

**DOCUMENTS REQUIRED TO MAKE APPLICATION FOR A  
COMMERCIAL BUILDING PERMIT**

**DUE TO TIME INVOLVED TO PROCESS PAPERWORK**

**NO APPLICATION OR PERMIT WILL BE PROCESSED AFTER 4:30 P.M.**

1. **Two complete sets of sealed plans** (including but not limited to site, building, alarm, sprinkler, standpipe and hood exhaust and suppression systems) in compliance with the Florida Building Code 2014 (5<sup>th</sup> Edition). Both sets submitted to Building Department along with **a copy of the plans in digital format on compact disc.** **We will submit to Suwannee County Fire Rescue for fire review by the Fire Marshal or his/her designee.**
2. Computer generated **Florida Energy Efficiency Code form** completed.
3. **Letter from well installer** verifying compliance with Section 612 of the FBC 2014 (5<sup>th</sup> Edition)– Plumbing.
4. **Application** completed.
5. A printout sheet (**property card**) showing legal description of property from property appraiser or at [www.suwanneepa.com](http://www.suwanneepa.com). If property not in owner's name, then must provide documentation regarding ownership of property, or copy of lease agreement (where applicable).
6. Permit from Environmental Health Department regarding septic system.
7. Clearance with Suwannee River Water Management District - **Surface water permit** and DEP if property is in the National Wetlands.
8. A copy of **approved site plan** by Suwannee County Zoning Department (386-364-3401). Two site plans must be submitted to the Zoning Department along with zoning application showing location of building, septic tank, well, handicap parking and distance from the road, sides and back of property. (Must meet setback requirements in accordance with County Land Development Regulations.)
9. **Survey** of property prepared by a land surveyor or engineer registered in Florida or exemption letter from Zoning Department.
10. **Driveway entrance permit** completed and signed for county maintained roadways. **State roads** – approval required from Department of Transportation (DOT) in Lake City, Florida.
11. **NOTE!!!** If your property is in a special flood hazard area (SFHA), according to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM), an Elevation Certificate (EC) prepared by a Registered Surveyor or Professional Engineer certifying that the bottom of the lowest horizontal structural member of the lowest floor is at least one foot above the base flood elevation is required **upon placement of the lowest floor.** If your property is located in the floodway of the SFHA, you will be required to obtain both an Environmental Resource Permit (ERP) from the Suwannee River Water Management District **and** a Zero Rise Certification from a Registered Professional Engineer **before** issuance of the building permit, in addition to the EC. The ERP will also be required if your property fronts the river, even if the building site is located out of the floodway.
12. **Processing Time** - Twenty-four hours to process application/permit \* One Week minimum for plan review  
Twenty-four hour notice is required for an inspection.  
**DUE TO POSSIBLE DUPLICATION OF NAME, AND TIME INVOLVED IN LOOKING FOR PERMIT NUMBER,  
YOU MUST PROVIDE OFFICE PERSONNEL WITH PERMIT NUMBER WHEN CALLING FOR INSPECTION.**
13. All buildings shall have pre-construction treatment protection against subterranean termites. A Certificate of Compliance shall be issued to the Building Department by the licensed pest control company that contains the following statement: "The building has received a complete treatment for the prevention of subterranean termites. Treatment is in accordance with rules and laws established by the Florida Department of Agriculture and Consumer Services."
14. **Pro-rata assessment for fire must be paid, final inspection on septic, driveway & fire inspection before release of power or Certificate of Occupancy issued. 911 Address must be posted to pass final inspection.**

**FEES: 32¢ sq. ft. habitable, 18¢ sq. ft. non-habitable, 03% of permit fee - State Surcharge (Minimum \$4.00).**

**Driveway Permit Fee**

**\$15.00**

**911 Address Fee**

**\$30.00**

**Minimum Permit Fee is \$100.00 plus State Surcharge**

# SUWANNEE COUNTY BUILDING DEPARTMENT

## COMMERCIAL MINIMUM PLAN REQUIREMENTS AND CHECKLIST FOR FLORIDA BUILDING CODE 2014 (5<sup>th</sup> Edition) ALL REQUIREMENTS SUBJECT TO CHANGE

All building plans must include the following items and indicate compliance with Chapter 16 Section 1606 of the Florida Building Code 2014 (5<sup>th</sup> Edition) by providing calculations and details that have the seal and signature of a certified Architect or Engineer registered in the State of Florida. For design purposes a basic wind speed of 110 mph shall be used.

