



# Building Department

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## Commercial Permit Submittal Checklist

Project: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions: Place a check mark by all items that are included in the package and an N/A by those items not needed. ALL BLANKS MUST BE FILLED IN.** (All paperwork is accessible and printable from our website, [www.debary.org](http://www.debary.org))

### REQUIRED PAPERWORK FOR SUBMITTAL

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Power of Attorney (unless permit is being picked up by license holder)
- \_\_\_\_\_ Septic permit (or receipt of application)
- \_\_\_\_\_ Well OR Utility \_\_\_\_\_ (Name of utility company)
- \_\_\_\_\_ Legal Printout (Property Appraisers Printout)
- \_\_\_\_\_ Commercial Permit Submittal Checklist
- \_\_\_\_\_ RECORDED Notice of Commencement (value of work greater than \$2,500.00)
- \_\_\_\_\_ Three (3) copies of the City of DeBary (GAI) Approved Site Plan showing entire building / shopping center, appropriate suite, identified accessible route, handicap parking spaces and level landings at exits.
- \_\_\_\_\_ Three (3) copies of Construction Drawings (drawing must be signed and sealed by a Florida State Licensed Architect or Engineer if the work is structural **OR** if non-structural with a valuation greater than \$25,000.00.
- \_\_\_\_\_ A deposit is required at time of submittal. Please see Fee Schedule for deposits.

# **Required Information on Construction Drawings**

## **COMMERCIAL PERMITTING**

### **COVER SHEET WITH INDEX**

### **COMPLETE LIFE SAFETY PLAN**

### **FOUNDATION PLAN (if applicable)**

- Footer size, slab thickness, steel reinforcement, vapor barrier, termite treatment and finish floor elevations

### **COMPLETE FLOOR PLAN OF BUILDING OR SUITE**

- Label all rooms with intended use (office, warehouse, etc.)
- Room sizes, door sizes, fixture layout (including seating, display racks, shelving, etc.)
- Exit and emergency lighting
- All fire partitions, smoke barriers, smoke partitions and fire walls

### **ELEVATIONS (if applicable)**

- Denotes all finishes
- Denotes roofing type

### **ELECTRICAL**

- Floor plan showing layout of all switches, outlets, light fixtures, emergency lighting
- Service diagram, panels schedule, load calculations and fixture schedule

### **PLUMBING**

- Floor plan showing layout of all plumbing fixtures, including mounting locations and handicap accessibility requirements
- Plumbing isometric

### **GAS PLAN**

- Including type of gas, list of appliances, BTU's delivery pressures per County gas permit form

### **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)

### **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

## **ADDITIONAL ENGINEERING**

- Signed / Sealed engineering for trusses and other engineered components

## **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
  - Provide minimum plumbing fixture calculations per Florida Building Code 2004 (Plumbing)
  - Energy Calculations (required for new construction, additions, and change of use)
  - Statement of design criteria (all trades)
  - Statement of compliance with wind load requirements
  - Window and Door schedule
  - Lintel schedule including lintel manufacture load tables (if applicable)
  - Connector schedule (truss connectors and all connectors for continuous load path from footer to roof)
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