



Respect | Integrity | Innovation | Service Excellence | Quality

## OFFICE OF CENTRAL PERMITTING

DADE CITY CENTRAL PERMITTING 14236 6<sup>TH</sup> Street, Suite 203 Dade City, FL 33523  
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NEW PORT RICHEY CENTRAL PERMITTING 8731 Citizens Drive, Suite 230 New Port Richey, FL 34654

# COMMERCIAL INTAKE MINIMUM REQUIREMENTS

**As of March 2, 2016, All Applications for Commercial Permits will only be accepted in the New Port Richey Office. We apologize for any inconvenience.**

- [View the Notice to Contractors and Builders for Driveway Connection Permits and Building and Site Plan Applications](#)
- [Significant Changes of the Florida Building Code 5th Edition 2014 Effective June 30, 2015](#)

<p><b>New Construction/Building or Addition</b></p> <p><b>*All plans must have address printed (If no address has been assigned, Plans must have Parcel number)</b></p>	<ul style="list-style-type: none"><li>• Permit Application completed.</li><li>• (Include accurate detail of proposed project).</li><li>• All documents must have project address.</li><li>• 2 copies of site plan that were submitted to Site Development after the first round of comments.</li><li>• 2 sets signed and sealed construction drawings meeting minimum plan review requirements of the FBC section 107.3.5.<ul style="list-style-type: none"><li>-Current Florida Building Code Edition</li><li>-Wind Design Criteria</li><li>-Correct Square footage</li><li>-Life Safety Plan/Egress Requirements</li></ul></li><li>• Use group classification, occupancy load, type of construction.</li><li>• 2 copies of energy calculations.</li><li>• Applicant contact information including email address.</li><li>• Accurate job value per ICC Building Value Data Table.</li><li>• Product approval information.</li></ul>
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<p><b>Tenant Build-Out or Remodel</b></p>	<ul style="list-style-type: none"> <li>• Application fully completed.</li> <li>• All documents must have project address.</li> <li>• 2 copies of site plan or key plan showing exact unit or work area.</li> <li>• 2 sets signed and sealed construction drawings.</li> <li>• Plans must cite compliance with Current Florida Building Code Edition.</li> <li>• Scope of work.</li> <li>• Data code analysis. <ul style="list-style-type: none"> <li>-Use group classification</li> <li>-Occupancy load</li> <li>-Type of construction</li> <li>-Space square footage</li> </ul> </li> <li>• 2 copies of energy calculations.</li> <li>• Applicant contact information including email address.</li> </ul>
<p><b>Restaurant</b></p>	<ul style="list-style-type: none"> <li>• All requirements above for new building or tenant build-out.</li> <li>• Letter of plan approval from DBPR Hotels and Restaurants.</li> <li>• Health approval required.</li> </ul>
<p><b>Cell Tower (antennas and or/ground equipment)</b></p>	<ul style="list-style-type: none"> <li>• Application fully completed.</li> <li>• Two copies of building and site plans.</li> <li>• Plan must cite compliance with 5<sup>th</sup> edition 2014 FBC.</li> <li>• Structural calculations for antennas – 2 sets. Engineer’s seal on ALL pages or on an index page.</li> <li>• Ground work (cabinets requires a separate permit).</li> <li>• \$120 site fee for antennas; \$30 site fee for ground work.</li> <li>• Correct address.</li> </ul>
<p><b>Pool or splash pad</b></p>	<ul style="list-style-type: none"> <li>• Application completed.</li> <li>• 2 copies of site plan.</li> <li>• 2 sets signed and sealed construction drawings.</li> <li>• Plans must cite compliance with 5<sup>th</sup> edition 2014 FBC.</li> <li>• Equipment list.</li> <li>• Make sure occupancy and load are on the plans.</li> </ul>

**Revised 6-30-17**