



Columbia County

BUILDING DEPARTMENT

Revised March 2021

COMMERCIAL MINIMUM PLAN CHECKLIST

MINIMUM PLAN REQUIREMENTS AND CHECKLIST FOR THE 2020 FLORIDA BUILDING CODE ,FLORIDA PLUMBING CODE,FLORIDA MECHANICAL CODE,FLORIDA FUEL AND GAS CODE 2020 EFFECTIVE 1 JAN 2021 AND 2017 NATIONAL ELECTRICAL

ALL REQUIREMENTS ARE SUBJECT TO CHANGE

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 1609.3 (1) THROUGH (4) ULTIMATE DESIGN WIND SPEEDS FOR RISK CATEGORY AND BUILDINGS AND OTHER STRUCTURES

GENERAL REQUIREMENTS:		Items to Include Each Box shall be Marked as Applicable			
1	All drawings must be clear, concise and drawn to scale, details that are not used shall be marked void.	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> YES	NO	N/A	-
3	The design professional signature shall be affixed to the plans	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> 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 Marked as Applicable			
4	Parking, including provision Florida Building Code Accessibility Code	<input checked="" type="checkbox"/> Yes	No	N/A	-
5	Fire access, showing all drive way which will be accessible for emergency vehicles	<input checked="" type="checkbox"/> Yes	No	N/A	-
6	Driving/turning radius of parking lots	<input checked="" type="checkbox"/> Yes	No	N/A	-
7	Vehicle loading include truck dock loading or rail site loading	<input checked="" type="checkbox"/> Yes	No	N/A	-
8	Nearest or number of onsite Fire hydrant/water supply/post indicator valve (PIV)	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Yes	No	N/A	-
10	Location of specific tanks(above or under grown ,water lines and sewer lines and septic tank and drain fields	<input checked="" type="checkbox"/> Yes	No	N/A	-

11	All structures exterior views include finished floor elevation						Yes	No	N/A	-
12	Total height of structure(s) form established grade						Yes	No	N/A	-
Review required by the Columbia County Fire Department Items 13th 43 (We Contact the Fire Inspector For You.)										
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 707.3.10						Yes	No	N/A	-
Minimum type of permitted construction by code for occupancy use circle the construction type FBC 602										
17	Type I (FBC:602.2)	Type II (FBC:602.2)	Type III (FBC:602.3)	Type IV (FBC:602.4)	Type V (FBC:602.5)					
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	-
						- Designed exiting to gross occupancy.				
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	<input checked="" type="checkbox"/> Yes	No	N/A	-
43	Horizontal exits/exit passageways	<input checked="" type="checkbox"/> Yes	No	N/A	-
					Items to Include Each Box shall be Marked as Applicable
Structural requirements shall be shown include:					
44	Soil conditions/analysis	<input checked="" type="checkbox"/> Yes	No	N/A	-
45	Termite protection	<input type="checkbox"/> Yes	No	<input checked="" type="checkbox"/> N/A	-
46	Design loads	<input checked="" type="checkbox"/> Yes	No	N/A	-
47	Wind requirements	<input checked="" type="checkbox"/> Yes	No	N/A	-
48	Building envelope	<input checked="" type="checkbox"/> Yes	No	N/A	-
49	Structural calculations (if required)	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Yes	No	N/A	-
51	Wall systems	<input checked="" type="checkbox"/> Yes	No	N/A	-
52	Floor systems	<input checked="" type="checkbox"/> Yes	No	N/A	-
53	Roof systems	<input checked="" type="checkbox"/> Yes	No	N/A	-
54	Threshold inspection plan	<input type="checkbox"/> Yes	No	<input checked="" type="checkbox"/> N/A	-
55	Stair systems	<input type="checkbox"/> Yes	No	<input checked="" type="checkbox"/> N/A	-
Materials shall be shown include the following					
56	Wood	<input checked="" type="checkbox"/> Yes	No	N/A	-
57	Steel	<input checked="" type="checkbox"/> Yes	No	N/A	-
58	Aluminum	<input checked="" type="checkbox"/> Yes	No	N/A	-
59	Concrete	<input checked="" type="checkbox"/> Yes	No	N/A	-
60	Plastic	<input checked="" type="checkbox"/> Yes	No	N/A	-
61	Glass	<input checked="" type="checkbox"/> Yes	No	N/A	-
62	Masonry	<input checked="" type="checkbox"/> Yes	No	N/A	-
63	Gypsum board and plaster	<input checked="" type="checkbox"/> Yes	No	N/A	-
64	Insulating (mechanical)	<input checked="" type="checkbox"/> Yes	No	N/A	-
65	Roofing	<input checked="" type="checkbox"/> Yes	No	N/A	-
66	Insulation	<input checked="" type="checkbox"/> Yes	No	N/A	-
Accessibility requirements shall be shown include the following					
67	Site requirements	<input checked="" type="checkbox"/> Yes	No	N/A	-
68	Accessible route	<input checked="" type="checkbox"/> Yes	No	N/A	-
69	Vertical accessibility	<input type="checkbox"/> Yes	No	<input checked="" type="checkbox"/> N/A	-
70	Toilet and bathing facilities	<input checked="" type="checkbox"/> Yes	No	N/A	-
71	Drinking fountains	<input checked="" type="checkbox"/> Yes	No	N/A	-
72	Equipment	<input checked="" type="checkbox"/> Yes	No	N/A	-
73	Special occupancy requirements	<input checked="" type="checkbox"/> Yes	No	N/A	-
74	Fair housing requirements	<input type="checkbox"/> Yes	No	<input checked="" type="checkbox"/> N/A	-

