

# COMMERCIAL SUBMITAL CHECKLIST

## INTERIOR TENANT BUILD-OUT

**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. 9/00

### PAPERWORK:

\_\_\_\_\_ 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:

\_\_\_\_\_ 3 complete sets of legible building plans, minimum of 1/8<sup>th</sup> scale, with a Design statement including the code, edition, section, and type of standard used for design. With Raised Seal by Design Professional.

#### Plans to include:

\_\_\_\_\_ Demo plan.

\_\_\_\_\_ Key plan showing entire area around tenant space.

\_\_\_\_\_ Layouts for cubicles and fixed furniture with dimensions.

\_\_\_\_\_ Floor plans with Details.

\_\_\_\_\_ Florida Energy Calculations on a Form 400(A, B, C, D)-97

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

\_\_\_\_\_ All details for any fire rated assemblies or penetrations including any fire rated door's or glass.

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

\_\_\_\_\_ Electrical plans with device, circuit, panel locations and meter riser diagram  
Engineering required for any circuit over 800 amps or value of \$ 50,000 +. Electrical evaluation required  
for additional panels and/or any transformers added to existing system.

\_\_\_\_\_ Location of any Exit signs and/or Emergency lighting.

\_\_\_\_\_ Plumbing plans with fixture locations, piping, and plumbing riser (isometric drawing)  
Engineering required for  $\geq$  250 fixture units or value of \$ 50,000 +.

Notes and additional information.-----

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All fire alarm systems, fire protection systems require separate permits.