PRE-SUBMITTAL / PRE-CONSTRUCTION MEETING
GENERAL INFORMATION

- All permit applications, corrections, and revisions must be submitted electronically via our online portal https://etrakit.coralsprings.gov/etrakit/.
    - All Corrections/Revision must be accompanied by a Correction/Revision form.
    - Your submittal will typically be reviewed within 7 business days.
    - In the event you are in possession of paper plans, you may bring them in to our One-Stop-Shop permit counters and they will be converted to electronic format for the following fee(s):
        - Paper Files to Electronic Submittals (Per Permit) $34.00
        - Documents large than 11" x 17" $4.00 per sheet
- 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
- Pre-Construction meeting occurs after your permit has been issued and demolition is complete.
- For construction dumpster information, contact Claudia Alzate at 954-346-1734 or email 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.
- 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.

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- 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.

- 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.

- A copy of the approved plans must be printed and kept onsite for all inspections. It is the permit holder's/contractor's responsibility to have the correct set of approved plans onsite.

- 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.

- To cancel an inspection please call our Call Center (954) 344-1025 prior to 8:00am the day of the inspection!

- Overtime inspections can be requested for an additional cost of $238.00 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

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- Expedited plan review request forms (for revisions only) are located online at our website. There is an additional cost of $275.00 per hour, per trade (one-hour minimum.)

- Revisions to issued permits are to be submitted electronically via our online portal https://etrakit.coralsprings.gov/etrakit/. A Correction/Revision Form MUST accompany each revision submittal.

    - 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.coralsprings.gov/Government/Departments/Building/Building-Forms

- **CERTIFICATE OF OCCUPANCY:** We have three ways we can issue a certificate of occupancy:
    - Full
    - Partial
    - Temporary – stocking, training, open to the public

STRUCTURAL

CARPELO (CJ) JEOBOAM, ASSISTANT BUILDING OFFICIAL/CHIEF STRUCTURAL INSPECTOR

PHONE: 954-344-5903 **EMAIL:** cjeoboam@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:

☐ Density test reports ☐ Termite certificate ☐ Insulation certificate

☐ Flood elevation certificate ☐ Final survey and spot survey.

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STRUCTURAL PLAN REVIEW

TENANT IMPROVEMENT CRITIQUE LIST

CARPELO (CJ) JEOBOAM, ASSISTANT BUILDING OFFICIAL/CHIEF STRUCTURAL INSPECTOR

PHONE: 954-344-5903 **EMAIL:** cjeoboam@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 ≥ 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 8th 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 8th 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 ½ 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 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 **EMAIL:** 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 **EMAIL:** 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 **EMAIL:** 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

- 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.
  - If selecting the second option, please contact Jenna Lane, Planning Manager (954) 344-1028 or jlane@coralsprings.gov to schedule a meeting to discuss the process and requirements prior to hiring an artist or purchasing artwork.
- 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.
- Zoning Requirements must be completed prior to issuance of Temporary Certificate of Occupancy.

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ZONING PLAN REVIEW

TENANT IMPROVEMENT CRITIQUE LIST

ELIZABETH CHANG VILLAROSA, ZONING MANAGER

PHONE: 954-344-1177 **EMAIL:** 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.

2. 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 following tenant improvements or construction projects require Public Art. All construction projects in non-residential zoning districts with more than 12,500 square feet of estimated gross floor area of new, redeveloped, remodeled and/or converted space. In mixed-use districts and multi-family districts, the construction must exceed 12,500 square feet and the site must be greater than one acre. In phased construction, all the square footage will be added together to evaluate the threshold of 12,500 square feet.

    - 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.
    - If selecting the second option, please contact Jenna Lane, Planning Manager at (954) 344-1028 or jlane@coralsprings.gov to schedule a meeting to discuss the process and requirements prior to hiring an artist or purchasing artwork.

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LANDSCAPE & IRRIGATION

CASEY LEE, CITY ARBORIST

PHONE: 954-344-1117 **EMAIL:** 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 Arborist.
- 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

BRUNO MATOS, INTERIM DIVISION CHIEF/FIRE MARSHAL

PHONE: 954-346-1769 **EMAIL:** bmatos@coralsprings.gov

THOMAS HAYES, FIRE INSPECTION CAPTAIN

PHONE: 954-340-4215 **EMAIL:** thayes@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 **EMAIL:** nzerrouki@coralsprings.gov

DORIAN JOHNSON, CIVIL ENGINEER **PHONE:** 954-345-2196 **EMAIL:** djohnson@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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CORAL SPRINGS
EVERYTHING UNDER THE SUN

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, 2026, Rates for 10, 20, 30 or 40 cubic yard containers are established by contract:

Pull (Pick Up and Haul)	$	544.27

Disposal Charges:

C&D Materials	$	66.95/ton
Contaminated C&D (>10% Garbage)	$	81.11/ton

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

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VOICE DIRECTORY: 8600

CORAL SPRINGS
EVERYTHING UNDER THE SUN

FRONT DESK--954-344-1083
Email: GR:Guard Desk

Insurance/License Submittals @ buildingpermits@coralsprings.gov
Schedule inspections ONLINE. **TO CANCEL AN INSPECTION, PLEASE CALL (954) 344-1025 *BEFORE* 8:00 AM**

