

COLUMBIA COUNTY BUILDING DEPARTMENT

COMMERCIAL CHECKLIST

MINIMUM PLAN REQUIREMENTS:

FLORIDA BUILDING CODE 2023, NATIONAL ELECTRIC CODE 2020, FLORIDA PLUMBING CODE, FLORIDA MECHANICAL CODE, AND GAS CODE 2023

ALL REQUIREMENTS ARE SUBJECT TO CHANGE

ALL BUILDING PLANS MUST INDICATE COMPLIANCE WITH THE CURRENT FLORIDA BUILDING CODES. ALL PLANS OR DRAWINGS SHALL PROVIDE 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 1609.3(4) ULTIMATE DESIGN WIND SPEEDS FOR RISK CATEGORY AND BUILDINGS AND OTHER STRUCTURES.

JOB SITE ADDRESS: _____

APPLICANT - PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL											
GENERAL REQUIREMENTS											
		YES	NO	N/A							
1	All drawings must be clear, concise, drawn to scale, details that are not used shall be marked void	☒	☐	☐							
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 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	☒	☐	☐							
3	The design professional signature shall be affixed to the plans	☒	☐	☐							
4	Two (2) complete sets of plans, One (1) if digitally sealed, with the architecture or engineer signature and the date the affixed embossed symbol was placed on the plans.	☒	☐	☐							
BUILDING SITE PLAN REQUIREMENTS											
5	Parking, including provision Florida Building Code Accessibility Code	☒	☐	☐							
6	Fire access, showing all driveways that are accessible for emergency vehicles	☒	☐	☐							
7	Driving/turning radius of parking lots	☒	☐	☐							
8	Vehicle loading include truck dock loading or rail site loading	☐	☐	☒							
9	Nearest or number of onsite Fire hydrant/water supply/post indicator valve (PIV)	☐	☐	☒							
10	Setback of all existing or proposed structures from each structure and property boundaries, Show all separation including assumed property lines	☒	☐	☐							
11	Location of specific tanks (above or under grown water lines and sewer lines and septic tank and drain fields)	☐	☐	☒							
12	All structures exterior views include finished floor elevation	☒	☐	☐							
13	Total height of structure(s) from established grade	☒	☐	☐							
REVIEW REQUIRED BY THE COLUMBIA COUNTY FIRE DEPARTMENT ITEMS 15 - 45 (WE CONTACT THE FIRE DEPARTMENT FOR YOU)											
14. Occupancy group use (select all uses)	Group A (Assembly) ☐	Group B (Office) ☒	Group E (Educational) ☐	Group F (Factory) ☐	Group H (Hospital) ☐	Group I (Institutional) ☐	Group M (Manufacturing) ☐	Group R (Retail) ☐	Group S (Storage) ☐	Group U D (Uses not elsewhere specified, Dormitory) ☐	
15	Special occupancy requirements								☐	☐	☒
16	Incidental use areas (total square footage for each room of use area)								☐	☐	☒
17	Mixed occupancies								☐	☐	☒
18	REQUIRED SEPARATION OF OCCUPANCIES IN HOURS FBC TABLE 707.3.10								☐	☐	☒

MINIMUM TYPE OF PERMITTED CONSTRUCTION BY CODE FOR OCCUPANCY USE (circle the construction type FBC 602)						
19	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-RESISTENT CONSTRUCTION REQUIREMENTS						
						YES NO N/A
20	Fire-resistant separations					
21	Fire-resistant protection for type of construction					
22	Protection of openings and penetrations of rated walls					
23	Protection of corridors and penetrations of rated walls					
24	Fire blocking and draft stopping and calculated fire resistance					
FIRE SUPPRESSION SYSTEMS						
25	Early warning smoke evacuation systems Schematic fire sprinklers Standpipes					
26	Standpipes					
27	Pre-engineered systems					
28	Riser diagram					
LIFE SAFETY SYSTEMS						
29	Occupant load and egress capacities					
30	Early Warning					
31	Smoke Control					
32	Stair Pressurization					
33	Systems Schematic					
OCCUPANCY LOAD/EGRESS REQUIREMENTS						
34	Occupancy load					
35	Gross occupancy load					
36	Net occupancy load					
37	Means of egress					
38	Exit access					
39	Exit discharge					
40	Stairs construction/geometry and protection					
41	Doors					
42	Emergency lighting and exit signs					
43	Specific occupancy requirements					
44	Construction requirements					
45	Horizontal exits/exit passageways					
STRUCTURAL REQUIREMENTS						
46	Solid conditions/analysis					

STRUCTURAL REQUIREMENTS (CONT'D)

