

CHECKLIST FOR: General Commercial Permit

General Submittal Requirements

- Permit Application.**
- Owner/Builder Disclosure Statement.** This is required when an owner is obtaining a permit.
- 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-for addition/alterations.** If property is located in a flood zone provide the FEMA 50% Rule or an Elevation Certificate.
- Health Department requirements.** Route all commercial permits on septic for review to determine if establishment is producing commercial sewage waste. If commercial establishment has commercial sewage flow treated by onsite septic system(s), an annual commercial operating permit is required. Additional permitting will be required for industrial or manufacturing establishments. Provide an operating permit application on FDOH form DH4081 page 1 and complete a business survey per separate business entity served by the onsite septic system using FDOH form DH4081 page 2.

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

Commercial

- SDP.** Five copies including the cover page, site plans, and architectural plans, if required.
- Energy Calculations.** Five copies of the current year calculations.
- 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.
- Right-of-Way Permitting.** ROW Permit is required for all work off site in Collier County ROW or Drainage Easement (anything more than a single family or duplex is considered commercial).