



CITY OF ORLANDO

Commercial Plans Submittal Checklist

For Commercial and Multi-family (3 or more units) Building Permit Applications— New Construction, Additions, and Alterations

- FOUR (4) SETS OF PLANS (signed and sealed by Florida registered architect/engineer, or interior designer)
- LEGAL DESCRIPTION
- COMPLETE DESIGN DRAWINGS (100% design preferably on 24" x 36" sheets)
- ALL DRAWINGS DIMENSIONED AND TO SCALE
- COVER SHEET
 - Code summary (code editions); building features (type construction, occupancy, height, stories, etc.)
 - Life safety systems: occupant load and egress capacity calculations, gross floor area in square feet (provide breakdown of air-conditioned and non-air-conditioned space), travel distance, fire protection systems existing/to be installed, and location and type of fire extinguishers
 - Project narrative or description
 - Estimated cost of construction
 - Special Inspector Plan for threshold buildings
- ARCHITECTURE - FLOOR PLANS, DETAILS, SCHEDULES (show existing/demolition separate from proposed/new construction)
 - Identify rooms - show accessibility and plumbing fixtures
 - Door and window schedule (include hardware and identify fire rating)
 - Interior finish schedule
 - Fire resistance rating details (walls, floor/ceiling, roof/ceiling)
 - Floor framing, roof truss layout plans (approved truss engineering required by first vertical inspection)
 - Seating plan for eating and drinking uses
 - Furniture plans
 - Complete stairway/guardrail/handrail details (tread/riser/picket spacing/extensions)
 - Exterior elevations
 - Foundation plan
 - Wall legend, matching floor plans with U.L. design numbers
 - Key floor plan to scale. Show all tenants and their egress off of the floor
 - Reflected ceiling plan with lighting, exit signs, smoke detectors
 - Access control and secure door in the means of egress
 - Wind load calculations per Florida Building Code 2004, Section 1609
 - Wind load compliance reports and installation details for exterior windows and doors (required prior to first vertical inspection)
- ENERGY CALCULATIONS (4 copies)
 - Roof air barrier details



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- ONE (1) SET OF CONSTRUCTION SPECIFICATIONS
- SITE PLAN (one or more sheets to show items below clearly, must be to engineering scale) (not required for interior alterations) Include building location(s) for addressing purposes
 - Location map
 - Existing and proposed site plan
 - Site area, impervious area and gross area
 - Property boundary with any easements
 - Wetlands
 - Number of parking spaces
 - Traffic control devices (signals, stop signs, pavement markings)
 - Parking lot and roadway striping
 - For multi-family only, show # of residential units and bedroom breakdown
 - All fire hydrants within 500 feet of the building
 - All structures within 150 feet of the building
 - Fire department access roadways
 - Property lines, dimensions of lot, set backs, easements, and building footprint
 - Dumpster location (dumpster detail including dumpster enclosure detail)
 - Edge of pavement, # of lanes, median, median openings, curbing and details
 - Existing driveways and intersections within 200 feet
 - Proposed driveways
 - Public sidewalks
 - Sanitary sewer connection
 - Location of water backflow device
 - Water distribution system
- LANDSCAPING PLAN (signed and sealed by Landscape Architect)
 - Dimensioned planting areas
 - Plant list
 - Shade coverage calculations
- IRRIGATION PLAN (include location of backflow preventer and rain sensor)
- DRAINAGE PLANS, CALCULATIONS, AND GEOTECHNICAL REPORT
 - Primary and secondary systems
 - Scuppers per drain
 - Gutter and downspout
 - Stormwater flow direction
 - Pond/swale cross-section detail, exfiltration system details
 - Storm water management system details
- EROSION AND SEDIMENTATION CONTROL PLAN
 - GRADING PLAN WITH PAVEMENT SECTION DETAILS (Show existing site grade and proposed site grade)
 - Erosion control device details



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- FIRE SPRINKLER DESIGN DOCUMENTS (For new systems or alterations, modification, or deletion of greater than 49 heads on existing systems, signed and sealed plans and hydraulic calculations are required from a licensed Engineer)

