

NEW COMMERCIAL SUBMITAL CHECKLIST

Directions: Place a check mark by items that are in the package.
Place N/A by items that are not needed or do not apply. Fill all blanks.

PAPERWORK:

2/02

_____ Application properly completed on both sides and signed, with all information filled in.
Make sure there is a contact person, a daytime phone number, and a fax number.

_____ A Certified Notice of Commencement. A Power of Attorney If applicable.

_____ **A submittal fee is required for all permits with plans.**

PLANS:

_____ 4 sets of site plans with signed approval by Public Works and Community Development.

_____ 4 complete sets of legible building plans, minimum of 1/8th scale, with a Design statement including the code, edition, section, and type of standard used for design. With Raised Seal by Architect or Engineer

Plans to include:

_____ All structural calculations including: Basic wind speed, mph, (m/s). Wind importance factor (I) and building category. Wind exposure - if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated. The applicable internal pressure coefficient. Components and Cladding. The design wind pressures in terms of psf (kN/m²), to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional.

_____ Two sets of the installation documents for all openings in structure and shall have the design pressures shown on the floor plan next to the opening with the specific identifier for the product used.

_____ For site built assemblies the designer of record shall provide the attachment and construction requirements on the plans or as an attachment.

_____ Foundation plans with details.

_____ Elevations with roof and exterior coverings specified.

_____ Floor plans with Details.

_____ Cross-Sections and/or wall sections showing all different types and heights of walls with details.

_____ Specific details for stairs, handrails, shearwall calculations, etc.

_____ Truss layout with identifiers and connectors clearly labeled, or if Conventionally framed show layout with lumber size, grade, species, spacing, and uplifts with connectors.

_____ Two sets of raised seal truss profiles, or if Conventionally framed, two sets of raised seal calculations.

_____ Four sets of signed Florida energy calculations Per Ch 13 Florida Building Code 2001 Ed.

_____ Mechanical plans with ducts, dampers, diffusers, and equipment with details.
Engineering required for any system ≥ 15 tons or value of \$ 50,000 +

_____ Electrical plans with device, circuit, panel locations, meter riser diagram and load calculations.
Engineering required for any circuit over 800 amps or a value of \$ 50,000 +

_____ Low voltage layout with device and panel locations.

_____ Plumbing plans with fixture locations, piping, and plumbing riser (isometric drawing)
Engineering required for any system ≥ 250 fixture units or a value of \$ 50,000 +

_____ Fire Alarm and Detection System Design Documents.

_____ Fire Protection System Design Documents.

Notes and additional
information. _____

_____ All fire alarm systems, fire protection systems, dedicated fire mains and hydrants, pools, spas, fences, walls, signs, and detached structures require separate permits.

Note: Fire alarm and detection system and fire protection design documents shall show all data Necessary as outlined in Responsibility Rules of Professional Engineers Concerning the Design of Fire Protection Systems, Chapter 61G15-32, F.A.C.