



Columbia County

BUILDING DEPARTMENT

Revised 3/15/12

MINIMUM PLAN REQUIREMENTS AND CHECKLIST FOR THE 2010 FLORIDA BUILDING CODE, FLORIDA PLUMBING CODE, FLORIDA MECHANICAL CODE, FLORIDA FUEL AND GAS CODE 2010 EFFECTIVE 15 MARCH 2012 AND 2008 NATIONAL ELECTRICAL

ALL REQUIREMENTS ARE SUBJECT TO CHANGE

COMMERCIAL MINIMUM PLAN REQUIREMENTS AND CHECKLIST

ALL BUILDING PLANS MUST INDICATE COMPLIANCE WITH THE CURRENT FLORIDA BUILDING CODES. ALL PLANS OR DRAWING SHALL PROVIDED CALCULATIONS AND DETAILS THAT HAVE THE SEAL AND SIGNATURE OF A CERTIFIED ARCHITECT OR ENGINEER REGISTERED IN THE STATE OF FLORIDA, OR ALTERNATE METHODOLOGIES, APPROVED BY THE STATE OF FLORIDA BUILDING COMMISSION.

FOR DESIGN PURPOSES THE FOLLOWING BASIC WIND SPEEDS ARE PER FLORIDA BUILDING CODE FIGURE 1609-A THROUGH 1609-C ULTIMATE DESIGN WIND SPEEDS FOR RISK CATEGORY AND BUILDINGS AND OTHER STRUCTURES

GENERAL REQUIREMENTS:		Items to Include- Each Box shall be Circled as Applicable		
1	All drawings must be clear, concise and drawn to scale, details that are not used shall be marked void	YES	NO	N/A
2	If the design professional is an architect or engineer legally registered under the laws of this state regulating the practice of architecture as provided for in Chapter 481, Florida Statutes, Part I, or engineering as provided for in Chapter 471, Florida Statutes, then he or she shall affix his or her official seal to said drawings, specifications and accompanying data, as required by Florida Statute	YES	NO	N/A
3	The design professional signature shall be affixed to the plans	YES	NO	N/A
4	Two (2) complete sets of plans with the architecture or engineer signature and the date the affix embossed official seal was placed on the plans	YES	NO	N/A

Two (2) complete sets of plans containing the following information.

Building Site Plan Requirements		Items to Include- Each Box shall be Circled as Applicable		
4	Parking, including provision Florida Building Code Accessibility Code	Yes	No	N/A
5	Fire access, showing all drive way which will be accessible for emergency vehicles	Yes	No	N/A
6	Driving/turning radius of parking lots	Yes	No	N/A
7	Vehicle loading include truck dock loading or rail site loading	Yes	No	N/A
8	Nearest or number of onsite Fire hydrant/water supply/post indicator valve (PIV)	Yes	No	N/A
9	Set back of all existing or proposed structures from each structure and property boundaries, Show all separation including assumed property lines	Yes	No	N/A
10	Location of specific tanks(above or under ground, water lines and sewer lines and septic tank and drain fields	Yes	No	N/A
11	All structures exterior views include finished floor elevation	Yes	No	N/A
12	Total height of structure(s) from established grade	Yes	No	N/A
Review required by the Columbia County Fire Department Items 13 th 43				

Occupancy group use circle all uses:		Group A	Group B	Group E	Group F	Group H	Group I	Group M	Group R	Group S	Group U D	
13	Special occupancy requirements									Yes	No	N/A
14	Incidental use areas (total square footage for each room of use area)									Yes	No	N/A
15	Mixed occupancies									Yes	No	N/A
16	REQUIRED SEPARATION OF OCCUPANCIES IN HOURS FBC TABLE 707.3.9									Yes	No	N/A
Minimum type of permitted construction by code for occupancy use circle the construction type FBC 602												
17	Type I	Type II	Type III	Type IV	Type V							

