



## COMMERCIAL PLANS SUBMITTAL CHECKLIST

For Commercial and Multi-family (3 or more units)  
Building Permit Applications

- Building Permit Application (3<sup>rd</sup> Page MUST be signed & notarized by Owner!)
- Four (4) sets of Plans (signed and sealed by Florida registered architect/engineer)
- Legal Description
- Complete Design Drawings (100% design preferably on 24" x 36" sheets)
- All Drawings Dimensioned and To Scale

### Cover Sheet

- Code summary (code editions); building features (type construction, occupancy, height, stories, etc.).
- Life safety systems: occupant load and egress capacity calculations, gross floor area in square feet (provide breakdown of air-conditioned and non-air-conditioned space), travel distance, fire protection systems existing/to be installed, and location and type of fire extinguishers.
- Four (4) copies of Project narrative or description (one copy for each plan set).
- Estimated cost of construction.
- Special Inspector Plan.
- Threshold Building Inspection Plan.

### Architectural

- Floor Plans, Details, Schedules** (show existing/demolition separate from proposed/new construction).
  - Identify rooms - show accessibility and plumbing fixtures.
  - Door and window schedule (include hardware and identify fire rating).
  - Interior finish schedule.
  - Fire resistance rating details (walls, floor/ceiling, roof/ceiling).
  - Floor framing, roof truss layout plans (approved truss engineering required by first vertical inspection).
  - Seating plan (if applicable).
  - Furniture layout plans.

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**ECONOMIC DEVELOPMENT DEPARTMENT•OFFICE OF PERMITTING SERVICES**  
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Visit our web site at: [www.cityoforlando.net/permits](http://www.cityoforlando.net/permits)

- Complete stairway/guardrail/handrail details (tread/riser/picket spacing/extensions)
- Exterior elevations.
- Foundation plan.
- Wall legend, matching floor plans with U.L. design numbers.
- Key floor plan to scale. Show all tenants and their egress off of the floor.
- Reflected ceiling plan with lighting, exit signs, smoke detectors.
- Access control and secure door in the means of egress.
- Wind load calculations per Florida Building Code 1606.1.7.
- Wind load compliance reports and installation details for exterior windows and doors (required prior to first vertical inspection).

## **Energy Calculations** (4 copies)

- Roof air barrier details
- One (1) set of Construction Specifications
  - SITE PLAN (one or more sheets to show items below clearly, must be to engineering scale) (not required for interior alterations) Include building location(s) for addressing purposes
    - Location map
    - Existing and proposed site plan
    - Site area, impervious area and gross area
    - Property boundary with any easements
    - Wetlands
    - Number of parking spaces
    - Traffic control devices (signals, stop signs, pavement markings)
    - Parking lot and roadway striping
    - For multi-family only, show # of residential units and bedroom breakdown
    - All fire hydrants within 500 feet of the building
    - All structures within 150 feet of the building
    - Fire department access roadways
    - Property lines, dimensions of lot, set backs, easements, and building footprint
    - Dumpster location (dumpster detail including dumpster enclosure detail)
    - Edge of pavement
    - Number of lanes
    - Median
    - Median openings
    - Curbing
    - Details
    - Existing driveways and intersections within 200 feet
    - Proposed driveways
    - Public sidewalks

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- Sanitary sewer connection
- Location of water backflow device
- Water distribution system

## **Threshold Building Inspection Plan**

### **Landscaping Plan** (signed and sealed by Landscape Architect)

- Dimensioned planting areas
- Plant list
- Shade coverage calculations

### **Irrigation Plan**

- Backflow preventer
- Rain sensor)

### **Drainage Plans, Calculations and Geotechnical Report**

- Primary and secondary systems
- Scuppers per drain
- Gutter and downspout
- Stormwater flow direction
- Pond/swale cross-section detail, exfiltration system details
- Storm water management system details

### **Erosion and Sedimentation Control Plan Grading Plan with Pavement Section Details**

- Existing site grade and
- Proposed site grade)
- Erosion control device details

### **Fire Sprinkler Design Documents**

- Signed and sealed plans and
- Hydraulic calculations

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## **Plumbing**

- Include floor plan and riser diagram
- Complete three-dimensional isometric drawing of the drainage systems
- Fixture schedule and material specifications
- Isometric drawing and schematic drawing match
- Storm riser drawing with pipe sized and square feet/drain indicated
- Interceptors/grease traps with details
- Water heaters with accessibility detail
- Drinking fountains with accessibility detail (State of Florida Accessibility Code)

## **Mechanical**

- Mechanical systems over 15 tons must be signed and sealed by a Florida registered Engineer
- Mechanical plans must be submitted for all commercial H.V.A.C. systems
- Life safety plans submitted indicating ratings of walls, ceilings and floors
- Floor/ceiling assembly details shown on plans
- Fire dampers and fire/smoke damper details shown on plans
- Location of dampers indicated on plans
- Mechanical equipment on the exterior of buildings must meet wind load design
- Must provide tie down details for mechanical equipment on exterior of building
- Re-roofing permits will be required to have signed and sealed plans if the mechanical equipment and supports for mechanical equipment is replaced with new or if existing equipment is re-used with new supports for existing equipment.  
Mechanical permit is required to be issued separate from the re-roof permit.
- Height requirements for mechanical equipment on roofs must meet Section 1511.7 of the 2007 Florida Building Code.

