



Respect | Integrity | Innovation | Service Excellence | Quality

OFFICE OF CENTRAL PERMITTING

DADE CITY CENTRAL PERMITTING
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Dade City, FL 33523

LAND O LAKES CENTRAL PERMITTING:
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Land O' Lakes, FL 34639

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>New Construction/Building or Addition</p>	<ul style="list-style-type: none"> • Permit Application completed. • (Include accurate detail of proposed project). • All documents must have project address. • 2 copies of site plan that were submitted to Site Development after the first round of comments. • 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"> -Current Florida Building Code Edition -Wind Design Criteria -Correct Square footage -Life Safety Plan/Egress Requirements • Use group classification, occupancy load, type of construction. • 2 copies of energy calculations. • Applicant contact information including email address. • Accurate job value per ICC Building Value Data Table. • Product approval information.
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<p>Tenant Build-Out or Remodel</p>	<ul style="list-style-type: none"> • Application fully completed. • All documents must have project address. • 2 copies of site plan or key plan showing exact unit or work area. • 2 sets signed and sealed construction drawings. • Plans must cite compliance with Current Florida Building Code Edition. • Scope of work. • Data code analysis. <ul style="list-style-type: none"> -Use group classification -Occupancy load -Type of construction -Space square footage • 2 copies of energy calculations. • Applicant contact information including email address.
<p>Restaurant</p>	<ul style="list-style-type: none"> • All requirements above for new building or tenant build-out. • Letter of plan approval from DBPR Hotels and Restaurants. • Health approval required.
<p>Cell Tower (antennas and or/ground equipment)</p>	<ul style="list-style-type: none"> • Application fully completed. • Two copies of building and site plans. • Plan must cite compliance with 5th edition 2014 FBC. • Structural calculations for antennas – 2 sets. Engineer’s seal on ALL pages or on an index page. • Ground work (cabinets requires a separate permit). • \$120 site fee for antennas; \$30 site fee for ground work. • Correct address.
<p>Pool or splash pad</p>	<ul style="list-style-type: none"> • Application completed. • 2 copies of site plan. • 2 sets signed and sealed construction drawings. • Plans must cite compliance with 5th edition 2014 FBC. • Equipment list. • Make sure occupancy and load are on the plans.

Revised 5-23-17