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## Commercial Permit Checklist

This checklist is a general guide to use to submit the minimum plan review criteria for commercial buildings as required by Florida Building Code, Section 107. Some items may not apply. The submittal must include the following items and show compliance with the current editions of the Florida Building Code, National Electrical Code, and Florida Fire Prevention Code.

**All sub trade work will require separate permits. Additionally, all fire, hood, cooler/freezer, pool/spa, generator, accessory structure and/or sign permits will require separate plan reviews.**

### GENERAL SUBMITTAL REQUIREMENTS:

<input type="checkbox"/>	<p><b>PERMIT APPLICATION</b> – Apply online at <a href="http://www.PermitGNV.com">www.PermitGNV.com</a> - Do not upload construction documents to PermitGNV. All construction documents must be submitted to ProjectDox for review, which you will receive access to <u>after</u> the permit application is applied for and paid.</p>
<input type="checkbox"/>	<p><b>SUBMITTAL QUALITY</b> –</p> <ul style="list-style-type: none"> <li>• All files must be clear &amp; legible. “Optional” details must be marked off or voided, if not used.</li> <li>• Plans must be drawn to scale. Minimum drawing sheet size 11"x17" - No Maximum.</li> <li>• All files must be orientated properly w/out requiring further rotation to read.</li> <li>• All drawings must be submitted as individual files.</li> <li>• Plans must include owner's name &amp; project address.</li> <li>• File names must clearly identify the content and/or be named with the sheet number and title.</li> </ul>
<input type="checkbox"/>	<p><b>DESIGNER OF RECORD</b> - Designer’s name, signature, and license number (if applicable) must be shown on the drawings. If created by a licensed architect or engineer, the drawings and documents must be digitally signed as required by Florida Statute.</p>

### SITE PLAN REQUIREMENTS:

<input type="checkbox"/>	<p>If the proposed construction went through the City's Development Review, a separate site work permit must be applied for. Approved site plans will be submitted to the Building Department by the Planning Department upon final approval. An approved site plan will be processed through ProjectDox with the Site Work application.</p> <p>If the proposed construction meets the City of Gainesville's Planning regulations for not requiring a development review, the site plan submitted must show the following:</p> <ul style="list-style-type: none"> <li>• Dimensions of the lot including building set-back lines</li> <li>• Utilities and easements including any well or tank locations, if applicable.</li> <li>• Trees within 50ft of the work area and provide barricade details to protect all regulated trees             <ul style="list-style-type: none"> <li>○ No trees to be removed without City approval.</li> </ul> </li> <li>• All existing buildings/structures on the lot, clearly labeled</li> <li>• Fire separation distance between structures</li> <li>• Soils report, if applicable</li> </ul>
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### BUILDING PLAN REQUIREMENTS:

<input type="checkbox"/>	<p><b>BUILDING DATA:</b></p> <ul style="list-style-type: none"> <li>• Occupancy Classification and Special Occupancy Req. (adjoining tenant occupancies must be shown)</li> <li>• General Building Heights &amp; Areas</li> </ul>	<ul style="list-style-type: none"> <li>• Construction Type</li> <li>• List of applicable codes pertaining to your project</li> <li>• Occupancy load and egress capacity.</li> </ul>
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<input type="checkbox"/>	<p><b>EXTERIOR CLADDING COMPONENTS</b> – Provide a complete and accurate list of the Florida product approval numbers for all exterior cladding components being used. The decimal number for the specific product must be included. A Florida Product Approval form is available under Building Forms on the City website.</p>
<input type="checkbox"/>	<p><b>ELEVATIONS:</b></p> <ul style="list-style-type: none"> <li>• All sides</li> <li>• Roof pitch</li> <li>• Chimney location, dimensioned</li> <li>• Skylights located &amp; dimensioned</li> </ul>
<input type="checkbox"/>	<p><b>FLOOR PLAN:</b></p> <ul style="list-style-type: none"> <li>• Rooms labeled &amp; dimensioned demonstrating accessibility</li> <li>• Doors &amp; windows identified - safety glazing, where needed</li> <li>• Stairs with dimensions (width, tread/riser), detail of guardrails &amp; handrails</li> <li>• Equipment &amp; appliance locations</li> </ul>
<input type="checkbox"/>	<p><b>FOUNDATION PLAN:</b></p> <ul style="list-style-type: none"> <li>• Location of all load bearing walls w/ required footings indicated as standard or monolithic and their dimensions and reinforcement.</li> <li>• All post and/or column footing w/ size and reinforcement.</li> <li>• Location of required vertical steel</li> <li>• Any special support required by soil analysis such as piling</li> </ul>
<input type="checkbox"/>	<p><b>ROOF SYSTEM:</b></p> <p>TRUSS PACKAGE -</p> <ul style="list-style-type: none"> <li>• Truss layout and engineered truss package showing individual truss designs</li> <li>• Roof assembly: Roofing system, materials, manufacture, fastening requirements and product evaluation w/ wind resistance rating.</li> </ul> <p>CONVENTIONAL FRAMING LAYOUT -</p> <ul style="list-style-type: none"> <li>• Rafter size, species, and spacing.</li> <li>• Attachment to wall and uplift.</li> <li>• Ridge Beam size, valley framing and support details.</li> <li>• Roof assembly: Roofing system, materials, manufacture, fastening requirements and product evaluation w/ wind resistance rating.</li> </ul>
<input type="checkbox"/>	<p><b>WALL SECTIONS:</b></p> <p>MASONRY WALL -</p> <ul style="list-style-type: none"> <li>• All materials making up the wall, including vertical &amp; horizontal reinforcement.</li> <li>• Block size and mortar type w/ size and spacing of reinforcement.</li> <li>• Shear walls shown.</li> <li>• Gable ends with rake beams showing reinforcement or gable truss and wall bracing detail.</li> <li>• All required connectors with uplift rating and required number and size of for continuous tie from roof to foundation.</li> <li>• Overhang dimensions &amp; detail of attic ventilation</li> <li>• Roof assembly shown here or on roof system detail (Roofing system, materials, manufacture, fastening requirements and product evaluation w/ wind resistance rating)</li> </ul> <p>WOOD FRAME WALL -</p> <ul style="list-style-type: none"> <li>• All materials making up wall.</li> <li>• Size and species of studs.</li> <li>• Sheathing size type and nailing schedule.</li> <li>• Headers sizes</li> <li>• Shear walls labeled</li> <li>• Gable end showing balloon framing detail or gable truss and wall hinge bracing detail.</li> <li>• All required connectors with uplift rating and required number and size of fasteners for continuous tie from roof to foundation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Overhang dimensions &amp; detail of attic ventilation</li> <li>• Roof assembly shown here or on roof system detail (Roofing system, materials, manufacture, fastening requirements and product evaluation w/ wind resistance rating)</li> </ul> <p><b>LIGHT GAUGE METAL FRAMING -</b></p> <ul style="list-style-type: none"> <li>• All structural details and materials</li> <li>• Overhang dimensions &amp; detail of attic ventilation</li> </ul>
<input type="checkbox"/>	<p><b><u>FLOOR FRAMING</u></b></p> <ul style="list-style-type: none"> <li>• Floor truss package including layout and individual truss designs</li> <li>• Floor joist size, species and spacing.</li> <li>• Girder size and species</li> <li>• Attachment of joist to girder</li> <li>• Wind load requirements, where applicable</li> </ul>
<input type="checkbox"/>	<p><b><u>FIRE RESISTANT CONSTRUCTION</u></b></p> <ul style="list-style-type: none"> <li>• Fire resistant separations (listed systems).</li> <li>• Fire resistant protection for type of construction.</li> <li>• Protection of openings and penetrations of rated walls (listed systems).</li> <li>• Fire blocking and draft stopping.</li> <li>• Calculated fire resistance</li> </ul>
<input type="checkbox"/>	<p><b><u>INTERIOR REQUIREMENTS</u></b></p> <ul style="list-style-type: none"> <li>• Interior finishes (flame spread/smoke development).</li> <li>• Light and ventilation.</li> <li>• Sanitation</li> <li>• Min. heights – if at or less than 7ft</li> </ul>
<input type="checkbox"/>	<p><b><u>DEMOLITION REQUIREMENTS</u></b></p> <ul style="list-style-type: none"> <li>• Provide interior demolition details.</li> <li>• Asbestos details, if applicable.</li> <li>• Demolition of an entire building/structure requires a separate demolition permit.</li> </ul>
<input type="checkbox"/>	SPECIAL SYSTEMS – such as elevators, escalators, lifts, etc.
<input type="checkbox"/>	ACCESSIBILITY DETAILS & SPECIFICATIONS
<input type="checkbox"/>	FAIR HOUSING DETAILS & SPECIFICATIONS

