed by a Florida licensed and registered architect.

Items of note

- Storefront plan, elevation, and sections; section may require a structural seal.
- Reflected ceiling plan including coordination of HVAC grilles, lighting, and sprinkler head locations and noting 10% openness for smoke evac system evenly distributed throughout space
- Finish and color or paint schedule keyed to the plans. Finishes may require submission of product data sheets

**Mechanical** – signed and sealed by a Florida licensed and registered engineer.

- Equipment schedules and specifications for air handling unit(s) and exhaust fan(s).
- Hanging detail, where applicable for all suspended equipment installations including weights.
- Cooling load calculations and evaluation per the Florida Building Code and the Florida Energy Efficiency Code.

**Electrical** – signed and sealed by a Florida licensed and registered engineer.

- Electrical riser diagram indicating Tenant service equipment to be located in the Landlord's meter room, conduit and feeder to Tenant space, and Tenant service equipment within Tenant's space.
- Load calculations and available fault current interruption calculations (required by The City to be included, signed and sealed). Obtain switchgear load database from Landlord and FPL transformer information from FPL.
- Voltage drop calculation on the tenant service feeder
- Electrical panel schedule including circuit breaker size and all connected loads.
- Transformer specifications, size, and location including hanging and mounting details.
- Lighting fixture schedule. Only UL listed fixtures are permitted by the City of Sunrise.
- Equipment and material specifications.

**Plumbing** – signed and sealed by a Florida licensed and registered engineer

- Water service riser diagram.
- Sanitary riser diagram.

**Fire Alarm** – signed and sealed by a Landlord's required vendor, Simplex Grinnell, a Florida licensed and registered fire alarm contractor. All Tenants' are required to upgrade all fire system components to addressable devices and ADA required annunciation devices, such as horns and strobes. Music devices must also have a service interrupter in order to interface with fire alarm system.

Johnson Controls  
Marie T. Varon  
10550 Commerce Parkway  
Miramar, FL 33025  
Tel: 954-862-5264  
Email: [marie.varon@jci.com](mailto:marie.varon@jci.com)

- Shop drawings specifying and locating all Tenant devices.

**Fire Sprinkler**

- Shop drawings and hydraulic calculations of any new or relocated sprinkler heads as a result of the Tenant specific design, if required.
- If no sprinkler modifications are required the plans should note the existing head locations and label as "existing, no changes required".

**Structural** – signed and sealed by a Florida licensed and registered engineer.

- Plans, sections, elevations, and details needed to fully describe the proposed structural modification and repair. Structural reviews, if required shall be performed by the Landlord's structural engineer at the Tenant's expense.

Note: Structural details for reinforcement or repair are required for any Tenant roof top equipment. Engineer must also note 140 MPH wind load.

**I. Sign Submission.**

- Plan indicating locations of all interior, glass, storefront, perpendicular, awning, or building signs contained within the submission.
- Storefront elevation, 1/2" scale, indicating signs placed on awning or exterior base building elevation, if applicable, in the context of the elevation with sign type, dimensions, materials, colors, and attachment details indicated.
- Section, 3/4" scale through each sign showing construction of the sign, overall depth and dimensions of the constituent parts, routing of electric, attachment or hanging details, and material product data sheets.

**J. Preparation of the Permit Drawings**

The Landlord's review process is for compliance with the Landlord's criteria only. Landlord's approval is NOT REQUIRED FOR PERMIT APPLICATION. However, the application itself need to be stamped with an acknowledgement by the mall operations director who may be contacted at 954.846.2300.

**K. Additional Permit, City, and State Contacts:**

Environmental Department of Protection (EDP)  
115 South Andrews Avenue  
Fort Lauderdale, FL 33301  
Tel 954 357-6666  
Fax 954 357-8256

City of Sunrise Community Development  
Department  
1601 NW 136 Avenue, Building A  
Sunrise, FL 33323  
Tel 954 746-3270  
Fax 954 746-3287  
Web: <http://www.sunrisefl.gov/index.aspx?page=98>

**Clerk of Court**  
Broward County Courthouse  
201 SE 6<sup>th</sup> Street  
Fort Lauderdale, FL 33301

**Clerk of Court**  
Broward County West Regional Courthouse  
100 North Pine Island Road  
Plantation, FL 33324

**Sales Tax Registration**

Broward County Revenue Tax Collection Division  
 115 South Andrews Avenue, Room A-100  
 Fort Lauderdale, FL 33301  
 Tel 954 831-4000

Florida Department of Revenue  
 Coral Springs Service Center  
 Florida Sunrise Tower  
 3111 North University Drive, Suite 501  
 Coral Springs, FL 33065-5090  
 Tel 954 346-3000  
 Web [www.myflorida.com](http://www.myflorida.com)

**Food Tenants****Health Authority**

Department of Business and Professional  
 Regulation  
 Division of Hotels and Restaurants  
 District II - Margate  
 5080 Coconut Creek Parkway, Suite A  
 Margate, FL 33063-3942  
 Tel 850 487-1395  
 Web: [www.myfloridalicense.com/dpbr/hr](http://www.myfloridalicense.com/dpbr/hr)

