City of Maitland
Community Development Department
Commercial Building Permit
(Including Multi-Family)

OVERVIEW

The following guide applies to applications and plans submitted for permitting. These are minimum guidelines only. The information requested may not be sufficient to obtain a permit or construct the building. However, due to the project scope and complexity, professional judgment must be exercised to reflect sufficient documentation necessary for plan approval and permitting. Incomplete plans may not be accepted for review.

Plans are currently reviewed using the 2017 Edition of the Florida Building Code, which is modeled after the International Building Code. Plan review personnel may provide some general guidance but they cannot provide you with specific design solutions.

The Florida Building Codes are available online. Permit applications and forms can also be found on the Community Development Department's page on the City of Maitland website.

Applicants are required to sign at the end of this form indicating acknowledgement of the submittal requirements. Please upload the signature page along with your digital application.

Should you have any questions or need assistance with the building permit application process, please contact the Maitland Building Division at 407.539.6150.

COMMERCIAL BUILDINGS AND ADDITIONS PLANS SUBMITTAL REQUIREMENTS:

The following checklist is to be used for the review of all new commercial construction, additions, remodels and repairs as applicable to your project. Plans must be complete relative to the requirements listed below when submitted for permit review. Incomplete plans may be returned without a review or otherwise put on hold pending submittal of a complete application package. You will be notified if this is the case. The requirements as listed below are divided into Site/Civil, General Requirements, Architectural, Structural, Plumbing, Mechanical, Electrical and Fire Protection. Applicants are required to sign at the end of this form indicating acknowledgement of the submittal requirements. If there are items that are not applicable to your specific scope of work, please indicate so in the box provided on the signature portion of this document.

GENERAL REQUIREMENTS

- An original permit application must be completed in its entirety and must accompany each package of drawings to be submitted for review.
- The permit application must indicate construction cost of all on site improvements.
- On all new construction, a **Building Code Summary** must be reproduced on the first sheet of the plans with all applicable sections filled out in their entirety.
- All plans and specifications must contain information (in the form of notes or otherwise) on the technical properties of the building materials to be used where such properties are essential to show compliance with technical building codes. Code references used shall be specific.
- Drawings must indicate the required fire resistive systems to be used in the project and their locations on the plans as well as how they are to be constructed in accordance with their UL/FM test procedures. Complete UL Design Specifications must be included on the plan sets. All fire-rated walls (both existing and new) must be shown on **ALL FLOOR PLANS** (architectural, fire protection, plumbing, HVAC and electrical). This also applies to fire-rated floor assemblies. Plans submitted without fire-rated walls shown on all sheets may be returned.
- Each discipline plan set shall include a symbols legend defining all symbols used.
- All plans must be dated and signed by the designer. Professional seals, when applicable to the project, must appear on each sheet and must be signed and dated by the designer. All electronic submittals/resubmittals requiring a professional seal must be accompanied by an original (wet signature) *Professional Signature Submittal* form submitted in person or sent via mail to 1776 Independence Lane, Maitland, Florida 32751.

SITE/CIVIL PLANS

Site/Civil Plans should depict, at minimum, the following:

- All structures and buildings (show distance to property lines), size and use of each building, existing and proposed impervious surface ratio and the number of stories in square feet per floor.

- Off-street parking calculations, and basis for determination (including handicap spaces).
- Accessible route(s) from accessible parking spaces to the building entrance(s) inclusive of spot elevations and maximum slopes (running and cross)
- Vicinity map, north arrow, property boundaries
- Date and scale: scale must be no larger than 1:20, and no smaller than 1:50 unless otherwise approved.

PROPERTY SURVEY

A recent property survey (drawn to scale) by a FL licensed surveyor depicting, at minimum, the following:

- Location of property lines.
- required setbacks.
- Adjacent roads (public and private) and rights-of-way widths.
- Existing easements, including width dimensions and book and page numbers.
- Water body/ wetland delineations (including required buffers).

ARCHITECTURAL PLANS

Architectural Plans with the following information must be provided as the information may relate to the particular project.

1. Cover Sheet
   - Name of Project.
   - Design professional name, address, number.
   - Index of plan sheets with description.
   - List of codes used in the design process.
   - Proposed occupancy classification.
   - Type of construction, FBC Table 500.
   - Threshold building designation (if applicable).
   - Key Plan
   - Proposed square footages of building footprint, floors, covered entries/porches.
   - When applicable, a statement that the site and building(s) comply with Fair Housing Act.
   - Any other information helpful to the permitting/inspection process.