**LIFE SAFETY PLAN REQUIREMENTS:**

<input type="checkbox"/>	<p><b><u>FIRE SPINKLER SYSTEMS</u></b></p> <ul style="list-style-type: none"> <li>• Fire sprinklers (separate permit required by licensed sprinkler contractor)</li> <li>• Engineering documentation complying with 61G15-32 of the Florida Administrative Code.</li> </ul>
<input type="checkbox"/>	<p><b><u>LIFE SAFETY SYSTEMS</u></b></p> <ul style="list-style-type: none"> <li>• Fire alarm system (early warning) with name of licensed installer. Plans need to include all device locations, strobe intensities &amp; individual device identification</li> <li>• Engineering documentation complying with 61G15-32 of the Florida Administrative Code.</li> <li>• Smoke control rational analysis (if applicable)</li> <li>• Stair pressurization (if applicable)</li> <li>• System schematic.</li> <li>• Fire extinguisher locations</li> </ul>

**PLUMBING REQUIREMENTS:**

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Minimum plumbing facilities including calculations based on occupant load</li> <li>• Fixture requirements</li> <li>• Interior elevation showing ADA compliance</li> <li>• Vents</li> </ul>
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	<ul style="list-style-type: none"> <li>• Water supply piping</li> <li>• Sanitary drainage</li> <li>• Irrigation</li> <li>• Location of water supply</li> <li>• Grease trap</li> </ul>	<ul style="list-style-type: none"> <li>• Roof gutters/ drainage system</li> <li>• Back-flow prevention</li> <li>• Plumbing riser</li> <li>• Environmental requirements</li> <li>• Water heaters</li> </ul>
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**MECHANICAL REQUIREMENTS:**

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Energy calculations</li> <li>• Roof mounted equipment</li> <li>• Exhaust system: clothes dryers, kitchen equipment, specialty systems</li> <li>• Chimneys, fireplaces and vents</li> <li>• Equipment type &amp; location</li> <li>• Make-up air</li> <li>• Ventilation</li> <li>• Appliances</li> </ul>	<ul style="list-style-type: none"> <li>• Boilers</li> <li>• Combustion air</li> <li>• Refrigeration</li> <li>• Laboratory - special systems</li> <li>• Manual N or alternate approved method (sizing equipment)</li> <li>• Manual D or alternate approved method (sizing duct) - include duct layout, including return air location and size</li> </ul>
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**GAS REQUIREMENTS:**

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Gas piping</li> <li>• Ventilation</li> <li>• Combustion air</li> <li>• Chimneys &amp; Vents</li> <li>• Appliances</li> </ul>	<ul style="list-style-type: none"> <li>• Type of gas</li> <li>• Fireplaces</li> <li>• LP tank locations</li> <li>• Riser diagrams/shut offs</li> </ul>
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**ELECTRICAL REQUIREMENTS:**

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Equipment</li> <li>• Special occupancies</li> <li>• Emergency systems</li> <li>• Low voltage</li> <li>• Communication systems</li> <li>• Load calculations</li> <li>• Riser diagram</li> </ul>	<ul style="list-style-type: none"> <li>• Lighting plan layout showing lighting and emergency lighting</li> <li>• Electrical wiring, methods, materials, and required protective devices</li> <li>• Electric vehicle charging infrastructure</li> <li>• Power plan layout showing receptacles</li> </ul>
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**FOOD SERVICE REQUIREMENTS:**

<input type="checkbox"/>	<b>DBPR</b> - When required for review by the Department of Hotels and Restaurants – A digital copy of the approved plans must be submitted to the Building Department.
<input type="checkbox"/>	<b>DEPT. of AG</b> - When required for approval by the Department of Agriculture, the tenant/owner must have approval prior to the final inspection.
<input type="checkbox"/>	<b>GRU</b> - Grease trap shall be approved by Gainesville Regional Utilities, Water/waste water Engineering. Verification of approval must be submitted.

**COMMERCIAL POOL REQUIREMENTS:**

<input type="checkbox"/>	Plans signed and sealed by Florida Registered Engineer and approved by the Department of Business and Professional Regulations – HRS, indicating compliance with the Florida Administrative Code Chapter 64E-9 and Section 545 of the Florida Building Code.
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