

COMMERCIAL 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. (it is not required to submit for 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

Commercial

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