

NON-RESIDENTIAL PERMIT CHECKLIST

INCLUDES MIXED-USE BUILDINGS

ALL ITEMS MUST BE SUBMITTED.

Project: _____ Date: _____

Project Name: _____

Directions: Place a check mark by all items that are included in the package and an N/A by those items not needed due to the project scope. See attached required details section for clarification

- Licensed Contractor/Owner Affidavit Verification
- Notice of Commencement
- Subcontractor Verification Forms
- Agent authorization form (unless permit is being picked up by license holder)
- Fee Paid West Manatee Fire and Rescue (new work)
- Fee Paid Manatee County Education (new work)
- Fee Paid Manatee County Sewer & Water (new work)
- Waste Management Registration - written proof (new work)

1. Completed Application including applications for right-of-way work such as for driveway aprons and docks, fill, etc., this checklist and a completed commercial code analysis (attached as page 4);
2. Required storm water permits;
3. DEP Beaches and Coastal Systems permit;
4. Proof of Ownership;
5. Five copies of a boundary survey showing existing improvements and Flood zone topological lines shown and additional site elevations noted;
6. Five paper copies of Civil drawings and site plan showing proposed improvements, neighboring uses and distances to neighboring structures shown.
7. Five (5) copies of the Site Plan showing all proposed structures, accessible route, handicap parking spaces and level landings at exits. (see required details section for clarification);
8. Five (5) copies of Construction Drawings;
9. 2 (2) copies of FBC or Miami-Dade Product Approval Forms for construction materials or a filled out Florida Product Approval listing sheet;
10. A per plans pre-construction elevation certificate;
11. For additions and remodels/alterations of per FIRM (12-31-1974) structures a 50% substantial improvement form is required to be submitted;
12. A FEMA V- Zone certificate or Coastal A-zone certification form sealed by a structural engineer must be submitted for additions/new or replacement structures and/or lower enclosures.

REQUIRED INFORMATION ON CONSTRUCTION DRAWINGS

- 1. COVER SHEET WITH INDEX and BUILDING CODE ANALYSIS**
- 2. COMPLETE LIFE SAFETY PLANS** including sprinkler head locations, alarm system equipment locations and an egress plan.
- 3. FOUNDATION/STRUCTURAL PLAN**
Soil report, Piling type, grade beam and tie-beam schedules and details, slab thickness, steel reinforcement, vapor barrier, termite treatment and finish floor elevations. Wind design analysis, structural calculations and FBC chapter 16 design parameters.
- 4. COMPLETE FLOOR PLAN OF BUILDING OR SUITE**
Label all rooms with intended use (office, warehouse, etc.)
Room sizes, door sizes, fixture layout (seating, display racks, shelving, etc.)
Show Exit and emergency lighting. All fire partitions, smoke barriers, smoke partitions and fire walls. If Commercial; accessibility plan, route, details of amenities and if Multifamily Fair Housing Act percentages and locations of units with details.
- 5. ELEVATIONS (if applicable)**
Denote all finishes. Denote roofing type; Denote lowest adjacent grade from the survey.
- 6. ELECTRICAL**
Supply a floor plan for each floor showing layout of all switches, outlets, light fixtures, and emergency lighting. Service diagram, panels schedule, load calculations, wire sizes and fixture schedule. Fire alarm and low voltage systems are to be on separate sheets.
- 7. PLUMBING**
Floor plan showing layout of all plumbing fixtures, including mounting locations
Plumbing isometric with sizes and piping type for DWV and Potable systems
Provide minimum plumbing fixture calculations per Florida Building Code 2004 (Plumbing)
- 8. FUEL GAS PLAN**
Including type of gas, list of appliances, BTU's delivery pressures and schematic
- 9. MECHANICAL**
Floor plan showing equipment location, duct runs, duct sizes, diffuser sizes, location of fire dampers (if required), energy calculations, balance schedule and hood design (if applicable) Load calculations and Energy Calculations (required for new construction, additions, and change of use) Statement of design criteria (all trades)

10. DETAILS

Typical wall sections, framing details, ceiling details, ceiling heights, approved listing of all fire partitions and penetrations of these partitions, H/C accessibility (clear floor spaces, fixture mounting heights and locations) Stairs, ramps, handrails, guardrails;

11. ADDITIONAL ENGINEERING

At the time the trusses are reviewed by the primary designer provide a Signed / Sealed review letter for trusses and other engineered components (requiring shop drawings. Additionally provide a Florida Product Approval Checklist per Rule 9b-72 Product Approval in addition to the required NOA from Miami-Dade for roof systems windows, doors cladding and other manufactured tested structural components;

12. ADDITIONAL INFORMATION

Denote construction type and occupancy classification (include previous occupancy classification) Denote occupancy classification of adjacent units (if any) show compliance with table 500 and 600 for allowable area and height, and fire resistance of structural elements statement of design criteria with Chapter 16 FBC wind load requirements Window and Door schedule, wind design analysis and demarcation of openings Lintel schedule including lintel manufacture load tables (if applicable) Connector schedule (truss connectors and all connectors for continuous load path from footer to roof).

To speed processing time for pricing of permits include total square footage under roof, square footage of footprint and roof area in square feet, tonnages of air conditioning units and number of drops and service size for each permit. Also include the total electrical service size in amps, area in square feet of flat work, area in square feet of pavement and sidewalks, also include site improvements such as irrigations systems.

COMMERCIAL BUILDING CODE ANALYSIS

Project Name: _____
Project Address: _____
Zoning: _____ Required Setbacks to Property Lines:(F) _____ (R) _____ (LS) _____ (RS) _____
Classification of Building by Occupancy: _____
Classification of Building by Construction Type: _____
Sprinklered: Yes _____ No _____ Threshold Building: Yes _____ No: _____ Flood Zone _____ BFE _____

Building Height & Area / Area Modification (Table 503)

Allowable Building Height/Number of Stories: _____ Actual Building Height/Number of Stories: _____
Maximum Allowable Floor Area: _____ S.F. Actual Floor Area per Floor: _____ S.F.
Floor Area Entire Building: _____ S.F. Modified Area, if used: _____ S.F.
General or Occupancy Area Modification, Calculations used: _____

Fire Resistance Rating of Building Components and Percentage of Openings (Tables 600 and 601)

Horizontal Separation from Property Lines and/or Buildings: (F) _____ (R) _____ (LS) _____ (RS) _____ Feet
Exterior Bearing Wall Rating Requirements: _____ Hr. Exterior Non-Bearing Wall Rating Requirements: _____ Hr.
Interior Bearing Wall Rating Requirements: _____ Hr. Interior Non-Bearing Wall Rating Requirements: _____ Hr.
Floor Construction (including supporting beams and joists) _____ Hr. Roof Construction (including supporting beams and joists) _____ Hr.
Exit Access Enclosures/Corridors: _____ Hr. Exit Enclosures/Stairs: _____ Hr.
Percentage of Allowable Openings (F) _____ (R) _____ (LS) _____ (RS) _____ %

Design Loads and Stresses

Roof: Live Load: _____ Dead Load: _____ Roof Slope: _____
Floor Live Load: _____ Corridors Live Load: _____ Balcony and Deck Live Load: _____
Wind Load: Velocity: _____ MPH Wind Pressure: _____ PSF Wind Exposure Category: _____
Importance Factor: _____ Enclosure Classification (*open, enclosed, partially enclosed*) _____
Internal Pressure Coefficient: _____ Components & Cladding, Design Wind Pressure _____ PSF
Soil Bearing Capacity: _____ PSF Note: Soils Analyses is required.

Architect/Engineer: _____ License Number _____
(Signature)