Fire-resistant construction requirements shall be shown, include the following components:				
18	Fire-resistant separations	Yes	No	N/A
19	Fire-resistant protection for type of construction	Yes	No	N/A
20	Protection of openings and penetrations of rated walls	Yes	No	N/A
21	Protection of corridors and penetrations of rated walls	Yes	No	N/A
22	Fire blocking and draftstopping and calculated fire resistance	Yes	No	N/A
Fire suppression systems shall be shown include:				
23	Early warning smoke evacuation systems Schematic fire sprinklers Standpipes	Yes	No	N/A
24	Standpipes	Yes	No	N/A
25	Pre-engineered systems	Yes	No	N/A
26	Riser diagram	Yes	No	N/A
Life safety systems shall be shown include the following requirements:				
27	Occupant load and egress capacities	Yes	No	N/A
28	Early warning	Yes	No	N/A
29	Smoke control	Yes	No	N/A
30	Stair pressurization	Yes	No	N/A
31	Systems schematic	Yes	No	N/A
Occupancy load/egress requirements shall be shown include:				
32	Occupancy load	Yes	No	N/A
33	Gross occupancy load	Yes	No	N/A
34	Net occupancy load	Yes	No	N/A
35	Means of egress	Yes	No	N/A
36	Exit access	Yes	No	N/A
37	Exit discharge	Yes	No	N/A
38	Stairs construction/geometry and protection	Yes	No	N/A
39	Doors	Yes	No	N/A
40	Emergency lighting and exit signs	Yes	No	N/A
41	Specific occupancy requirements	Yes	No	N/A
42	Construction requirements	Yes	No	N/A
43	Horizontal exits/exit passageways	Yes	No	N/A

		Items to Include- Each Box shall be Circled as Applicable		
Structural requirements shall be shown include.				
44	Soil conditions/analysis	☒ Yes	☐ No	☐ N/A
45	Termite protection	☒ Yes	☐ No	☐ N/A
46	Design loads	☒ Yes	☐ No	☐ N/A
47	Wind requirements	☒ Yes	☐ No	☐ N/A
48	Building envelope	☒ Yes	☐ No	☐ N/A
49	Structural calculations (if required)	☒ Yes	☐ No	☐ N/A
50	Foundation For structures with foundation which establish new electrical utility companies service connection a Concrete Encased Electrode will be required within the foundation to serve as an grounding electrode system. Per the National Electrical Code article 250.52 3	Yes	No	☒ N/A
51	Wall systems	☒ Yes	☐ No	☐ N/A
52	Floor systems	☒ Yes	☐ No	☐ N/A
53	Roof systems	☒ Yes	☐ No	☐ N/A
54	Threshold inspection plan	Yes	No	☒ N/A
55	Stair systems	Yes	No	☒ N/A
Materials shall be shown include the following				
56	Wood	☒ Yes	☐ No	☐ N/A
57	Steel	☒ Yes	☐ No	☐ N/A
58	Aluminum	Yes	No	☒ N/A
59	Concrete	☒ Yes	☐ No	☐ N/A
60	Plastic	Yes	No	☒ N/A
61	Glass	Yes	No	☒ N/A
62	Masonry	☒ Yes	☐ No	☐ N/A
63	Gypsum board and plaster	☒ Yes	☐ No	☐ N/A
64	Insulating (mechanical)	☒ Yes	☐ No	☐ N/A
65	Roofing	☒ Yes	☐ No	☐ N/A
66	Insulation	☒ Yes	☐ No	☐ N/A
Accessibility requirements shall be shown include the following				
67	Site requirements	☒ Yes	☐ No	☐ N/A
68	Accessible route	☒ Yes	☐ No	☐ N/A
69	Vertical accessibility	Yes	No	☒ N/A
70	Toilet and bathing facilities	☒ Yes	☐ No	☐ N/A
71	Drinking fountains	☒ Yes	☐ No	☐ N/A
72	Equipment	Yes	No	☒ N/A
73	Special occupancy requirements	Yes	No	☒ N/A
74	Fair housing requirements	Yes	No	☒ N/A
Interior requirements shall include the following				
75	Review required by the Columbia County Fire Department Items 75th 80	Yes	No	☐ N/A
	Interior finishes (flame spread/smoke development)			
76	Light and ventilation	☒ Yes	☐ No	☐ N/A
77	Sanitation	☒ Yes	☐ No	☐ N/A
Special systems				
78	Elevators	Yes	No	☒ N/A
79	Escalators	Yes	No	☒ N/A
80	Lifts	Yes	No	☒ N/A
Swimming pools				
81	Barrier requirements	Yes	No	☒ N/A
82	Spas and Wading pools	Yes	No	☒ N/A
83	Access required per Florida Building Code 424 1 2 5 6	Yes	No	☒ N/A