Interior requirements shall include the following					
75	Review required by the Columbia County Fire Department Items 75th 80	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
	Interior finishes (flame spread/smoke development)				
76	Light and ventilation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
77	Sanitation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
Special systems					
78	Elevators	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	-
79	Escalators	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	-
80	Lifts	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	-
Swimming pools					
81	Barrier requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	-
82	Spas and Wading pools	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	-
83	Access required per Florida Building Code 454.1.2.5	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	-

Items to Include-Each Box shall be Circled as Applicable					
Electrical					
84	Wiring	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
86	Feeders and branch circuits	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
87	Overcurrent protection	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
88	Grounding	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
89	Wiring methods and materials	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
90	GFCIs	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
91	Equipment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
92	Special occupancies	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
93	Emergency systems	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
94	Communication systems	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
95	Low voltage	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
96	Load calculations	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
Plumbing					
97	Minimum plumbing facilities	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
98	Fixture requirements	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
99	Water supply piping	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
100	Sanitary drainage	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
101	Water heaters	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
102	Vents	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
103	Roof drainage	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-
104	Back flow prevention	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	-

105	Irrigation	<input checked="" type="checkbox"/>	No	N/A	-
106	Location of water supply line	<input checked="" type="checkbox"/>	No	N/A	-
107	Grease traps	Yes	<input checked="" type="checkbox"/>	N/A	-
108	Environmental requirements	<input checked="" type="checkbox"/>	No	N/A	-
109	Plumbing riser	<input checked="" type="checkbox"/>	No	N/A	-
Mechanical					
110	Energy calculations	<input checked="" type="checkbox"/>	No	N/A	-
111	Review required by the Columbia County Fire Department Items 111th 114 Exhaust systems	<input checked="" type="checkbox"/>	No	N/A	-
112	Clothes dryer exhaust	Yes	No	<input checked="" type="checkbox"/>	-
113	Kitchen equipment exhaust	Yes	No	<input checked="" type="checkbox"/>	-
114	Specialty exhaust systems	Yes	No	<input checked="" type="checkbox"/>	-
Equipment location					
115	Make-up air	<input checked="" type="checkbox"/>	No	N/A	-
116	Roof-mounted equipment	<input checked="" type="checkbox"/>	No	N/A	-
117	Duct systems	<input checked="" type="checkbox"/>	No	N/A	-
118	Ventilation	<input checked="" type="checkbox"/>	No	N/A	-
119	Laboratory	Yes	No	<input checked="" type="checkbox"/>	-
120	Combustion air	Yes	No	<input checked="" type="checkbox"/>	-
121	Chimneys, fireplaces and vents	Yes	No	<input checked="" type="checkbox"/>	-
122	Appliances	<input checked="" type="checkbox"/>	No	N/A	-
123	Boilers	<input checked="" type="checkbox"/>	No	N/A	-
124	Refrigeration	<input checked="" type="checkbox"/>	No	N/A	-
125	Bathroom ventilation	<input checked="" type="checkbox"/>	No	N/A	-
				Items to Include- Each Box shall be Marked as Applicable	
Gas					
126	Review required by the Columbia County Fire Department Items 126th 134 Gas piping	<input checked="" type="checkbox"/>	No	N/A	-
127	Venting	<input checked="" type="checkbox"/>	No	N/A	-
128	Combustion air	Yes	No	<input checked="" type="checkbox"/>	-
129	Chimneys and vents	Yes	No	<input checked="" type="checkbox"/>	-
130	Appliances	<input checked="" type="checkbox"/>	No	N/A	-
131	Type of gas	<input checked="" type="checkbox"/>	No	N/A	-
132	Fireplaces	Yes	No	<input checked="" type="checkbox"/>	-
133	LP tank location	Yes	No	<input checked="" type="checkbox"/>	-
134	Riser diagram/shutoffs	<input checked="" type="checkbox"/>	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>	<input checked="" type="checkbox"/>	No	N/A	-
Disclosure Statement for Owner Builders		Yes	No	<input checked="" type="checkbox"/>	-

Private Potable Water						
136	Horse power of pump motor	SEE PAGE 7- ON HOW TO PROVIDE THIS DOCUMENTATION.	Yes	No	N/A	-
137	Capacity of pressure tank		Yes	No	N/A	-
138	Cycle stop valve if used		Yes	No	N/A	-
					Items to Include- Each Box shall be Marked as Applicable	

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH BUILDING PLANS

139	Building Permit Application	A Building Permit Application is to be completed by following the checklist all supporting documents must be submitted. Completed Applications can be mailed with The \$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 required. (386) 758-1084 <i>- See below/attached parcel info.</i>	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 OR County sewer tap letter 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 OR IT HAS BEEN DETERMINED BY THE PLAT	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.	Yes	No	N/A	-

- See below/attached Address Assignment and Maintenance Document.