

# Procedure for BHS “Temporary Pop Up” Stores (PUP)”

**Definition of “Temporary Pop Up Stores”:** A new or existing tenant is being leased a temporary PUP store (3-6 month period) within the Bal Harbour Shops (BHS). This tenant accepts the location “as is” and performs only minor work such as moving in FF&E and minor patch and repair. All existing MEP, Building and life safety systems remain untouched.

**Definition of “Change of Occupancy” per FBC 2017:** A change in the use of the building or a portion of a building. A change of occupancy shall include any change of occupancy classification, any change from one group to another group within an occupancy classification or any change in use within a group for a specific occupancy classification.

## **Submittal Requirements:**

1. Submit Permit Application for “Tenant Change in Use” and any other typical permit application submittal requirements on checklist. **The Tenant will be charged a minimum Value of \$500 if there is no construction work taking place. This comes out to approximately \$150.00 in Permit Fees.**
2. Submit BHS Letter of Authorization
3. Submit Letter from BHS certifying that the existing MEP, Life safety systems, including sprinklers are in good working order.
4. Submit Existing Plan for existing space (Can be signed & sealed by **Architect of Record** or General Contractor doing the Work)
5. Submit new FF&E Plan for new Occupant (Can be signed by or **Architect of Record** or General Contractor doing the Work)
6. Call VBH BD to schedule a preliminary walk-thru with Chief Building Inspector.
7. Permit Issued once all documents are reviewed and approved and Ready to Issue
8. Call for Final Building Inspection when ready
9. Once Building Final approved a Certificate of Occupancy issued to new Tenant.
10. If Tenant does not have a Business Tax Receipt (BTR), they must go to the VBH Clerk and apply. Tenant cannot occupy without a BTR.