

APPLICATION REQUIREMENTS - Commercial Building

PRCS

New Construction & Additions

General Requirements

All submittal requirements must have documents completed and submitted for review.

- **Application Form:** Building Permit Application
- **Architectural Plans:** Architectural plans reflecting the scope of work, signed and sealed, if applicable.
- **Structural Plans:** Structural plans reflecting the scope of work, signed and sealed, if applicable.
- **Electrical Plans:** Electrical plans reflecting the scope of work, signed and sealed, if applicable.
- **Mechanical Plans:** Mechanical plans reflecting the scope of work, signed and sealed, if applicable.
- **Plumbing Plans:** Plumbing plans reflecting the scope of work, signed and sealed, if applicable.
- **Fire Plans:** Fire plans reflecting the scope of work, signed and sealed, if applicable.
 - Separate fire permits may be required.
- **Fire Alarm Engineering:** Fire plans reflecting the scope of work, signed and sealed, if applicable.
- **Fire Sprinkler Engineering:** Fire plans reflecting the scope of work, signed and sealed, if applicable.
- **AC Energy and Load Calculations:** Energy and Load calculations specific to the scope of work.
- **Specialty Engineering / Specification Sheets:** Truss Layout and design loads by the manufacturer.
- **Site Planning Document:** A proposed site plan. The plan shall identify: The location of the proposed building, the elevation of the crown of the road, Flood Zone, FEMA's Base Flood Elevation, and proposed finished floor elevation.
 - This document may need to be certified if new impervious area is over 400 sq ft and not older than 6 months, signed and sealed by a licensed Florida professional surveyor and mapper, architect or engineer, showing property lines, setbacks, easements, water bodies, and all existing and proposed structures.
 - If on septic: Please show distance of proposed structure to septic. Per 62-6.005(2) F.A.C., must be at least 5 feet away.
- **Index Sheet:** List of Florida Product Approvals or Miami-Dade NOA numbers for all windows, doors, shutters, roofing materials, underlayment, roof vents, etc.

Additional Requirements

Additional documents may be required based on information provided.

- **Private Provider Package:** Required if a Private Provider is performing inspections or plan review.
- **FEMA 50% documents:** Projects that are considered substantial improvement must meet the current Florida Building Code, as well as the provisions of the Collier County Floodplain Management Ordinance. (Additions only)
- **Owner-Builder Affidavit:** For owners of property when acting as their own contractor and providing direct, onsite supervision themselves of all work not performed by licensed contractors. Document must be signed in person and notarized by Collier County Growth Management staff.