Items to Include-Each Box shall be Circled as Applicable				
Electrical				
84	Wiring	☒ Yes	☐ No	☐ N/A
85	Services For structures with foundation which establish new electrical utility companies service connection a Concrete Encased Electrode will be required within the foundation to serve as an grounding electrode system. Per the National Electrical Code article 250.52.3	☒ Yes	☐ No	☐ N/A
86	Feeders and branch circuits	☒ Yes	☐ No	☐ N/A
87	Overcurrent protection	☒ Yes	☐ No	☐ N/A
88	Grounding	☒ Yes	☐ No	☐ N/A
89	Wiring methods and materials	☒ Yes	☐ No	☐ N/A
90	GFCIs	☒ Yes	☐ No	☐ N/A
91	Equipment	☒ Yes	☐ No	☐ N/A
92	Special occupancies	☐ Yes	☐ No	☒ N/A
93	Emergency systems	☐ Yes	☐ No	☒ N/A
94	Communication systems	☐ Yes	☐ No	☒ N/A
95	Low voltage	☐ Yes	☐ No	☒ N/A
96	Load calculations	☐ Yes	☐ No	☒ N/A
Plumbing				
97	Minimum plumbing facilities	☒ Yes	☐ No	☐ N/A
98	Fixture requirements	☒ Yes	☐ No	☐ N/A
99	Water supply piping	☒ Yes	☐ No	☐ N/A
100	Sanitary drainage	☒ Yes	☐ No	☐ N/A
101	Water heaters	☒ Yes	☐ No	☐ N/A
102	Vents	☒ Yes	☐ No	☐ N/A
103	Roof drainage	☐ Yes	☐ No	☒ N/A
104	Back flow prevention	☐ Yes	☐ No	☒ N/A
105	Irrigation	☐ Yes	☐ No	☒ N/A
106	Location of water supply line	☐ Yes	☐ No	☒ N/A
107	Grease traps	☐ Yes	☐ No	☒ N/A
108	Environmental requirements	☒ Yes	☐ No	☐ N/A
109	Plumbing riser	☐ Yes	☐ No	☒ N/A
Mechanical				
110	Energy calculations	☐ Yes	☐ No	☒ N/A
111	Review required by the Columbia County Fire Department Items 111th 114 Exhaust systems	☐ Yes	☐ No	☒ N/A
112	Clothes dryer exhaust	☐ Yes	☐ No	☒ N/A
113	Kitchen equipment exhaust	☐ Yes	☐ No	☒ N/A
114	Specialty exhaust systems	☐ Yes	☐ No	☒ N/A
Equipment location				
115	Make-up air	☐ Yes	☐ No	☒ N/A
116	Roof-mounted equipment	☐ Yes	☐ No	☒ N/A
117	Duct systems	☒ Yes	☐ No	☐ N/A
118	Ventilation	☒ Yes	☐ No	☐ N/A
119	Laboratory	☐ Yes	☐ No	☒ N/A
120	Combustion air	☐ Yes	☐ No	☒ N/A
121	Chimneys, fireplaces and vents	☐ Yes	☐ No	☒ N/A
122	Appliances	☐ Yes	☐ No	☒ N/A
123	Boilers	☐ Yes	☐ No	☒ N/A
124	Refrigeration	☐ Yes	☐ No	☒ N/A
125	Bathroom ventilation	☒ Yes	☐ No	☐ N/A
Items to Include-Each Box shall be Circled as Applicable				
Gas				
126	Review required by the Columbia County Fire Department Items 126th 134 Gas piping	☐ Yes	☐ No	☒ N/A
127	Venting	☐ Yes	☐ No	☒ N/A