		YES	NO	N/A
47	Termite Protection	☒	☐	☐
48	Design Loads	☒	☐	☐
49	Wind Requirements	☒	☐	☐
50	Building Envelope	☒	☐	☐
51	Structural Calculations (if required)	☒	☐	☐
52	Foundation for structures with foundation which establish new electrical utility companies service connection, a Concrete Encased Electrode will be required per the National Electrical Code article 250.52.3	☒	☐	☐
53	Wall Systems	☒	☐	☐
54	Floor Systems	☒	☐	☐
55	Roof Systems	☒	☐	☐
56	Threshold Inspection Plan	☐	☐	☒
57	Stair Systems	☐	☐	☒
MATERIALs				
58	Wood	☒	☐	☐
59	Steel	☒	☐	☐
60	Aluminum	☐	☐	☒
61	Concrete	☒	☐	☐
62	Plastic	☐	☐	☒
63	Glass	☒	☐	☐
64	Masonry	☒	☐	☐
65	Gypsum Board and Plaster	☒	☐	☐
66	Insulating (mechanical)	☒	☐	☐
67	Roofing	☒	☐	☐
68	Insulation	☒	☐	☐
ACCESSIBILITY REQUIREMENTS				
69	Site Requirements	☒	☐	☐
70	Accessible Route	☒	☐	☐
71	Vertical Accessibility	☐	☐	☒
72	Toilet and Bathing Facilities	☒	☐	☐
73	Drinking Fountains	☐	☐	☒
74	Equipment	☐	☐	☒
75	Special Occupancy Requirements	☐	☐	☒
76	Fair Housing Requirements	☐	☐	☒

**REVIEW REQUIRED BY THE COLUMBIA COUNTY FIRE DEPARTMENT ITEMS 77 - 82
(WE CONTACT THE FIRE DEPARTMENT FOR YOU)
INTERIOR REQUIREMENTS SHALL INCLUDE THE FOLLOWING:**

		YES	NO	N/A
77	Interior Finishes (flame spread/smoke development)	☐	☐	☒
78	Light and Ventilation	☒	☐	☐
79	Sanitation	☒	☐	☐
SPECIAL SYSTEMS				
80	Elevators	☐	☐	☒
81	Escalators	☐	☐	☒
82	Lifts	☐	☐	☒
SWIMMING POOLS				
83	Barrier Requirements	☐	☐	☒
84	Spas and Wading Pools	☐	☐	☒
85	Access required per Florida Building Code 454.1.2.5	☐	☐	☒
ELECTRICAL				
86	Wiring	☒	☐	☐
87	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 a grounding electrode system per the National Electrical Code article 250.52.3	☒	☐	☐
88	Feeders and Branch Circuits	☒	☐	☐
89	Overcurrent Protection	☒	☐	☐
90	Grounding	☒	☐	☐
91	Wiring Methods and Materials	☒	☐	☐
92	GFCIs	☒	☐	☐
93	Equipment	☐	☐	☒
94	Special Occupancies	☐	☐	☒
95	Emergency Systems	☐	☐	☒
96	Communication Systems	☐	☐	☒
97	Low Voltage	☐	☐	☒
98	Load Calculations	☐	☐	☒
PLUMBING				
99	Minimum Plumbing Facilities	☒	☐	☐
100	Fixture Requirements	☒	☐	☐
101	Water Supply Piping	☒	☐	☐
102	Sanitary Drainage	☒	☐	☐
103	Water Heaters	☒	☐	☐
104	Vents	☒	☐	☐

PLUMBING (CONT'D)				
		YES	NO	N/A
105	Roof Drainage	☐	☐	☒
106	Back Flow Prevention	☒	☐	☐
107	Irrigation	☐	☐	☒
108	Location of Water Supply Line	☒	☐	☐
109	Grease Traps	☐	☐	☒
110	Environmental Requirements	☐	☐	☒
111	Plumbing Riser	☒	☐	☐
MECHANICAL REVIEW REQUIRED BY THE COLUMBIA COUNTY FIRE DEPARTMENT ITEMS 113 - 116 (WE CONTACT THE FIRE DEPARTMENT FOR YOU)				
112	Energy Calculations	☒	☐	☐
113	Exhaust Systems	☐	☐	☒
114	Clothes Dryer Exhaust	☐	☐	☒
115	Kitchen Equipment Exhaust	☐	☐	☒
116	Specialty Exhaust Systems	☐	☐	☒
EQUIPMENT LOCATION				
117	Make-up Air	☐	☐	☒
118	Roof-mounted Equipment	☐	☐	☒
119	Duct Systems	☐	☐	☒
120	Ventilation	☒	☐	☐
121	Laboratory	☐	☐	☒
122	Combustion Air	☐	☐	☒
123	Chimneys, Fireplaces, and Vents	☐	☐	☒
124	Appliances	☐	☐	☒
125	Boilers	☐	☐	☒
126	Refrigeration	☐	☐	☒
127	Bathroom Ventilation	☒	☐	☐
GAS REVIEW REQUIRED BY THE COLUMBIA COUNTY FIRE DEPARTMENT ITEMS 128 - 136 (WE CONTACT THE FIRE DEPARTMENT FOR YOU)				
128	Gas Piping	☐	☐	☒
129	Venting	☐	☐	☒
130	Combustion Air	☐	☐	☒
131	Chimneys and Vents	☐	☐	☒
132	Appliances	☐	☐	☒
133	Type of Gas	☐	☐	☒
134	Fireplaces	☐	☐	☒

