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:
  
  o Application for OSTDS construction on FDOH form DH4015 page 1 of 4
  
  o Septic site evaluation by licensed contractor or certified health professional on FDOH form DH4015 page 3 of 4
  
  o 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
  
  o Complete existing and proposed floor plans with all rooms labeled
  
  o 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:
  
  o Architectural, plumbing, mechanical, and gas
  
  o Truss layouts, shop drawings, and design loads, including a written statement by the engineer
  
  o Electrical plans with load calculations and panel schedule
  
  o Stair and ramp details including guardrails and handrails
General Submittal Requirements

CHECKLIST FOR: Multi-Family Additions & Alterations
Commercial Permit

- 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.