



## **Checklist for Plan Submission: New Commercial Construction**

### **GENERAL REQUIREMENTS**

#### **1. Cover and Key sheets to include:**

- ✓ Project Name – include floor, suite and/or space numbers
- ✓ Project Owner
- ✓ Project Address(s)
- ✓ Site Plan showing location of project and surrounding buildings, include fire separation distances.
- ✓ Flood Zone information: Base Flood Elevation & lowest finish floor elevation
- ✓ Scope of Work with detailed project description. For projects of limited scope, highlight the area in Scope of Work.
- ✓ Occupancy Classification per Florida Building Code, Chapter 3
- ✓ Occupant Load Calculation (Space by Space) using TABLE 1004.1.2, Florida Building Code
- ✓ Sprinklered/Non-Sprinklered
- ✓ Type of Construction per Chapter 6, Florida Building Code
- ✓ Square Footage of proposed structure(s)
- ✓ Building Height(s)
- ✓ Number of stories
- ✓ Index of drawings
- ✓ Structural & Wind Design Criteria per Chapter 16, Florida Building Code
- ✓ Statement of special inspections per Chapter 17, Florida Building Code (If applicable)
- ✓ Engineer and/or architect contact information
- ✓ Key Plan showing location of New Structure

## 2. [Applicable Codes](#)

### 3. **Architectural & Structural Plans**

- ✓ Must be legible, to scale, signed and sealed by Florida Registered Architect or Engineer on all pages that show work being reviewed (As required by Statute).
- ✓ Buildings to be designed in compliance with current applicable codes and amendments.
- ✓ Labeled “Issued for Construction or “Released for Construction” on sheets.
- ✓ Plan Reviewers may require additional information for clarification of project.

### 4. **Scope of Work or Detail description of Project**

- ✓ Due to the scope and complexity of proposed projects, we recommend you carefully read the checklist to determine the requirements for plan submission.

### 5. **Geo-Technical Investigations Report**

- ✓ All new Commercial Building permit applications must have a signed/sealed copy of the Geo-Technical Soils Investigation Report.

## **BUILDING PLAN REVIEW REQUIREMENTS**

### **Architectural Plans/Drawings:**

- ✓ Proposed floor(s) plans.
- ✓ Finish grade at all building exterior elevations.
  - Elevation of ground floor tied to Base flood elevation
- ✓ Life Safety/Exit Plan(s) – showing paths of travel with dimensions.
- ✓ Calculated occupant loads based on use of spaces per Chapter 10, Florida Building Code
- ✓ Life Safety Plan to include:
  - Occupant load, Egress capacities and Exit Remoteness calculations.
  - Travel distances, Common Path Travel, and Dead End limitations.
  - Exit discharge termination at a public way.
  - Exit signs, Emergency lighting, Pull Station locations.
  - Fire extinguisher locations and type.
  - Fire rated walls.
  - Furniture/Fixture/Equipment layouts.
  - Symbols legend.
  - Room identifications.
  - Fire protection (sprinkled or non- sprinkled).
  - Panic Hardware
  - Exit widths per Florida Building Code
  - Show compliance with Means of Egress Requirements as per Florida Building Code
- ✓ Show compliance with Interior Finish Requirements as Chapter 8, Florida Building Code; Manufacturer's certificate of flame spread, smoke developed from fabric & vinyl interior finished and awning fabric coverings are required where applicable.
- ✓ Show compliance with Plumbing Fixture Requirements as per International Plumbing Code.
- ✓ Show compliance with Plumbing Fixture installation clearance illustrations as per Florida Building & Accessibility Code.
- ✓ Show compliance with Accessibility requirements as per Florida Accessibility Code.
- ✓ Show compliance with Florida Energy Conservation Code.
- ✓ Show all Exterior Elevations with dimensions.
- ✓ Show interior elevations with dimensions.
- ✓ Show building sections and wall types with dimensions.
- ✓ Show all reflected ceiling plans with required notes.
- ✓ Show all applicable details with dimensions to scale.
- ✓ Submit Statement of Special Inspection in accordance with Chapter 17, Florida Building Code Plans for all Threshold Buildings as defined by the Florida Building Code require a Threshold Inspection Schedule per 110.8.

**Structural Plans: (per Florida Building Code)**

- ✓ Show all design criteria for Flood, Wind, etc., per Chapter 16, Florida Building Code
- ✓ Foundation Plan – include footing, slab, or pier details.
- ✓ Floor Framing Plan.
- ✓ Ceiling Framing Plan.
- ✓ Roof Framing Plan.
- ✓ Fire Protection Assemblies.

**Mechanical Plans: (per Florida Building Code, Mechanical and Energy Conservation)**

- ✓ Energy & Load Calculations per C102.3, Florida Energy Conservation
- ✓ Exhaust systems:
  - ✓ Clothes dryer exhaust
  - ✓ Kitchen equipment exhaust
  - ✓ Specialty exhaust systems
- ✓ Equipment
- ✓ Equipment location
- ✓ Make-up air
- ✓ Roof-mounted equipment
- ✓ Duct systems
- ✓ Ventilation
- ✓ Combustion air
- ✓ Chimneys, fireplaces and vents
- ✓ Appliances
- ✓ Boilers
- ✓ Refrigeration
- ✓ Bathroom ventilation
- ✓ Laboratory
- ✓ Design flood elevation
- ✓ Refrigeration: UL listing and refrigerant used

**Electrical Review: (per Florida Building Code & National Electric Code)**

- ✓ Electrical:
  - Wiring
  - Services
  - Feeders and branch circuits
  - Overcurrent protection
  - Grounding
  - Wiring methods and materials
  - GFCIs
- ✓ Equipment

- ✓ Special occupancies
- ✓ Emergency systems
- ✓ Communication systems
- ✓ Low voltage
- ✓ Load calculations
- ✓ Design flood elevation
- ✓ Energy Calculations

**Plumbing Review: (per Florida Building Code, Plumbing)**

- ✓ Minimum plumbing facilities per Chapter 4, Plumbing and Chapter 29, Building
- ✓ Fixture requirements
- ✓ Water supply piping
- ✓ Sanitary drainage
- ✓ Water heaters
- ✓ Vents
- ✓ Roof drainage
- ✓ Back flow prevention
- ✓ Irrigation
- ✓ Location of water supply line
- ✓ Grease traps
- ✓ Environmental requirements
- ✓ Plumbing riser
- ✓ Design flood elevation

**Separate permits required:**

- Gas piping designed per Fuel Gas tables 402.4
- Commercial hood designed per Mechanical code
- Fire suppression system per NFPA
- Low-voltage lighting
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**Manufacturer's data:**

Two submittals of technical data on any manufactured system that is integral to the application

Please refer to Florida Building Code, Section 107.3.5 for additional minimum requirements. The codes are online at the DBPR website: [www.floridabuilding.org](http://www.floridabuilding.org)