2. Elevation
   - All sides of structure shown with heights at each level.
   - All roof structure heights (chimneys, steeples, parapets, penthouses, etc.)
   - A roof plan showing roof slopes, drainage system and through wall scuppers, if applicable to the project, must be provided.
   - Elevations from the approved site plan, if applicable, bearing a signed and dated City of Maitland approval stamp must be included for all new construction, additions and exterior modifications.

3. Floor Plan

- Occupancy use of each area.
- Rated wall designated.
- Bearing walls designated.
- Exits designated.
- Dimensioned areas and corridors.
- Special occupancy requirements such as assembly seating layout.
- Concrete column location.
- Isolated bearing columns, posts located.

4. Structural Plan
   - Complete footing and foundation plans.
   - A footing schedule defining footing sizes and the required reinforcing.
   - The established footing depth below grade.
   - The thickness of the floor slab and size of reinforcing.
   - Provide location, size and amount of reinforcing steel.
   - Provide design strength of concrete.
   - Identify beams, joists, girders, headers and rafters with details of connections.
   - The sizes, species, and design strength of structural wood members.
   - All steel columns, girders, joists, purlins, beams and base plates.
   - A complete veneer lintel schedule.
   - Indicate the type of anchoring for steel bearing directly on masonry.
   - The total of dead and live loads for floor areas roofs, balconies, porches, breezeways, corridors, stairs, mezzanines and platforms. Also show concentrated loads, such as file rooms, machinery and fork-lift areas, if greater than those shown on the Code Summary Sheet.
   - Identify shear walls, bracing, strapping, fastening, reinforcement and any special anchoring required.
   - Indicate on roof framing plan where concentrated loads may be placed (i.e. mechanical equipment, cranes, etc.)
   - Complete structural plans for canopies over entrances, exterior exit stairs and gas pumps, if applicable.

5. Life Safety Plan
   - Egress routes for each floor.
   - Common path of travel, maximum travel distances and dead end lengths.
   - As applicable to the project, provide all floor/ceiling, and roof/ceiling fire-rated design assembly details.
   - Show all life safety features such as exit lights, areas of rescue assistance, etc.
   - Provide on the plans the calculations for the means of egress widths for the entire floor occupancy load and the exiting capacity of all exits including all stairs, doors, corridors and ramped exits.

6. Foundation Plan
   - Slab thickness, reinforcing.

- ☐ Footing dimensions.
- ☐ Reinforcing steel grade, size, location, lap, concrete coverage.
- ☐ Termite protection requirements.
- ☐ Concrete column locations.
- ☐ For any building constructed with any part of the structure below the regulatory flood plain elevation, flood-proofing certification must be provided at time of plans submittal.

7. Sections/Cross Sections Plan
   - ☐ Cross sections through the building, covered entries, balconies, etc., as needed for clarity.
   - ☐ Interior partitions, rated/non-rated, bearing/non-bearing.
   - ☐ Exterior walls (foundation to roof).
   - ☐ Fire walls.
   - ☐ Parapets.
   - ☐ Shafts (elevator, stair, chutes, mechanical).
   - ☐ Stairs, landings.
   - ☐ Ramps.
   - ☐ Fireplace, hearth, mantle.

8. Framing Plan
   - ☐ Walls.
   - ☐ Floor/ceiling plan.
   - ☐ Ramps, landings, stairs, framing plan.
   - ☐ Roof truss layout or framing plan.

9. Details Plan
   - ☐ Valley, dormer framing/anchoring.
   - ☐ Gable end bracing, anchoring.
   - ☐ Window and door manufacturer's installation.
   - ☐ Guardrail, handrail and anchoring methods.
   - ☐ Exterior masonry veneer anchoring.
   - ☐ Change in concrete beam heights.
   - ☐ Wood walls/beam attaching to concrete walls/beams.
   - ☐ Knee wall and parapet sections with anchoring.
   - ☐ Penetration of fire walls (tested assembly designated).
   - ☐ Fire dampers (tested assembly designated).
   - ☐ Fire blocking, draftstopping.
   - ☐ Copies of original tested assemblies (UL, USG, etc.).
   - ☐ Glass block installation.
   - ☐ Bearing column, posts.
   - ☐ Skylights.
   - ☐ Elevators (including interior car dimensions).
   - ☐ Roof access.
   - ☐ Concrete beams.

10. Schedule/Tables
    - Door, windows (size, type, location key, fire rating, glazing type, hardware, etc.).
    - Headers, beams.
    - Lintels (manufacturer's name/load table, anticipated loads, lintel designation keyed to wall openings on floor plan).
    - Interior finish type and Class A, B, or C.
    - Connector/anchors schedule with current manufacturer, type, nail sizes and amount, uplift capacity.
    - Nailing for roof and wall sheathing.