**Business Tax Receipt License**

City of Sunrise Occupational License Division  
 777 Sawgrass Corporate Parkway  
 Sunrise, FL 33325  
 Tel 954 572-2352  
 Web-site: <http://www.sunrisefl.gov/index.aspx?page=425>

**Liquor Licensing Authority**

Department of Business and Professional  
 Regulation  
 Division of Alcoholic Beverages and Tobacco  
 ABT Licensing District Office – Fort Lauderdale  
 5080 Coconut Creek Parkway, Suite C  
 Margate, FL 33063-3942  
 Tel 954 917-1350  
 Web: [www.myflorida.com/dpbr/abt](http://www.myflorida.com/dpbr/abt)

**Permit Expeditors:**

*Listed are companies who have done work in Sunrise, Florida. Simon Property Group does not recommend or endorse their services.*

|              |                             |              |  |
|--------------|-----------------------------|--------------|--|
|              |                             |              |  |
| Sandy Maksym | Government Process Services | 561-578-9033 | <a href="mailto:smaksym@governmentprocess.com">smaksym@governmentprocess.com</a> |
| Tami Laing   | Pro Permit Services         | 561-251-3865 | <a href="mailto:tami@propermitservices.com">tami@propermitservices.com</a>       |
|              |                             |              |  |

**L. Common errors on submittals****1) The following review comment applies to all disciplines:**

- For revisions, provide an itemized list of each and every item to be revised for this particular permit application. Provide a page by page descriptive list sequentially numbering all changes on your plan to be revised. Assign a number in sequential order to the cloud you make that identifies your change and clearly state what the change was from and what the change is to be. Do this on each page affected.
- Provide permit application signed by the qualifier and notarized.
- Previous rejection comments not corrected.
- List scope of work and value including executed GC and subs contracts.
- **The city will void the permit if comments are not responded back to the city within 60 days of issuance by the city plan reviewers. If this happens, all paperwork will need to be refiled and new fees assessed.**

**2) Structural:**

- Provide Notice of Commencement
- Provide asbestos form from Broward County EDP.
- Show ceiling to comply with Schirmer Engineering Report – 10% open evenly distributed with no more than 10' in any direction between openings.

- Separate permit required for the sign along the pedestrian walkway – remove details from plans.
- Tenant separation walls are required to be one hour (up to 12'-0").  
Provide authenticated fire assembly and verbatim specification.
- Demising walls do not extend to the roof deck.
- For all toilet rooms state the specific impervious floor finish material. VCT is not deemed impervious – sheet vinyl ok.
- Submit flame spread classifications of all interior finishes by occupancy.
- All backing/blocking and plywood shall be fire retardant.

### 3) Electrical:

- Show location of mall electrical room feeding the Tenant space.
- Provide permit plans and permit application for fire alarm,
- Remove all fire alarm information from plans and provide plans by required fire alarm contractor.
- Provide complete riser diagram for service and verify load.
- Provide load schedule for mall's switchboard.
- Provide all wire sizes and types.
- Show exits and emergency fixtures.
- Provide interrupting rating at feeder, OC protection, and panel.
- Separate low voltage applications required for phone/data, fire alarm, and speakers.
- Provide support detail for transformer for structural review.
- Remove notes to verify in field and provide accurate information for review.
- Show transformer to be bonded to area water piping systems.
- Floor mounted transformer to be 6" AFF per Schirmer Report.
- Provide sign branch circuit.

### 4) Plumbing:

- Provide permit and product approval for instant hot water heater.
- for food service tenants**
- Show main gas valve and details of gas pipe calculation (lengths).
  - Show regulator to be used on gas equipment.

### 5) Mechanical:

- Provide cooling load calculation.
- If A/C is existing please note on drawings but a mechanical permit will still be required for the retest of the duct mounted smoke detector(s).
- Provide permit application for smoke test (if no other mechanical work is planned, a smoke test is still required).
- Provide manufacturer's name, model #, type of smoke detector to be installed.
- Add note on mechanical plan "no combustibles allowed in ceiling plenum".
- Provide mounting details for equipment.
- Provide structural plans for mounting of rooftop equipment to meet windspeed requirements.
- Provide condensate line details showing size, terminations, points of discharge.
- Condensate drain may not be tied to the sanitary system.
- Show 10% open ceiling per the Schirmer Report.

#### **for food service tenants**

- Provide shop drawings for walk-in cooler.
- Provide shop drawings for hood system and fire system for hood.
- Incorporate hood and fire system shop drawings into main set of plans.
- Provide duct shop drawings for hood.

### 6) Fire:

- Provide plans and permit with device count if any alterations to the fire system are pending.



- Provide separate permit and plans including head count and calculations if needed for fire sprinkler modifications.
- Show existing alarm devices on plans.
- Show location of required fire extinguishers per the Schirmer Report.
- Ceiling to comply with Schirmer Report.
- Strobe required in the toilet room.
- Door hardware, provide location and information for the exit device.
- Interior finishes to comply with LSC 101 Chapter 36 and 37, 3.3
- Provide documentation in accordance with LSC 101 10.2
- Kiosks to comply with LSC Chapters 36 and 37 4.4.8
- Movable storage racks shall have 6" bumpers between units.
- Shelves to be wire mesh, not solid.

**for food service tenants:**

- Plans and permit required for UL hood system
- On permit application for hood system, include number of heads and bottles being used.