128	Combustion air	Yes	No	N/A
129	Chimneys and vents	Yes	No	N/A
130	Appliances	Yes	No	N/A
131	Type of gas	Yes	No	N/A
132	Fireplaces	Yes	No	N/A
133	LP tank location	Yes	No	N/A
134	Riser diagram/shutoffs	Yes	No	N/A
Notice of Commencement				
135	A recorded (in the Columbia County Clerk Office) notice of commencement is required to be on file with the building department <i>Before Any Inspections Will Be Done</i>	Yes	No	N/A
Disclosure Statement for Owner Builders		Yes	No	N/A

Private Potable Water						
136	Horse power of pump motor	Well letter provided from the well driller		Yes	No	N/A
137	Capacity of pressure tank			Yes	No	N/A
138	Cycle stop valve if used			Yes	No	N/A

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH BUILDING PLANS

139	Building Permit Application	A current On-Line Building Permit Application www.ccpermit.com is to be completed by following the checklist all supporting documents must be submitted There is a \$15 00 application fee	Yes	No	N/A
140	Parcel Number	The parcel number (Tax ID number) from the Property Appraiser is required A copy of property deed is also requested (386) 758-1084	Yes	No	N/A
141	Environmental Health Permit or Sewer Tap Approval	A copy of an approved Environmental Health (386) 758-1058 waste water disposal permit or an approved City of Lake City(386) 752-2031 sewer tap is required before a building permit can be issued. Toilet facilities shall be provided for construction workers	Yes	No	N/A
142	Driveway Connection	If the property does not have an existing access to a public road, then an application for a culvert permit must be made (\$25.00) County Public Works Dept. determines the size and length of every culvert before installation and completes a final inspection before permanent power is granted Culvert installation for commercial, industrial and other uses shall conform to the approved site plan or to the specifications of a registered engineer. Use or joint use of driveways will comply with Florida Department of Transportation specifications If the project is to be located on an F D O T maintained road, then an F.D.O.T access permit is required	Yes	No	N/A
143	Suwannee River Water Management District Approval	All commercial projects must have an SRWMD permit issued or an exemption letter, before a building permit will be issued	Yes	No	N/A
144	Flood Management	All projects within the Floodway of the Suwannee or Santa Fe Rivers shall require permitting through the Suwannee River Water Management District, before submitting application to this office Any project located within a flood zone where the base flood elevation (100 year flood) has been established shall meet the requirements of section 8 8 of the Columbia County Land Development Regulations. Any project that is located within a flood zone where the base flood elevation (100 year flood) has not been established shall meet the requirements of section 8 7 of Columbia County Land Development Regulations A development permit will also be required. The development permit cost is \$50.00	Yes	No	N/A

145	Flood Management	A CERTIFIED FINISHED FLOOR ELEVATIONS WILL BE REQUIRED ON ANY PROJECT WHERE THE BASE FLOOD ELEVATION (100 YEAR FLOOD) HAS BEEN ESTABLISHED.	Yes	No	N/A
146	911 Address	An application for a 911 address must be applied for and received through the Columbia County Emergency Management Office of 911 Addressing Department (386) 758-1125 Ext. 3	Yes	No	N/A

Pursuant to Chapter one (administration) section R101.2.1 of the Florida Building Code: Section 105.3.2 **Time limitation of application.** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated

Pursuant to Chapter one (administration) section R101 2.1 of the Florida Building Code: Section 105.4.1 **Permit intent.** A permit issued shall be constructed to be a license to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction or violations of this code. Every permit issued shall become invalid unless the work authorized by such permit is commenced within six months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of six months after the time the work is commenced.

