



COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST
SUBMIT THREE (3) INDIVIDUAL SETS OF ALL COPIES WITH YOUR APPLICATION
IN THE ORDER SHOWN BELOW:

ONLY COMPLETE PERMIT APPLICATION PACKAGES WILL BE ACCEPTED

**NOTE: AT TIME OF SUBMITTAL SEPARATE PERMITS REQUIRED FOR ROOFING,
ELECTRIC, PLUMBING, MECHANICAL & GAS**

- ___ 1. Completely filled out building permit application that is signed and notarized. Parcel ID number must be on the permit and proof of ownership must be provided. **Incomplete applications cannot be accepted.**
- ___ 2. Completed subcontractor permit applications, must be signed and notarized for **Mechanical, Plumbing, Electric, Gas, Roofing and Residential Driveway Connections.**
- ___ 3. If installing a septic system, a Health Department permit is required at time of submittal or authorization letter from OUA or privately owned and operated sewage treatment plant.
- ___ 4. Copy of recorded Notice of Commencement if total job value is \$5,000 or more.
- ___ 5. **Site/plot plan** including all existing structures and the proposed new structures or building additions. Show setbacks of all structures to all property lines.
For repairs, improvements and enclosures of existing structures, show the setbacks to all property lines and the distances from the nearest structure.
- ___ 6. Floor plan. Include square footage of commercial building and of each intended use.
- ___ 7. Energy Performance Index (EPI)
- ___ 8. AHRI and Tie Down information
- ___ 9. **All product approval and installation details** (All items listed in 2023 FBC 8th Edition 107.3.5). Two copies of all product approvals and installation details shown on the signed, sealed and dated building plans must be submitted with your permit application and include the product name; Florida (or Miami-Dade) product approval number **AND** method of installation on the following: all windows, exterior doors (including garage doors), roofs (metal, shingles underlayment, ect.), skylight, panel walls, structural components, shutters, new and innovative new products etc...
- ___ 10. Truss layout and Engineering
- ___ 11. Construction plans including, but not limited to: Indicate on drawings design criteria: 2023 Florida Building Code, 8th Edition, Risk Category II; Wind Speed 150
- ___ 12. Non-refundable **Plan Review submittal Fee (\$150)** Check, Cash or Credit Card.

**BEFORE A CONCRETE INSPECTION CAN BE SCHEDULED, SUBMIT TO THE BUILDING
DEPARTMENT:**

- ___ 13. Form Board Survey.

- _____ 14. If your project is in a flood zone you will need a Construction Elevation Certificate and if you are pouring concrete for a project in a flood zone you will also need a 1st Pour Elevation Certificate.
- _____ 15. Original soil compaction test, certified by an engineer licensed by the State of Florida.
- _____ 16. Pre pour Termite Treatment

BEFORE A FINAL INSPECTION CAN BE SCHEDULED, SUBMIT:

- _____ 17. Original Finished Floor Elevation or Flood Elevation Certificate NAVD from a surveyor licensed by the State of Florida or as-built drawing and certification of construction completed by the engineer of record.
- _____ 18. Final approval from the Health Department on septic tank.
- _____ 19. Final Termite Treatment.
- _____ 20. Final Boundary Survey required (**New Construction Only**)

BEFORE A CERTIFICATE OF OCCUPANCY CAN BE ISSUED, SUBMIT:

- _____ 21. Final approval and bond for Work in Right-of-Way permit or Driveway Connection Permit as applicable.
- _____ 22. Landscape requirements must be met.
- _____ 23. Pay Solid Waste, Fire and EMS Assessment Collection Fee or provide a copy of tax valorem assessment before Certificate of Occupancy can be issued (fee determined at time of final inspection).
- _____ 24. Final Approval from Planning and Engineering Departments.