11. Specifications
    - Design parameters.
    - Design structural dead loads (roof, floor, concentrated, etc.).
    - Design wind loads (basic wind speed, importance factor, internal pressure coefficient, exposure).
    - Reinforcing vertical/horizontal (steel grade, lap requirements, etc.).
    - Concrete - comprehensive strength, slump.
    - If masonry construction is proposed, include the following information:
        - Brick ties and spacing of weep holes
        - Control joints
        - Placement of wall flashing
    - Mortar (strength, type).
    - Concrete coverage.
    - Wood specifications.

12. Accessibility Plan
    - Site plan with site requirements (parking, accessible route, ramps, etc.).
    - Path of travel from public street sidewalk to building entrance.
    - Vertical accessibility.
    - Maneuvering clearances at doors.
    - Detail of accessible facilities showing clear floor space, turning radius (provide 60" turning circles in restrooms), fixture elevations, grab rails, etc.
    - Height of drinking fountain, telephone, etc.
    - Audible and visual alarms.
    - Table of accessible room required and proposed for transient lodging.
    - Assembly occupancy (auditorium, restaurant, etc.) seating and aisle layout.
    - Counter heights.
    - Any other details necessary to demonstrate compliance with specific occupancy requirements (business, medical care, libraries, etc.).

13. Miscellaneous
    - Threshold inspector name, background.
    - Threshold inspection schedule.
    - Florida Product Approval list with number, description, manufacturer.

ELECTRICAL PLANS

Electrical plans with the following information must be provided as the information relates to the particular project:

- Engineer signed/sealed plans if required by F.S. 471.003.
- Maximum available fault current at the service disconnect.
- AIC rating of breakers/fuses, panel board bracing.
- Metering equipment.
- Main over current protection.
- Number of service disconnects.
- Voltage of the electrical system.
- Phase of the system.
- Separate derived systems.
- Load descriptions.
- Branch circuit and equipment requirements.
- Conductor size and type.
- Conduit size and type.
- Conduit percentage of fill.
- Grounding methods and conductor sizes.
- Location of new/existing exit/emergency.
- Panel schedules
- For all new buildings, additions and any alteration valued over 50% of the assessed value, the electrical service must be underground.

PLUMBING PLANS

Plumbing plans with the following information must be provided as the information relates to the particular project:

- Indicate all supply, waste vent piping on the plans for each floor, with riser diagrams.
- Indicate roof drainage plan including secondary drainage system on the roofing as well a calculations for leaders, with riser drawing.
- A fixture and equipment schedule must be provided for all units on all floor levels.
- The number of water closets must be shown for each sex with their locations indicated on each floor plan. Calculations must be shown for fixture distribution for each floor area.
- Grease interceptors (as applicable to project) shall be provided and sized.
- Provide grease interceptor details, inlet/outlet tee details (as applicable to project), and sample vault details (as applicable to project)
- All fire-rated walls must be shown on each applicable floor plan with a corresponding wall legend.
- All applicable UL penetrating procedure used to maintain integrity of rated assemblies shall be detailed for each type of penetration. The penetration details must be exactly as tested by an approved testing laboratory or agency and they must include their system numbers.
- Water system load calculations in gallons per minute for water meter sizing.
- Sewer flow calculations in gallons per day for meters larger than 1”.

- Minimum facilities calculations.
- Water heater location, installation detail, size, thermal expansion control, safety pan.
- Relieving arch detail or pipe sleeved.
- Calculation on occupancy and number of facilities required.
- Indirect waste detailed or indicated.
- Floor drain details including trap seal.

MECHANICAL PLANS

Mechanical plans with the following information must be provided as the information on the plans relates to the particular project.

- Mechanical floor plans must be provided for each floor.
- The size of all duct runs must be clearly labeled and delineated on the drawings
- The location and installation details of all fire dampers, smoke dampers and fire doors.
- All fire-rated walls must be shown on each applicable floor plan with a corresponding all legend.
- Show permanent access to any equipment installed on roofs or elevated structures at heights in excess of 16'.
- All applicable UL/FM penetrating procedures used to maintain the integrity of the rated assemblies must be detailed for each type of penetration. The penetration details must be exactly as tested by an approved testing laboratory or agency and they must include their system.
- Required systems and ventilation rates (note number of people to be per ASHRAE62). Show all calculations.
- Refrigerant system requirements.
- Commercial kitchen equipment drawings, if submitted, shall be sealed by a design professional, when required. Show air balance calculations.
- Equipment specifications (manufacturer, SEER, kw, Btu, cfm, unit weight, etc.).
- Duct layout, type, insulation, installation, turning vanes, volume dampers.
- Grill sizes, cfm's.
- Condensing unit and air handler locations keyed to each other.
- Condensate waste location and/or detail.
- Installation details for air handlers and roof top units (including screening).
- Fire damper location, type and details.
- Kitchen hood details, exhaust, make-up air.
- Exhaust systems.
- Duct detector, remote annunciator locations.
- Smoke detection system.