**GENERAL REQUIREMENTS:** Two (2) complete sets hardcopy and a copy in digital format on compact disc) containing a floor plan, site plan, foundation plan, floor/roof framing plan or truss layout, wall sections, all exterior elevations, alarm, sprinkler, standpipe, hood exhaust and suppression systems with the following criteria and documents:

### Applicant Plans Examiner

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!	!	All drawings must be clear, concise and drawn to scale ("Optional" details that are not used shall be marked void or crossed off). Square footage of different areas shall be on plans.
!	!	Designer's name and signature on document (FBC 104.2.1) if licensed architect or engineer, official seal shall be affixed.
!	!	<b><u>Two (2) Copies of Approved Site Plan</u></b>
!	!	<b><u>Occupancy Classification and Special Occupancy Requirement (FBC Chapters 3, 4)</u></b>
!	!	<b><u>Minimum Type Construction (FBC Table 500)</u></b>
!	!	<b><u>Fire Resistant Construction Requirements shall include:</u></b>
!	!	a) Fire resistant separations (listed systems)
!	!	b) Fire resistant protection for type of construction
!	!	c) Protection of openings and penetrations of rated walls (listed systems)
!	!	d) Fire blocking and draft-stopping
!	!	e) Calculated fire resistance
!	!	<b><u>Fire Suppression Systems shall include:</u></b> (Reviewed by Fire Marshal or his/her designee)
!	!	a) Fire sprinklers (separate permit by licensed sprinkler contractor)
!	!	b) Fire alarm system (early warning) with name of licensed installer. If not on contractor's plan at time of permitting separate permit required by licensed installer
!	!	c) Smoke evaluation system schematic
!	!	d) stand-pipes
		Pre-engineered system
		Riser diagram

**Life Safety Systems shall include:** (Review by Fire Coordinator)

- ! ! a) Occupancy load and egress capacity
- ! ! b) Early warning
- ! ! c) Smoke control
- ! ! d) Stair pressurization
- ! ! e) Systems schematic

**Occupancy Load/Egress Requirements shall include:**

- ! ! a) Occupancy load (gross and net)
- ! ! b) Means of egress
  - exit access, exit and exit discharge
- ! ! c) Stair construction/geometry and protection
- ! ! d) Doors
- ! ! e) Emergency lighting and exit signs
- ! ! f) Specific occupancy requirements
  - 1) construction requirements
  - 2) horizontal exits/exit passageways

**Structural Requirements shall include:**

- ! ! a) Soil conditions/analysis
- ! ! b) Termite protection
- ! ! c) Design loads
- ! ! d) Wind requirements
- ! ! e) Building envelope
- ! ! f) Structural calculations
- ! ! g) Foundation
- ! ! h) Wall systems
- ! ! i) floor systems
- ! ! j) Roof systems
- ! ! k) Threshold inspection plan (if applicable)
- ! ! l) Stair systems (if applicable)

**Materials shall include:**

- ! ! a) Wood
- ! ! b) Steel
- ! ! c) Aluminum
- ! ! d) Concrete
- ! ! e) Plastic
- ! ! f) Glass (manufacturer, listing for wind zone including details for installation and attachments)
- ! ! g) Masonry
- ! ! h) Gypsum board and plaster
- ! ! i) insulating (mechanical)
- ! ! j) Roofing (manufacturer, listed system for wind zone with Installation and attachments)
- ! ! k) Insulation