Section 105.4.1.1: If work has commenced and the permit is revoked, becomes null and void, or expires because of lack of progress or abandonment, a new permit covering the proposed construction shall be obtained before proceeding with the work.

Section 105.4.1.2: If a new permit is not obtained within 180 days from the date the initial permit became null and void, the building official is authorized to require that any work which has been commenced or completed be removed from the building site. Alternately, a new permit may be issued on application, providing the work in place and required to complete the structure meets all applicable regulations in effect at the time the initial permit became null and void and any regulations which may have become effective between the date of expiration and the date of issuance of the new permit.

Section 105 4.1 3: Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days This provision shall not be applicable in case of civil commotion or strike or when the building work is halted due directly to judicial injunction, order or similar process

Section 105 4.1 4: The fee for renewal reissuance and extension of a permit shall be set forth by the administrative authority.

When the submitted application is approved for permitting the applicant will be notified by phone as to the date and time a building permit will be prepared and issued by the Columbia County Building & Zoning Department.

PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products.

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
1. EXTERIOR DOORS			
A. SWINGING			
B. SLIDING			
C. SECTIONAL			
D. ROLL UP			
E. AUTOMATIC			
F. OTHER			
2. WINDOWS			
A SINGLE HUNG			
B HORIZONTAL SLIDER			
C. CASEMENT			
D DOUBLE HUNG			
E. FIXED			
F AWNING			
G PASS THROUGH			
H. PROJECTED			
I. MULLION			
J. WIND BREAKER			
K. DUAL ACTION			
L. OTHER			
3. PANEL WALL			
A. SIDING			
B. SOFFITS			
C. EIFS			
D. STOREFRONTS			
E. CURTAIN WALLS			
F. WALL LOUVER			
G. GLASS BLOCK			
H. MEMBRANE			
I. GREENHOUSE			
J. OTHER			
4. ROOFING PRODUCTS			
A. ASPHALT SHINGLES			
B. UNDERLAYMENTS			
C. ROOFING FASTENERS			
D. NON-STRUCTURAL METAL ROOFING			
E. WOOD SHINGLES AND SHAKES			
F. ROOFING TILES			
G. ROOFING INSULATION			
H. WATERPROOFING			
I BUILT UP ROOFING ROOF SYSTEMS			
J. MODIFIED BITUMEN			
K. SINGLE PLY ROOF SYSTEMS			
L. ROOFING SLATE			
M. CEMENTS-ADHESIVES COATINGS			

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
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N. LIQUID APPLIED ROOF SYSTEMS			
O. ROOF TILE ADHESIVE			
P. SPRAY APPLIED POLYURETHANE ROOF			
Q. OTHER			
5. SHUTTERS			
A. ACCORDION			
B. BAHAMA			
C. STORM PANELS			
D. COLONIAL			
E. ROLL-UP			
F. EQUIPMENT			
G. OTHERS			
6. SKYLIGHTS			
A. SKYLIGHT			
B. OTHER			
7. STRUCTURAL COMPONENTS			
A. WOOD CONNECTORS/ ANCHORS			
B. TRUSS PLATES			
C. ENGINEERED LUMBER			
D. RAILING			
E. COOLERS-FREEZERS			
F. CONCRETE ADMIXTURES			
G. MATERIAL			
H. INSULATION FORMS			
I. PLASTICS			
J. DECK-ROOF			
K. WALL			
L. SHEDS			
M. OTHER			
8. NEW EXTERIOR ENVELOPE PRODUCTS			
A.			
B.			

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; 1) copy of the product approval, 2) the performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

APPLICANT SIGNATURE

DATE