



Columbia County

BUILDING DEPARTMENT

Revised 7/1/15

COMMERCIAL MINIMUM PLAN CHECKLIST

MINIMUM PLAN REQUIREMENTS AND CHECKLIST FOR THE 2014 FLORIDA BUILDING CODE, FLORIDA PLUMBING CODE, FLORIDA MECHANICAL CODE, FLORIDA FUEL AND GAS CODE 2014 EFFECTIVE 1 JULY 2015 AND 2011 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-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	Yes	No	N/A

	separation including assumed property lines								Yes	No	N/A	N/A
10	Location of specific tanks(above or under grown ,water lines and sewer lines and septic tank and drain fields								Yes	No	N/A	N/A
11	All structures exterior views include finished floor elevation								Yes	No	N/A	N/A
12	Total height of structure(s) form established grade								Yes	No	N/A	N/A
Review required by the Columbia County Fire Department Items 13th 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	N/A
14	Incidental use areas (total square footage for each room of use area)								Yes	No	N/A	N/A
15	Mixed occupancies								Yes	No	N/A	N/A
16	REQUIRED SEPARATION OF OCCUPANCIES IN HOURS FBC TABLE 707.3.10								Yes	No	N/A	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)	Type I						

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

49	Structural calculations (if required)	Yes	No	N/A	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	N/A
51	Wall systems	Yes	No	N/A	N/A
52	Floor systems	Yes	No	N/A	N/A
53	Roof systems	Yes	No	N/A	N/A
54	Threshold inspection plan	Yes	No	N/A	N/A
55	Stair systems	Yes	No	N/A	N/A
Materials shall be shown include the following					
56	Wood	Yes	No	N/A	N/A
57	Steel	Yes	No	N/A	N/A
58	Aluminum	Yes	No	N/A	N/A
59	Concrete	Yes	No	N/A	N/A
60	Plastic	Yes	No	N/A	N/A
61	Glass	Yes	No	N/A	N/A
62	Masonry	Yes	No	N/A	N/A
63	Gypsum board and plaster	Yes	No	N/A	N/A
64	Insulating (mechanical)	Yes	No	N/A	N/A
65	Roofing	Yes	No	N/A	N/A
66	Insulation	Yes	No	N/A	N/A
Accessibility requirements shall be shown include the following					
67	Site requirements	Yes	No	N/A	N/A
68	Accessible route	Yes	No	N/A	N/A
69	Vertical accessibility	Yes	No	N/A	N/A
70	Toilet and bathing facilities	Yes	No	N/A	N/A
71	Drinking fountains	Yes	No	N/A	N/A
72	Equipment	Yes	No	N/A	N/A
73	Special occupancy requirements	Yes	No	N/A	N/A
74	Fair housing requirements	Yes	No	N/A	N/A
Interior requirements shall include the following					
75	Review required by the Columbia County Fire Department Items 75 th 80	Yes	No	N/A	N/A
	Interior finishes (flame spread/smoke development)				
76	Light and ventilation	Yes	No	N/A	N/A
77	Sanitation	Yes	No	N/A	N/A
Special systems n/a					
78	Elevators	Yes	No	N/A	N/A
79	Escalators	Yes	No	N/A	N/A
80	Lifts	Yes	No	N/A	N/A
Swimming pools n/a					
81	Barrier requirements	Yes	No	N/A	N/A
82	Spas and Wading pools	Yes	No	N/A	N/A
83	Access required per Florida Building Code 454.1.2.5	Yes	No	N/A	N/A

Items to Include-Each Box shall be Circled as Applicable					
Electrical / N/A					
84	Wiring	Yes	No	N/A	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	N/A
86	Feeders and branch circuits	Yes	No	N/A	N/A
87	Overcurrent protection	Yes	No	N/A	N/A
88	Grounding	Yes	No	N/A	N/A
89	Wiring methods and materials	Yes	No	N/A	N/A

90	GFCIs	Yes	No	N/A	N/A
91	Equipment	Yes	No	N/A	N/A
92	Special occupancies	Yes	No	N/A	N/A
93	Emergency systems	Yes	No	N/A	N/A
94	Communication systems	Yes	No	N/A	N/A
95	Low voltage	Yes	No	N/A	N/A
96	Load calculations	Yes	No	N/A	N/A
Plumbing <i>n/a</i>					
97	Minimum plumbing facilities	Yes	No	N/A	N/A
98	Fixture requirements	Yes	No	N/A	N/A
99	Water supply piping	Yes	No	N/A	N/A
100	Sanitary drainage	Yes	No	N/A	N/A
101	Water heaters	Yes	No	N/A	N/A
102	Vents	Yes	No	N/A	N/A
103	Roof drainage	Yes	No	N/A	N/A
104	Back flow prevention	Yes	No	N/A	N/A
105	Irrigation	Yes	No	N/A	N/A
106	Location of water supply line	Yes	No	N/A	N/A
107	Grease traps	Yes	No	N/A	N/A
108	Environmental requirements	Yes	No	N/A	N/A
109	Plumbing riser	Yes	No	N/A	N/A
Mechanical <i>n/a</i>					
110	Energy calculations	Yes	No	N/A	N/A
111	Review required by the Columbia County Fire Department Items 111th 114	Yes	No	N/A	N/A
112	Exhaust systems	Yes	No	N/A	N/A
113	Clothes dryer exhaust	Yes	No	N/A	N/A
114	Kitchen equipment exhaust	Yes	No	N/A	N/A
115	Specialty exhaust systems	Yes	No	N/A	N/A
Equipment location <i>n/a</i>					
116	Make-up air	Yes	No	N/A	N/A
117	Roof-mounted equipment	Yes	No	N/A	N/A
118	Duct systems	Yes	No	N/A	N/A
119	Ventilation	Yes	No	N/A	N/A
120	Laboratory	Yes	No	N/A	N/A
121	Combustion air	Yes	No	N/A	N/A
122	Chimneys, fireplaces and vents	Yes	No	N/A	N/A
123	Appliances	Yes	No	N/A	N/A
124	Boilers	Yes	No	N/A	N/A
125	Refrigeration	Yes	No	N/A	N/A
126	Bathroom ventilation	Yes	No	N/A	N/A
Items to Include- Each Box shall be Circled as Applicable					
Gas <i>n/a</i>					
126	Review required by the Columbia County Fire Department Items 126th 134	Yes	No	N/A	N/A
127	Gas piping	Yes	No	N/A	N/A
128	Venting	Yes	No	N/A	N/A
129	Combustion air	Yes	No	N/A	N/A
130	Chimneys and vents	Yes	No	N/A	N/A
131	Appliances	Yes	No	N/A	N/A
132	Type of gas	Yes	No	N/A	N/A
133	Fireplaces	Yes	No	N/A	N/A
134	LP tank location	Yes	No	N/A	N/A
135	Riser diagram/shutoffs	Yes	No	N/A	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"/> Yes	<input type="checkbox"/> No	N/A	N/A
Disclosure Statement for Owner Builders					
		Yes	No	N/A	N/A