CHIEF BUILDING OFFICIAL	**ALEXANDER HERNANDEZ**	**954-344-1020**
ASSISTANT BUILDING OFFICIAL	**CARPELO (CJ) JEOBOAM**	**954-344-1020**
Executive Assistant	Melissa Melendez	954-344-1020
Building Department Coordinator[1]	Dina Morato	954-344-1050
Permit Services Supervisor/Project Coordinator[2]	Janice Darrow	954-344-1098
Permit Services Supervisor/Project Coordinator[3]	Mary Reinert	954-344-1049
Permit Services Supervisor/Project Coordinator[4]	Debra Mazakas	954-344-1044
Building Safety Administration Specialist[1]	Teri Williams	954-344-1027
Permit Services Representative/Records[1]	Karen Mullings	954-344-5950
Permit Services Representative/Doc Imaging (PT/AM)[1]	Shari Karesh	954-344-5949
Permit Services Representative[4]	Laura Joseph	954-346-4431
Permit Services Representative[4]	Lucy Guiliano	954-344-1156
Permit Services Representative[4]	Matt Lowy	954-344-1038
Permit Services Representative[1]	Christine (Chrissy) Romero	954-344-1082
Permit Services Representative/Front Desk[2]	Amanda Nevadomski	6059
Permit Services Representative/Front Desk[2]	Ashley Negron	6056
Permit Services Representative[3]	Joselyn Sierra	6054
Front Desk/Station 3		954-344-8900
Customer Care Call Center (PT/AM)[3]	Beverley King	954-344-1036
Customer Care Call Center (PT/AM)[3]	Beverly Visconti (Ms. B.)	954-344-1031
CHIEF STRUCTURAL INSPECTOR	**CARPELO (CJ) JEOBOAM**	**954-344-5903**
Structural Plans Examiner/Inspector	Robert Rice	954-344-1057
Structural Plans Examiner/Inspector	Vacant	954-344-1194
Structural Plans Examiner/Inspector	Josh Bell	954-346-1726
Structural Plans Examiner (PT)	John Heller	954-344-1061
Structural Inspector	Valdimir Melo	954-344-1047
Structural Inspector	Ron Dawkins	954-346-1721
Structural Inspector	Rafael Candido	954-344-1056
Structural Inspector	Michael Porter	954-344-1030
Structural Inspector	Victor Huipio	954-344-3458
Structural Inspector (Building Safety Inspector)	Roman Flicker	954-344-5937
CHIEF ELECTRICAL INSPECTOR	**MICHAEL EGEZEINO**	**954-344-1048**
Electrical Plans Examiner/Inspector	Jerry McCartin	954-344-1118
Electrical Plans Examiner/Inspector	Armando Mediavilla	954-344-1168
Electrical Inspector	Williamson Francois	954-344-1023
Electrical Plans Examiner/Inspector (Will Call)	Angelo (Butch) Sperlongo	954-344-2370
CHIEF MECHANICAL INSPECTOR	**FREDERICK STOEGER**	**954-344-1189**
Mechanical Plans Examiner/Inspector	Randy Kirkegaard	954-344-1054
CHIEF PLUMBING INSPECTOR	**TIMOTHY FALLON**	**954-344-1052**
Plumbing Plans Examiner/Inspector	Richard Massa	954-344-1053
DIRECTOR OF DEVELOPMENT SERVICES	**TINA JOU**	**954-344-1157**
Assistant Director of Development Services	George Soberon	954-344-3459
Executive Assistant	Judith Butler	954-344-1041
PLANNING MANAGER	**JENNA LANE**	**954-344-1028**
City Arborist	Casey Lee	954-344-1117
Senior Planner - Transportation	Ruby Ramos	954-344-1159
Associate Planner	Amrit Singh	954-344-1015
Assistant Planner	Tommy Guzman	954-344-2362
NEIGHBORHOOD & HOUSING MANAGER	**TRACEY-ANN ANTHONY**	**954-344-5910**
Neighborhood & Housing Coordinator	Vacant	954-344-1161
Neighborhood Coordinator Assistant	Ayleen Rivera-Mendoza	954-344-1114
Senior Planner-Housing	LaWanda Scott-Clark	954-344-1107
ZONING MANAGER (MAIN LINE … 954-344-1160)	**ELIZABETH CHANG**	**954-344-1177**
Architect	Ellyn Goldkind	954-344-1087
Senior Planner	DJ Kulessa	954-346-1731
Associate Planner	Jen Shaver	954-344-1104
Assistant Planner	Michael Schroeder	954-344-1164
Assistant Planner (PT)	Diangelo Gibson	954-344-1153
Planning Technician	Logan Alia	954-344-1123
Office Assistant (PT)	Chelsea Razak	954-344-1040
UTILITIES & ENGINEERING MAIN LINE (FLOOD ZONES, PUBLIC WORKS)		**954-345-2160**
CITY ENGINEER / ASSISTANT DIRECTOR OF PUBLIC WORKS	**NAJLA ZERROUKI**	**954-345-2188 / 954-344-1178 (BLDG)**
Civil Engineer	Dorian Johnson	954-344-1178
Civil Engineer	Ryan Decle	954-344-3463
Engineering Technician	Duhem Anachebe	954-344-5919
Fire Department (Central Line for FIRE INSPECTIONS … 954-346-1396)	**FIRE PLAN REVIEW DESK IN BUILDING**	**954-344-1077**
Division Chief/Fire Marshal	Vacant	954-346-1325
Fire Inspection Captain	Bruno Matos	954-346-1769
Fire Inspection Captain	Thomas Hayes	954-340-4215
CODE COMPLIANCE & BUSINESS TAX		**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***

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.