

CHECKLIST FOR: Multi-Family Additions & Alterations Commercial Permit

General Submittal Requirements

- Permit Application.**
- Notice of Commencement.** A certified copy is required if job value is \$2,500 or greater prior to the first inspection (this is not required to be submitted to obtain the permit)
- FEMA 50% Rule.** If property is located in a flood zone provide the FEMA 50% Rule or an Elevation Certificate
- Health Department Requirements.** If on well and serving more than a single-family residence, a limited-use well permit is required. If on septic, provide the following:
 - Application for OSTDS construction on FDOH form DH4015 page 1 of 4
 - Septic site evaluation by licensed contractor or certified health professional on FDOH form DH4015 page 3 of 4
 - Septic system site plan showing all pertinent features on or within 75ft of property, including potable water well or meter, water lines, any surface water bodies, and septic system components
 - Complete existing and proposed floor plans with all rooms labeled
 - If septic system was approved over 5 years ago, an existing septic system evaluation completed by a licensed septic contractor is required on FDOH form DH4015 page 4 of 4
- Energy Calculations.** Five copies of the current year calculations, if applicable
- Construction Drawings.** Five sets of structural plans sealed by architect or registered P.E. per current FBC, with the following included:
 - Architectural, plumbing, mechanical, and gas
 - Truss layouts, shop drawings, and design loads, including a written statement by the engineer
 - Electrical plans with load calculations and panel schedule
 - Stair and ramp details including guardrails and handrails

Supplemental Materials - General Submittal Requirements

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- Accessibility
 - Building elevation plans
 - Wind load and design pressures
 - Specialty items, shop drawings with design loads including a written statement by the engineer
 - Project data information
 - Fire alarm information, if applicable
 - Sprinkler system information, if applicable
 - Code data information i.e. year of FBC and FFPC, occupancy type, and type of construction
- Product Approvals.** Five sets of NOA or State of Florida product approvals for windows, doors, and shutters, if required

Additional submittal requirements may be required. Prior to receiving a processing number from the Customer Service Representatives, all plans must be assembled properly.