GAS (CONT'D)					
			YES	NO	N/A
135	LP Tank Location		☐	☐	☒
136	Riser Diagram/Shutoffs		☐	☐	☒
NOTICE OF COMMENCEMENT					
137	A recorded (in Columbia County Clerks Office) Notice of Commencement is required to be on file with the building department before any inspections will be granted		☐	☐	☒
DISCLOSURE STATEMENT FOR OWNER BUILDERS					
138	An Owner Builder Disclosure Statement must be on file prior to issuance of any permit to an Owner Builder - Owner Builders can pull their own permit for any project up the estimated cost of \$75,000		☐	☐	☒
PRIVATE POTABLE WATER					
139	Horse Power of Pump Motor		☐	☐	☒
140	Capacity of Pressure Tank		☐	☐	☒
141	Cycle Stop Valve if Used		☐	☐	☒
THE FOLLOWING ITEMS MUST BE SUBMITTED WITH BUILDING PLANS					
142	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 brought in to the office or applied for online @ https://www.columbiacountyfla.com/PermitSearch/MyBNZPortalLogin.aspx	☒	☐	☐
143	Parcel Number	The parcel number (Tax ID number) from the Property Appraiser is required. A copy of property deed is also required. Call 386.758.1083	☒	☐	☐
144	Environmental Health Permit or Sewer Tap Approval	A copy of an approved Environmental Health signed site plan approval (Call 386.758.1058) or an approved City of Lake City (Call 386.752.2031) sewer tap letter is required before building permit can be issued. Toilet facilities shall be provided for construction workers.	☐	☐	☒
145	Driveway Connection	A right-of-way application must be application must be applied for with all new structures. If drive is confirmed to be existing, a fee may not be applied. If it is determined a connection is necessary, the fee is \$150.00. If the project is to be located on an FDOT maintained road, then an FDOT access permit is required. Use or joint use of driveways will comply with Florida Department of Transportation specifications. If the project is to be located on an FDOT maintained road, then an FDOT access permit is required.	☒	☐	☐
146	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.	☒	☐	☐
147	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.	☐	☐	☒
148	Flood Management	A CERTIFIED FINISHED FLOOR ELEVATION 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.	☐	☐	☒
149	911 Address	An application for a 911 address must be applied for and received through the Columbia County 911 Addressing Department by applying online @ https://www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx	☒	☐	☐

Section 105 of the Florida Building Code defines the:

Section 105.3.2 - Time limitation of application

Pursuant to Chapter 1, Section 101.2 of the Florida Building Code: An application for a permit shall be abandoned 180 days after its filing unless the application is pursued in good faith or a permit has been issued. The building official may grant extensions of up to 90 days each, upon written request with justifiable cause.

Section 105.4.1 - Permit Intent

Pursuant to Chapter 1, Section 101.2 of the Florida Building Code: A permit issued is not an authorization to violate, alter, or bypass any provisions of the technical codes. It does not prevent the building official from requiring corrections to plans, construction, or code violations. A permit becomes invalid unless work is commenced within six months after issuance, or if work is suspended or abandoned for six months after commencement.

Section 105.4.1.1 - Permit Revocation and Reissuance

If work has commenced and the permit is revoked, becomes null and void, or expires due to lack of progress or abandonment, a new permit must be obtained before proceeding.

Section 105.4.1.2 - Permit Expiration

If a new permit is not obtained within 180 days after the original permit becomes null and void, the building official may require the removal of any work commenced or completed. Alternatively, a new permit may be issued if the existing work complies with applicable regulations at the time of permit expiration and those effective between expiration and reissuance.

Section 105.4.1.3 - Active Progress

Work is considered active when an approved inspection occurs within 180 days. This requirement does not apply if work is halted due to civil commotion, strike, judicial injunction, or similar processes.

Section 105.4.1.4 - Renewal/Extension Fees

The fee for permit renewal, reissuance, or extension shall be set by the administrative authority.

Building Permit Notification

Once your application is approved, you will receive an email from the Columbia County Building & Zoning Department informing you that your building permit is ready to be issued upon payment.

Ordinance Sec. 90-75 – Construction Debris

It is unlawful to dispose of solid waste, including construction or demolition debris, except at authorized disposal sites or the county's waste facilities. Temporary storage of construction or demolition debris on-site for up to seven days is allowed, pending lawful disposal. However, debris must be removed before a certificate of occupancy is issued. The burning of construction debris or vegetative trash is allowed if done in compliance with legal permits and regulations. Disposal of solid waste, special waste, or debris in public streets, right-of-ways, or other public areas is prohibited, and no burial of vegetative trash is allowed on public property under 10 acres.