

## **MULTI-FAMILY ADDITIONS & ALTERATIONS PERMIT GENERAL SUBMITTAL REQUIREMENTS**

- Permit application**
- 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-** If property is located in a flood zone provide the FEMA 50% Rule or an Elevation Certificate
- Energy Calculations-** Six copies of the current year calculations, if applicable.
- 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

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