



Department of Growth Management

Commercial & Multi-Family Development Plan Submittal Guidelines

The plan review process can be a complex and lengthy procedure. However, a well researched, properly prepared set of plans submitted with sufficient details, sections and information necessary to determine compliance with the State of Florida/Lake County codes will move quickly through the process and have fewer reasons for rejection. These detailed plans on a job site will also aid the inspection process by reducing delays and the number of re-inspections. The form should be filled out by the designer of record. **This is only a guide.** Depending on the scope of work to be permitted, some items may not apply or more specific information may be required.

BUILDING AND FIRE CODE

SOIL REPORT

- _____ Anticipated soil bearing capacity
- _____ Recommended footing sizes, depth, etc.
- _____ Soil preparation specifics

FLORIDA ENERGY EFFICIENCY FORM

- _____ Signed by design professional (when required) and by owner/agent
- _____ Cooling/heating load calculations (Section 407.1.ABCD.1)

LIFE SAFETY PLAN

- _____ Occupant load of each area
- _____ Distances of travel and occupant loads on means of egress components
- _____ Location of smoke compartments
- _____ Location of area of rescue assistance
- _____ Designated fire rated walls and partitions
- _____ Occupancy Classification
- _____ Fixture Layout
- _____ Exits required, exits provided
- _____ Exit capacity required, capacity provided
- _____ Aisle widths required, aisle widths provided
- _____ Common path limits, length proposed
- _____ Dead-end corridor limits, dead end proposed
- _____ Travel distance limit, distance proposed
- _____ Corridor rating required, rating provided
- _____ Exit sign locations including directional
- _____ Emergency Lighting Locations
- _____ Fire extinguisher locations and size

FIRE PROTECTION

- _____ Fire lanes
- _____ Exit lights, emergency lighting
- _____ Location, type, and size of fire extinguishers
- _____ Standpipe risers
- _____ Smoke control
- _____ Smoke evacuation system schematic

*Separate permit and plans required for fire protection systemic prior to installation.

- _____ Fire sprinkler plans, calculations, cut sheets
- _____ Fire alarms, calculations, cut sheets
- _____ Fire suppression system plans, equipment cut sheets, manufacturer's manual

ARCHITECTURAL STRUCTURAL PLANS

Cover Sheet

- _____ Name of Project
- _____ Design professional name, address, number
- _____ Index of plan sheets with description
- _____ List of codes used in the design process
- _____ Proposed occupancy classification
- _____ Type of construction, FBC Table 500
- _____ Threshold building designation (if applicable)
- _____ Proposed square footages of building footprint, floors, covered entries/porches
- _____ When applicable, a statement that the site and building(s) comply with Fair Housing Act
- _____ Any other information helpful to the permitting/inspection process

Elevations

- _____ All sides of structure shown with heights at each level
- _____ Roof structure heights (chimneys, steeples, parapets, penthouses, etc.)

Floor Plan

- _____ Occupancy use of each area
- _____ Rated walls designated
- _____ Bearing walls designated
- _____ Exits designated
- _____ Dimensioned areas and corridors
- _____ Special occupancy requirements such as assembly seating layout
- _____ Concrete column location
- _____ Isolated bearing columns, posts located

Foundation Plan

- _____ Slab thickness, reinforcing
- _____ Footing dimensions

- _____ Reinforcing steel grade, size, location, lap, concrete coverage
- _____ Termite protection requirements
- _____ Concrete column locations

Sections

- _____ Cross sections through the building, covered entries, balconies, etc., as needed for clarity
- _____ Interior partitions, rated/non-rated, bearing/non-bearing
- _____ Exterior walls (foundation to roof)
- _____ Fire walls
- _____ Parapets
- _____ Shafts (elevator, stair, chutes, mechanical)
- _____ Stairs, landings
- _____ Ramps
- _____ Fireplace, hearth, mantle

Framing

- _____ Walls
- _____ Floor/ceiling framing plan
- _____ Ramps, landings, stairs, framing plan
- _____ Roof truss layout or framing plan

Details

- _____ Valley, dormer framing/anchoring
- _____ Gable end bracing, anchoring
- _____ Window and door manufacturer's installation
- _____ Guardrail, handrail and anchoring methods
- _____ Exterior masonry veneer anchoring
- _____ Change in concrete beam heights
- _____ Wood walls/beam attaching to concrete walls/beams
- _____ Knee wall sections with anchoring
- _____ Penetration of fire walls (tested assembly designated)
- _____ Fire dampers (tested assembly designated)
- _____ Fire blocking, draftstopping
- _____ Copies of original tested assemblies (UL, USG, etc.)
- _____ Glass block installation
- _____ bearing column, posts
- _____ Skylights
- _____ Elevators (including interior car dimensions)
- _____ Roof access
- _____ Concrete beams