- PLUMBING
 - Include floor plan and riser diagram
 - Complete three-dimensional isometric drawing of the drainage systems
 - Fixture schedule and material specifications
 - Isometric drawing and schematic drawing match
 - Storm riser drawing with pipe sized and square feet/drain indicated
 - Interceptors with details
 - Water heaters with accessibility detail
 - Drinking fountains with accessibility detail (State of Florida Accessibility Code)

- MECHANICAL
 - Mechanical systems over 15 tons must be signed and sealed by a Florida registered Engineer
 - Mechanical plans must be submitted for all commercial H.V.A.C. systems
 - Life safety plans submitted indicating ratings of walls, ceilings and floors
 - Floor/ceiling assembly details shown on plans
 - Fire dampers and fire/smoke damper details shown on plans
 - Location of dampers indicated on plans
 - Mechanical equipment on the exterior of buildings must meet wind load design as set forth in the 2004 Florida Building Code
 - Must provide tie down details for mechanical equipment on exterior of building
 - Re-roofing permits will be required to have signed and sealed plans if the mechanical equipment and supports for mechanical equipment is replaced with new or if existing equipment is re-used with new supports for existing equipment. Mechanical permit is required to be issued separate from the re-roof permit.
 - Height requirements for mechanical equipment on roofs must meet Table 1509.7 of the 2004 Florida Building Code

- ELECTRICAL
 - Legend showing symbols used on drawings as adopted by nationally recognized societies or as explained on the drawings
 - Type, location, and capacity of all service equipment and meters
 - Interrupting ratings of circuit protective devices specified and available symmetrical short circuit current at each panel and switchboard location where fault current is greater than the (10,000) amperes
 - Service entrance grounding conductor, sized and located, and method of grounding
 - Locations of every proposed outlet, including switches
 - Location, voltage, horsepower, kilowatt, or current rating of every motor, generator, transformer or fixed appliance.
 - Details of the panel board, switchboard and distribution centers, including schedule of equipment



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- Panel board or switchboard schedules, showing connected and demand wattage or amperage, number of active branch circuits to be installed, and number of spare branch circuits for future use.
- Location and complete details of fire alarm system, emergency lighting, and existing lighting.
- Circuiting of every electrical outlet with size of conductor and raceway.
- UL approved details of fire rated assemblies.
- Include exit signs, emergency lighting, and generator details
- Access control and secure door circuitry

REVISIONS

Note: In order to facilitate the efficient review of revisions, revisions will be accepted only after all plans examiners have completed the review of previous submittal.

- MINIMUM SUBMITTAL REQUIREMENTS
 - Submit only the sheets (signed and sealed) that are being revised (4 sets)
 - Case number or address of project
 - Identify clearly all revisions on the drawings (i.e., cloud)
 - Comments - attach written response to all comments, include narrative that lists and explains all revisions.

THE FOLLOWING ITEMS MAY BE REQUIRED PRIOR TO THE ISSUANCE OF PERMITS

- Cost estimate for on-site improvements (excluding building structures)
- Concurrency Management Application (Concurrency Encumbrance Letter)
- Contractor's License
- Business License
- Proof of Worker's Compensation Insurance
- South Florida Water Management District (SFWMD) permits (407.858.6100) www.sfwmd.gov
- St. John's Water Management District (SJWMD) permits (407.897.4300) www.sjr.state.fl.us
- Orange County permits (407.836.5564) www.onetgov.net
- Army Corp of Engineers permits (904 232.2234) www.saj.usace.army.mil
- Florida Department of Transportation (FDOT) permits (407.482.7800) www.myflorida.com
- Florida Department of Environmental Protection permits (407.894.7555) www.myflorida.com
- National Pollutant Discharge Elimination System (NPDES) approval from DEP
- Letter of Map Revision/Letter of Map Amendment (LOMR/LOMA) application and approval from the Federal Emergency Management Agency (FEMA)

NOTICE OF COMMENCEMENT

The purpose of recording a Notice of Commencement is to prepare the owner and/or the owner's agent (the contractor) to deal with possible liens placed on the property being improved. According to Florida Statutes,

