

# 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										<input checked="" type="checkbox"/>		
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 1, 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										<input checked="" type="checkbox"/>		
3	The design professional signature shall be affixed to the plans										<input checked="" type="checkbox"/>		
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.										<input checked="" type="checkbox"/>		
BUILDING SITE PLAN REQUIREMENTS													
5	Parking, including provision Florida Building Code Accessibility Code										<input checked="" type="checkbox"/>		
6	Fire access, showing all driveways that are accessible for emergency vehicles										<input checked="" type="checkbox"/>		
7	Driving/turning radius of parking lots										<input checked="" type="checkbox"/>		
8	Vehicle loading include truck dock loading or rail site loading												<input checked="" type="checkbox"/>
9	Nearest or number of onsite Fire hydrant/water supply/post indicator valve (PIV)										<input checked="" type="checkbox"/>		
10	Setback of all existing or proposed structures from each structure and property boundaries, Show all separation including assumed property lines										<input checked="" type="checkbox"/>		
11	Location of specific tanks (above or under ground water lines and sewer lines and septic tank and drain fields)										<input checked="" type="checkbox"/>		
12	All structures exterior views include finished floor elevation										<input checked="" type="checkbox"/>		
13	Total height of structure(s) from established grade										<input checked="" type="checkbox"/>		
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) <input type="checkbox"/>	Group B (Office) <input type="checkbox"/>	Group E (Educational) <input type="checkbox"/>	Group F (Factory) <input type="checkbox"/>	Group H (Hospital) <input type="checkbox"/>	Group I (Institutional) <input type="checkbox"/>	Group M (Manufacturing) <input type="checkbox"/>	Group R (Retail) <input type="checkbox"/>	Group S (Storage) <input type="checkbox"/>	Group U D (Uses not otherwise specified, Dormitory) <input type="checkbox"/>			
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) <input type="checkbox"/>	Type II (FBC: 602.2) <input type="checkbox"/>	Type III (FBC: 602.3) <input type="checkbox"/>	Type IV (FBC: 602.4) <input type="checkbox"/>	Type V (FBC: 602.5) <input type="checkbox"/>
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**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	<input checked="" type="checkbox"/>		
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**STRUCTURAL REQUIREMENTS (CONT'D)**

		YES	NO	N/A
47	Termite Protection	X		
48	Design Loads	X		
49	Wind Requirements	X		
50	Building Envelope	X		
51	Structural Calculations (if required)	X		
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	X		
53	Wall Systems	X		
54	Floor Systems	X		
55	Roof Systems	X		
56	Threshold Inspection Plan	X		
57	Stair Systems	X		
<b>MATERIALS</b>				
58	Wood	X		
59	Steel	X		
60	Aluminum	X		
61	Concrete	X		
62	Plastic	X		
63	Glass	X		
64	Masonry	X		
65	Gypsum Board and Plaster	X		
66	Insulating (mechanical)	X		
67	Roofing	X		
68	Insulation	X		
<b>ACCESSIBILITY REQUIREMENTS</b>				
69	Site Requirements	X		
70	Accessible Route	X		
71	Vertical Accessibility	X		
72	Toilet and Bathing Facilities	X		
73	Drinking Fountains			X
74	Equipment	X		
75	Special Occupancy Requirements	X		
76	Fair Housing Requirements	X		

**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			
<b>SPECIAL SYSTEMS</b>				
80	Elevators			
81	Escalators			
82	Lifts			
<b>SWIMMING POOLS</b>				
83	Barrier Requirements			X
84	Spas and Wading Pools			X
85	Access required per Florida Building Code 454 1.2.5			X
<b>ELECTRICAL</b>				
86	Wiring	X		
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	X		
88	Feeders and Branch Circuits	X		
89	Overcurrent Protection	X		
90	Grounding	X		
91	Wiring Methods and Materials	X		
92	GFCIs	X		
93	Equipment	X		
94	Special Occupancies	X		
95	Emergency Systems	X		
96	Communication Systems	X		
97	Low Voltage	X		
98	Load Calculations	X		
<b>PLUMBING</b>				
99	Minimum Plumbing Facilities	X		
100	Fixture Requirements	X		
101	Water Supply Piping	X		
102	Sanitary Drainage	X		
103	Water Heaters	X		
104	Vents	X		

PLUMBING (CONT'D)				
		YES	NO	N/A
105	Roof Drainage	X		
106	Back Flow Prevention	X		
107	Irrigation	X		
108	Location of Water Supply Line	X		
109	Grease Traps			X
110	Environmental Requirements	X		
111	Plumbing Riser			X
<b>MECHANICAL</b> 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			
<b>EQUIPMENT LOCATION</b>				
117	Make-up Air	X		
118	Roof-mounted Equipment			X
119	Duct Systems	X		
120	Ventilation	X		
121	Laboratory	X		
122	Combustion Air	X		
123	Chimneys, Fireplaces, and Vents	<del>X</del>		X
124	Appliances	X		<del>X</del>
125	Boilers			X
126	Refrigeration	X		
127	Bathroom Ventilation	X		
<b>GAS</b> 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			X
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 <i>before any inspections will be granted</i>			
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			X
PRIVATE POTABLE WATER				
139	Horse Power of Pump Motor			X
140	Capacity of Pressure Tank			X
141	Cycle Stop Valve If Used			X
THE FOLLOWING ITEMS MUST BE SUBMITTED WITH BUILDING PLANS				
142	<b>Building Permit Application</b>	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 @ <a href="https://www.columbiacountyfla.com/PermitSearch/MyBNZPortalLogin.aspx">https://www.columbiacountyfla.com/PermitSearch/MyBNZPortalLogin.aspx</a>		X
143	<b>Parcel Number</b>	The parcel number (Tax ID number) from the Property Appraiser is required. A copy of property deed is also required. Call 386.758 1083		X
144	<b>Environmental Health Permit or Sewer Tap Approval</b>	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. <b>Toilet facilities shall be provided for construction workers.</b>		X
145	<b>Driveway Connection</b>	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.		X
146	<b>Suwannee River Water Management District Approval</b>	All commercial projects must have an SRWMD permit issued or an exemption letter, before a building permit will be issued.		X
147	<b>Flood Management</b>	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. <b>The development permit cost is \$50.00.</b>		X
148	<b>Flood Management</b>	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.		X
149	<b>911 Address</b>	An application for a 911 address must be applied for and received through the Columbia County 911 Addressing Department by applying online @ <a href="https://www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx">https://www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx</a>		