



MINIMUM SUBMITTAL REQUIREMENTS FOR COMMERCIAL AND/OR MULTI-FAMILY

FBC 6th Edition (2017)

Application # _____

Y	N	N/A	ADMINISTRATIVE DOCUMENTS (FBC-Building 105)
			1. All applicable application sections or fields filled-in, including a detailed scope of work. (FBC-Building 105.3)
			2. Tree removal/site clearing affidavit. If no protected trees are to be removed, check NO on the application. If protected trees are to be removed, provide a tree survey with the location of tree species, sizes shown in relation to proposed and existing improvements.
			3. Proof of property ownership (NOT TENANT OR BUSINESS OWNER)
			4. Owner/Agent and Contractor/Qualifier signatures notarized. (FBC-Building 105.1)
			5. Copy of DEP Notice to Proceed (Coastal Construction Control Zone Only); if applicable.
			6. Copy of the Board of Adjustment and/or Conditional Use approval letters; if applicable.
			7. Completed Checklist.
Y	N	N/A	PERMIT PACKAGE (FBC-Building 107)
			Five (5) COMPLETE sets of Plans - ALL sets MUST be signed, sealed, and dated by the design professional
			8. Title page includes index of <u>all</u> drawing pages and attachments, the Type of Construction, Occupancy Class, Occupancy Load and all applicable codes.
			9. Boundary/Legal Survey of property with surveyor's signature and flood zone (2 unaltered copies to scale).
Y	N	N/A	SITE PLAN AND CIVIL REQUIREMENTS
			10. Parking, fire access, vehicle loading, driving/turning radius, setbacks/separation, and location of specific tanks, water lines and sewer lines.
			11. Approved Civil sets are in addition to those submitted during the site development review.
			12. Grading and drainage plan.
Y	N	N/A	ARCHITECTURAL REQUIREMENTS
			13. Application shall include material specifications by AIA division with national reference standard per FBC Chapter 35;
			14. Area of enclosed, conditioned and unconditioned and unenclosed space (house, garage, lanai, covered porches, etc.)
			15. UL testing data for all rated assemblies and penetrations.
			16. Accessibility requirements
Y	N	N/A	LIFE SAFETY REQUIREMENTS
			17. Occupant Load and egress capacities.
			18. Plan shall indicate "exit access", "exit" & "exit discharge" – Hourly ratings and compartmentalization and illumination of Means of Egress (nightlights) must be shown.
			19. Systems and Schematic.
Y	N	N/A	STRUCTURAL REQUIREMENTS
			20. Structural design calculations and loads.
			21. Soils Investigation report by Geo-Tech Engineer.
			22. Shop drawings for trusses, post-tension slabs, steel framing, etc.
Y	N	N/A	MECHANICAL REQUIREMENTS
			<i>If system capacity is <15 tons and is designed to accommodate fewer than 100 persons or \$50,000, the design professional is not required to be a Mechanical Engineer</i>
			23. Equipment and locations;
			24. Two (2) copies of Florida Energy Calculations
Y	N	N/A	PLUMBING REQUIREMENTS
			25. Facility requirements from FBC 6 th Edition-Plumbing.
			26. Drainage plan.
Y	N	N/A	ELECTRICAL REQUIREMENTS
			<i>If aggregate service capacity is <600 amps (240v) or <50,0000, the design professional is not required to be an Electrical Engineer (Contact Beaches Energy for Electrical Department Checklist)</i>
			27. Load calculations and riser diagram.
			28. Fire alarm plan.
Y	N	N/A	FIRE ALARM SYSTEM REQUIREMENTS
			29. A separate permit is required for the installation of the Fire Alarm System, see Fire Alarm Permit checklist for submittal requirements.

			30. For Fire Alarm projects valued over \$5,000, the building plans are required to include the Minimum Design Criteria for a fire alarm system as defined by the FL Administrative Code 61G15-33.006 & 61G15-33.007 sealed by the engineer of record. Please see the FL Administrative Code Fire Alarm Building Permit checklist for submittal requirements.
Y	N	N/A	FIRE SPRINKLER REQUIREMENTS
			31. A separate permit is required for the installation of Fire Sprinkler System, see Fire Sprinkler Permit checklist for submittal requirements.
			32. For Sprinkler Systems greater than 49 sprinkler heads, the building plans shall include the Minimum Design Criteria for a sprinkler system as defined by the FL Administrative Code 61G15-32.004 sealed by the engineer of record. Please see the FL Administrative Code Fire Sprinkler System Building Permit checklist for submittal requirements.
Y	N	N/A	THRESHOLD BUILDINGS (F.S.553.79) <i><3 stories or 50' height, or assembly occupancy >5000s.f. and >500 persons)</i>
			33. Indicates the "Special Inspector".
			34. Includes Threshold Inspection plan.
			35. Includes plan note: "To the best of the architect or engineer's knowledge, the plans and specifications comply with the applicable minimum building codes and the applicable fire-safety standards as determined by the local authority in accordance with this chapter and chapter 633."
Y	N	N/A	ADDITIONAL DOCUMENTS, IF APPLICABLE
			36. Army Corps of Engineers approval letter/permit.
			37. DBPR – Division of Hotels & Restaurants approval letter and stamped plans.
			38. St. Johns River Water Management District approval letter
Y	N	N/A	FREQUENTLY ASKED QUESTIONS
			39. Applicable Codes: FBC 6 th Edition (2017); FL Fire Prevention Code 6 th Edition; 2011 National Electrical Code; Current Jacksonville Beach Land Development Code
			40. Four (4) stories or 25ft between landings requires one elevator accommodating a stretcher 84"x24ft.
			41. Vertical access (elevator, chair lift or ramp) is required for 2 story buildings.
			42. The owner of a business is not the same thing as the property owner. The <u>property owner</u> is required to sign the building permit application.
			43. Architect's title block must be on plans.
			44. Stairs served 50 people shall be 44" wide.
			45. Accessible stairs shall be 48" clear between handrails.

Note: As-Built CD and Survey required for all new buildings and substantial improvements and/or at the Building Official's discretion