

COMMERCIAL PERMIT

GENERAL SUBMITTAL REQUIREMENTS

- Permit application**
- Owner/Builder Disclosure Statement**- This is required when an owner is obtaining a permit
- Notice of Commencement**- A certified copy is required if job value is \$2,500 or greater prior to the first inspection (this is not required to be submitted to obtain the permit)
- FEMA 50% Rule-for addition/alterations**- If property is located in a flood zone provide the FEMA 50% Rule or an Elevation Certificate

Additional submittal requirements may be required. Prior to receiving a processing number from the Customer Service Representatives, all plans must be assembled properly.

Commercial

- SDP**- Six copies including the cover page, site plans, and architectural plans, if required
- Energy Calculations**- Six copies of the current year calculations
- Construction Drawings**- Six sets of structural plans sealed by architect or registered P.E. per current FBC, with the following included:
 - Architectural, plumbing, mechanical, and gas
 - Truss layouts, shop drawings, and design loads, including a written statement by the engineer
 - Electrical plans with load calculations and panel schedule
 - Stair and ramp details including guardrails and handrails
 - Accessibility
 - Building elevation plans
 - Wind load and design pressures
 - Specialty items, shop drawings with design loads including a written statement by the engineer
 - Project data information
 - Fire alarm information, if applicable
 - Sprinkler system information, if applicable
 - Code data information i.e. year of FBC and FFPC, occupancy type, and type of construction
- Product Approvals**- Six sets of NOA or State of Florida product approvals for windows, doors, and shutters, if required
- Right-of-Way Permitting**- ROW Permit is required for all work off site in Collier County ROW or Drainage Easement (anything more than a single family or duplex is considered commercial)
- Utility Impact Fee**- Complete the Water and Wastewater Impact Fee form referencing Florida Administrative Code. Call **239-252-6237** for assistance.