**Accessibility requirement shall include:**

- ! ! a) Site requirements
- ! ! b) Accessible route
- ! ! c) Vertical accessibility
- ! ! d) Toilet and bathing facilities
- ! ! e) Drinking fountains
- ! ! f) Equipment
- ! ! g) Special occupancy
- ! ! h) Fair housing requirements

**Interior requirements shall include:**

- ! ! a) Interior finishes (flame spread/smoke develop)
- ! ! b) Light and ventilation
- ! ! c) Sanitation

**Special Systems shall include:**

- ! ! a) Elevators
- ! ! b) Light and ventilation
- ! ! c) Lifts

**Swimming Pools Commercial** – Plans signed and sealed by Florida Registered Engineer and approved by the Dept of Business and Professional Regulations/Health

**Electrical**

- |   |   |  |
|---|---|--|
| ! | ! | a) Electrical wiring, services, feeders and branch circuits, over-current protection, grounding, wiring methods and materials, GFCIs |
| ! | ! | b) Equipment   |
| ! | ! | c) Special Occupancies   |
| ! | ! | d) Emergency Systems   |
| ! | ! | e) Communication Systems   |
| ! | ! | f) Low Voltage   |
| ! | ! | g) Load Calculations (800 amps or higher require Engineer seal)  |
| ! | ! | h) Riser diagram   |

**Plumbing**

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|---|---|--------------------------------|
| ! | ! | a) Minimum plumbing facilities |
| ! | ! | b) Fixture requirements        |
| ! | ! | c) Water supply piping         |
| ! | ! | d) Sanitary drainage           |
| ! | ! | e) Water heaters               |
| ! | ! | f) Vents                       |
| ! | ! | g) Roof drainage               |
| ! | ! | h) Back flow prevention        |
| ! | ! | i) Irrigation                  |
| ! | ! | j) Location of water supply    |
| ! | ! | k) Grease traps                |
| ! | ! | l) Environmental requirements  |
| ! | ! | m) Plumbing Riser              |

**Mechanical**

- |   |   |   |
|---|---|---|
| ! | ! | a) Energy Calculation (Signed and Sealed by Architect/Engineer)                                 |
| ! | ! | b) Exhaust systems: Clothes dryer exhaust, kitchen equipment exhaust, specialty exhaust systems |
| ! | ! | c) Equipment  |
| ! | ! | d) Equipment location   |
| ! | ! | e) Make-up air  |
| ! | ! | f) Roof mounted equipment   |
| ! | ! | g) Duct systems   |
| ! | ! | h) Ventilation  |
| ! | ! | i) Combustion air   |
| ! | ! | j) Chimneys, fireplaces and vents   |
| ! | ! | k) Appliances   |
| ! | ! | l) Boilers  |
| ! | ! | m) Refrigeration  |
| ! | ! | n) Bathroom ventilation   |
| ! | ! | o) Laboratory   |

**Gas**

- |   |   |                            |
|---|---|----------------------------|
| ! | ! | a) Gas piping              |
| ! | ! | b) Venting                 |
| ! | ! | c) Combustion Air          |
| ! | ! | d) Chimneys and vents      |
| ! | ! | e) Appliances              |
| ! | ! | f) Type of Gas             |
| ! | ! | g) Fireplaces              |
| ! | ! | h) LP tank locations       |
| ! | ! | i) Riser diagram/shut offs |

**Demolition**

- |   |   |                     |
|---|---|---------------------|
| ! | ! | a) Asbestos removal |
|---|---|---------------------|

**REINSPECTION FEES:**

1. There will be a \$35 reinspection fee for any reinspection caused by required work not being ready or incorrect at the requested time.
2. There will be a \$50 reinspection fee for each additional corrective reinspection.

**If you have any questions contact the Suwannee County Building Department at 386/364-3407 between 8:00 a.m. and 4:30 p.m. Monday through Friday.**