GAS PLANS

Gas plans with the following information must be provided as the information relates to the particular

- Gas piping isometric, type of gas used.
- Length of pipe to the most remote outlet.
- Pipe section with type, size, lengths and shut-off valves.

- Btu/cfh load of each appliance.
- Table used to size the system

IRRIGATION PLANS

Irrigation plans with the following information must be provided as the information relates to the particular

- Layout with location of zones, buildings, meter, backflow preventer, piping, etc.
- Control valve, sprinkler description or detail.
- Pipe sizes, sleeves.
- Well location, pump details.
- Controller and rain sensor.
- Pipe sizes, sleeves.

FIRE PROTECTION PLANS

Checklist for reviewing building plans for fire protection. Plans must provide the following information as it relates to the particular project if applicable.

- The fire protection plan review will encompass a review of the site, architectural, plumbing, mechanical, and electrical plans.
- The fire alarm/detection system (annunciation panels, pull stations, horns, smoke detectors, duct detectors, fire alarm relays) will be reviewed on the electrical design professional's sheets. Shop drawings will need to be submitted based upon the design professional's design.
- The suppression system plans (kitchen, pre-action, clean agent) may be deferred for later review. Please see the section regarding the submission of fire protection system plans for assistance.
- Sprinkler plans may be deferred for later review. Please see the section regarding the submission of fire protection system plans for assistance.

FIRE ALARM, FIRE SPRINKLER AND SUPPRESSION SYSTEM PLAN REVIEW

Fire alarm Review Submittal

- Floor plan indicating the use of all rooms.
- Location of alarm initiating devices.
- Locations of alarm notification appliances, including candela ratings for visible alarm notification devices.
- Location of fire alarm control unit, transponders and notification power supplies.
- Annunciators
  Power connection.
- Battery calculations.
- Conductor type and sizes.
- Voltage drop calculations.
- Manufacturers' data sheets indicating model numbers and listing information for equipment, devices, and materials.
- Details of ceiling height and construction.
- Interface of fire safety control functions.

- ☐ Classification of the supervising station.

Fire alarm plans are required to be sealed by a licensed FL Professional Engineer. Fire alarm shop drawings shall be directly designed using the sealed construction drawings, or the shop drawings must be sealed by a FL Professional Engineer.

Sprinkler Plan Review Submittal

- ☐ Scaled and detailed floor plan.
- ☐ Classification of commodity to be protected must be identified and the storage height must be provided to ensure correct classification.
- ☐ Hydraulic calculations for the system(s). Hydraulic calculations are required for the following; all new installations, 20 sprinkler heads or more are modified or added to an existing sprinkler system. If any modifications occur in the hydraulically calculated remote area, or the hazard classification changes.
- ☐ Square footage of each riser(s) protected area.
- ☐ Specifications for all system components.
- ☐ Type of system to be installed (NFPA 13, 13R, Standpipe)
- ☐ An approved site plan showing the approved fire hydrant locations and fire department connection (FDC) locations.
- ☐ Standard Detail Drawings for the FDC (wall-mount or curbside), Riser Detail (NFPA 13 or 13R).
- ☐ Freeze protection detail (to be installed by the Sprinkler Contractor).

Suppression System Plan Review Submittal

- ☐ Indicate the type of system to be installed. Please provide the manufactures information and listings. For pre-engineered fixed fire suppression systems, include the total number of flow points available and/or used.
- ☐ The name of the business and address shall be included on the plans.
- ☐ Include a copy of the installer's name and certification and/or training from the manufacture.
- ☐ Layout and dimensions for all cooking equipment. Identify all cooking appliances by name and type of fuel.
- ☐ Piping diagram indicating nozzle heights in accordance with the manufactures installation manual for the appliances to be protected.
- ☐ Hood size(s), duct size(s), and plenum size(s)
- ☐ Manual pull station location(s).
- ☐ Location and temperature rating for detection devices.

Other Documentation Required As Applicable

- ☐ Florida Product Approval numbers and documentation including engineering and install requirements for doors, windows, garage doors, roof coverings, store-front glass systems, etc.
- ☐ Project Specification Manual

As the applicant, I confirm that the application requirements above have been provided. Please indicate any items deemed not applicable and provide an explanation in the space provided below. If you need more space, please attach as a separate document:

Permit Number	Project Name or Address
Applicant Name	/ **Applicant Signature/Date**