## **Electrical**

- Legend showing symbols used on drawings as adopted by nationally recognized societies or as explained on the drawings Type, location, and capacity of all service equipment and meters.
- Interrupting ratings of circuit protective devices specified and available symmetrical short circuit current at each panel and switchboard location where fault current is greater than the (10,000) amperes.
- Service entrance grounding conductor, sized and located, and method of grounding.
- Locations of every proposed outlet, including switches.

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- Location, voltage, horsepower, kilowatt, or current rating of every motor, generator, transformer or fixed appliance.
- Details of the panel board, switchboard and distribution centers, including schedule of equipment.
- Panel board or switchboard schedules, showing connected and demand wattage or amperage, number of active branch circuits to be installed, and number of spare branch circuits for future use.
- Location and complete details of fire alarm system, emergency lighting, and existing lighting.
- Circuiting of every electrical outlet with size of conductor and raceway.
- UL approved details of fire rated assemblies.
- Include exit signs, emergency lighting, and generator details.
- Access control and secure door circuitry.

## **REVISIONS**

**(NOTE: Revisions will be accepted only after all plans examiners have completed the review of previous submittal.)**

- Submit only the sheets (signed and sealed) that are being revised (4 sets).
- Provide Case number or address of project.
- Identify clearly all revisions on the drawings (i.e., cloud).
- Comments - attach written response to all comments, include narrative that lists and explains all revisions.

## **The Following Items may be required prior to the Issuance of Permits**

- Cost estimate for on-site improvements (excluding building structures).
- Concurrency Management Application (Concurrency Encumbrance Letter).
- Contractor's License.
- Proof of Worker's Compensation Insurance.
- South Florida Water Management District (SFWMD) permits (407.858.6100)  
[www.sfwmd.gov](http://www.sfwmd.gov)
- St. John's Water Management District (SJWMD) permits (407.897.4300)  
[www.sjr.state.fl.us](http://www.sjr.state.fl.us)
- Orange County permits (407.836.5564) [www.onetgov.net](http://www.onetgov.net)

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- Army Corp of Engineers permits (904 232.2234) [www.saj.usace.army.mil](http://www.saj.usace.army.mil)
- Florida Department of Transportation (FDOT) permits (407.482.7800) [www.myflorida.com](http://www.myflorida.com)
- Florida Department of Environmental Protection permits (407.894.7555)  
[www.myflorida.com](http://www.myflorida.com)
- National Pollutant Discharge Elimination System (NPDES) approval from DEP.
- Letter of Map Revision/Letter of Map Amendment (LOMR/LOMA) application and approval from the Federal Emergency Management Agency (FEMA).

## **Notice of Commencement**

The purpose of recording a Notice of Commencement is to prepare the owner and/or the owner's agent (the contractor) to deal with possible liens placed on the property being improved. According to Florida Statutes:

- Section 713.13, before starting any improvement to real property for which the direct contract price is greater than \$2,500, the owner or owner's agent (contractor) must:
  - Step 1 RECORD
    - A Notice of Commencement in the Orange County Comptroller's office, Official Records Department at 401 S. Rosalind Avenue, 1 Floor, Orlando, FL, located at the S.E. corner of South Street and Rosalind Avenue in downtown Orlando.  
Phone: 407.836.5115.  
Office Hours: 7:30am – 4:30 pm, Monday - Friday.  
Mailing address: P.O. Box 38, Orlando, FL 32802.  
Overnight Delivery Address: 401 S. Rosalind Avenue, Orlando, FL 32801.
  - Step 2 POST at the job site
    - EITHER: A certified copy of the Recorded Notice of Commencement or a notarized statement that the Notice of Commencement has been filed for recording along with a copy of the Notice of Commencement.
  - Step 3 FILE with the Permitting Services Division PRIOR to requesting the first inspection:
    - A certified copy of the Recorded Notice of Commencement.
    - A notarized statement that the Notice of Commencement has been filed for recording along with a copy of the Notice of Commencement.  
You may complete Step 3 by mail, facsimile, or hand delivery to the Office of Permitting Services.

The Permitting Services Division WILL NOT perform or approve inspections until Step 3 has been completed by the owner or owner's agent. The recording of the Notice of Commencement is not required prior to the issuance of a permit.

**This document is intended to be a guide and may not contain all requirements needed to obtain permits and approval from the City of Orlando.**

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## **MOST COMMON REASONS FOR DISAPPROVAL**

### **Commercial**

1. Compliance with Chapter 6 – Types of Construction.
2. Compliance with Chapter 8 – Interior Finishes.
3. Compliance with Chapter 10 – Means of Egress.
4. Compliance with Chapter 11 – Florida Accessibility Code.
5. Compliance with Chapter 16 – Structural Design.
6. Occupancy Separation, which is not always defined per FBC Chapter 3 options.
7. Construction type not in accordance with allowable area and height per FBC 2004 Table 503.
8. Combustible materials to be used not in accordance with FBC 2004 603.
9. Fire resistance, which includes design information, opening protective, and penetrations.
10. Doors size, not in compliance with FBC 2004 1008.1.1.
11. Accessibility requirements, all of them based on occupancy, drinking fountains, counters, restrooms, etc.
12. Shop Drawings.
13. Signed and Sealed Drawings.
14. Expired Extra Documentation.

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