



## COMMUNITY DEVELOPMENT SERVICES

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**COMMERCIAL  
TENANT IMPROVEMENTS**

*Life's Just Better Here*

### COMMERCIAL TENANT IMPROVEMENTS

This checklist is designed to expedite permit application processing by ensuring that all required documentation is submitted with your application.

#### REQUIRED ONLINE PERMIT APPLICATION(S)

- Building
- Electrical (if applicable)
- Mechanical (if applicable)
- Plumbing (if applicable)

#### MINIMUM PLAN SUBMITTAL

- One (1) copy of the signed and sealed plans.
- One (1) copy of the Wilton Manors Local Business Tax application or receipt.
- One (1) copy of the survey showing an original seal prepared within the last two (2) years. (If exterior improvement)
- Copy of Statement of Responsibility regarding Asbestos from Broward County.

#### INSPECTIONS

Inspections must be submitted online prior to **4:30 PM** for the next business day.

#### REVIEW STOP(S)

- Building
- Zoning
- Fire
- Public Utilities (if applicable)
- Electrical (if applicable)
- Mechanical (if applicable)
- Plumbing (if applicable)

\*Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.