Schedules, Tables

- _____ Door, windows (size, type, location key, fire rating, glazing type, hardware, etc.)
- _____ Headers, beams
- _____ Lintels (manufacturer's name/load table, anticipated loads, lintel designation keyed to wall openings on floor plan)
- _____ Interior finish type and Class A, B, or C
- _____ Connector/anchors schedule with current manufacturer, type, nail sizes and amount, uplift capacity
- _____ Nailing for roof and wall sheathing

Specifications

- _____ Design parameters
- _____ Design structural dead loads (roof, floor, concentrated, etc.)
- _____ Design wind loads (basic wind speed, importance factor, internal pressure coefficient, exposure)
- _____ Reinforcing vertical/horizontal (steel grade, lap requirements, etc.)
- _____ Concrete - comprehensive strength, slump,
- _____ Mortar (strength, type)
- _____ Concrete coverage
- _____ Wood specifications

Miscellaneous

- _____ Threshold inspector name, background
- _____ Threshold inspection schedule
- _____ Florida Product Approval list with number, description, manufacturer.

FLORIDA ACCESSIBILITY CODE

- _____ Site plan with site requirements (parking, accessible route, ramps, etc.)
- _____ Path of travel from public street sidewalk to building entrance
- _____ Vertical accessibility
- _____ Maneuvering clearances at doors
- _____ Detail of accessible facilities showing clear floor space, turning radius, fixture elevations, grab rails, etc.
- _____ Height of drinking fountain, telephone, etc.
- _____ Audible and visual alarms
- _____ Table of accessible room required and proposed for transient lodging
- _____ Assembly occupancy (auditorium, restaurant, etc.) seating and aisle layout
- _____ Counter heights
- _____ Details to indicate compliance with specific occupancy requirements (business, medical care, libraries, etc.)

ELECTRICAL

- _____ Engineer signed/sealed plans if required by F.S. 471.003
- _____ Maximum available fault current at the service disconnect
- _____ AIC rating of breakers/fuses, panel board bracing
- _____ Metering equipment
- _____ Main over current protection
- _____ Number of service disconnects

- _____ Voltage of the electrical system
- _____ Phase of the system
- _____ Separate derived systems
- _____ Load descriptions
- _____ Branch circuit and equipment requirements
- _____ Conductor size and type
- _____ Conduit size and type
- _____ Conduit percentage of fill
- _____ Grounding methods and conductor sizes
- _____ Location of new/existing exit/emergency

GAS

- _____ Gas piping isometric, type of gas used
- _____ Length of pipe to the most remote outlet
- _____ Pipe section with type, size, lengths and shut-off valves
- _____ Btu/cfh load of each appliance
- _____ Table used to size the system

PLUMBING

- _____ Sanitary and water supply risers (isometrics) with pipe size, vent sizes, clean-outs, etc.
- _____ Water heater location, installation detail, size, thermal expansion control, safety pan
- _____ Relieving arch detail or pipe sleeved
- _____ Calculation on occupancy and number of facilities required
- _____ Indirect waste detailed or indicated
- _____ Interceptor and separator details
- _____ Floor drain details including trap seal
- _____ Flat roof drainage calculations, Sec. 1106
- _____ Roof drain or scupper details, secondary (emergency) roof drain and conductors

IRRIGATION (FPC, Appendix F)

- _____ Layout with location of zones, buildings, meter, backflow preventer, piping, etc.
- _____ Control valve, sprinkler description or detail
- _____ Pipe sizes, sleeves
- _____ Well location, pump details
- _____ Controller and rain sensor
- _____ Pipe sizes, sleeves

MECHANICAL

- _____ Equipment specifications (manufacturer, SEER, kw, Btu, cfm, unit weight, etc.)
- _____ Duct layout, type, insulation, installation, turning vanes, volume dampers
- _____ Grill sizes, cfm's
- _____ Condensing unit and air handler locations keyed to each other,

- _____ Condensate waste location and/or detail
- _____ Installation details for air handlers and roof top units
- _____ Fire damper location, type and details
- _____ Kitchen hood details, exhaust, make-up air
- _____ Exhaust systems
- _____ Duct detector, remote annunciator locations
- _____ Smoke detection system
- _____ Statement of compliance with ASHRAE 62