



# Columbia County

## BUILDING DEPARTMENT

Revised 3/15/12

### MINIMUM PLAN REQUIREMENTS AND CHECKLIST FOR THE 2010 FLORIDA BUILDING CODE ,FLORIDA PLUMBING CODE,FLORIDA MECHINICAL 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 <i>(seal not embossed)</i>	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 grown ,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) form established grade	Yes	No	N/A
<b>Review required by the Columbia County Fire Department Items 13<sup>th</sup> 43</b>				

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
<b>Minimum type of permitted construction by code for occupancy use circle the construction type FBC 602</b>											
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
<b>Fire suppression systems shall be shown include:</b>						
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
<b>Life safety systems shall be shown include the following requirements:</b>						
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
<b>Occupancy load/egress requirements shall be shown include:</b>						
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**

<b>Structural requirements shall be shown include:</b>				
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 <b>For</b> 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
<b>Materials shall be shown include the following</b>				
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
<b>Accessibility requirements shall be shown include the following</b>				
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
<b>Interior requirements shall include the following</b>				
75	Review required by the Columbia County Fire Department Items 75 <sup>th</sup> 80	Yes	No	N/A
	Interior finishes (flame spread/smoke development)			N/A
76	Light and ventilation	Yes	No	N/A
77	Sanitation	Yes	No	N/A
<b>Special systems</b>				
78	Elevators	Yes	No	N/A
79	Escalators	Yes	No	N/A
80	Lifts	Yes	No	N/A
<b>Swimming pools</b>				
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					
<b>Electrical</b>					
84	Wiring	Partial. bulk to be added in tenant improvement design	<input checked="" type="radio"/> 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		<input checked="" type="radio"/> Yes	No	N/A
86	Feeders and branch circuits		<input checked="" type="radio"/> Yes	No	N/A
87	Overcurrent protection		<input checked="" type="radio"/> Yes	No	N/A
88	Grounding		<input checked="" type="radio"/> Yes	No	N/A
89	Wiring methods and materials		<input checked="" type="radio"/> Yes	No	N/A
90	GFCIs		<input checked="" type="radio"/> Yes	No	N/A
91	Equipment	Partial Bulk to be added in tenant improvement design	<input checked="" type="radio"/> Yes	No	N/A
92	Special occupancies		Yes	<input checked="" type="radio"/> No	N/A
93	Emergency systems		Yes	<input checked="" type="radio"/> No	N/A
94	Communication systems	To be added in tenant improvement design	Yes	No	<input checked="" type="radio"/> N/A
95	Low voltage	To be added in tenant improvement design	Yes	No	<input checked="" type="radio"/> N/A
96	Load calculations		<input checked="" type="radio"/> Yes	No	N/A
<b>Plumbing</b>					
97	Minimum plumbing facilities		Yes	No	N/A
98	Fixture requirements		<input checked="" type="radio"/> Yes	No	N/A
99	Water supply piping		<input checked="" type="radio"/> Yes	No	N/A
100	Sanitary drainage		<input checked="" type="radio"/> Yes	No	N/A
101	Water heaters	To be added in tenant improvement design	Yes	No	<input checked="" type="radio"/> N/A
102	Vents		<input checked="" type="radio"/> Yes	No	N/A
103	Roof drainage		<input checked="" type="radio"/> Yes	No	N/A
104	Back flow prevention		<input checked="" type="radio"/> Yes	No	N/A
105	Irrigation		Yes	No	N/A
106	Location of water supply line		<input checked="" type="radio"/> Yes	No	N/A
107	Grease traps		Yes	No	<input checked="" type="radio"/> N/A
108	Environmental requirements		Yes	No	N/A
109	Plumbing riser		Yes	<input checked="" type="radio"/> No	N/A
<b>Mechanical</b>					
110	Energy calculations		<input checked="" type="radio"/> Yes	No	N/A
111	Review required by the Columbia County Fire Department Items 111 <sup>th</sup> 114 Exhaust systems To be added in tenant improvement design		Yes	No	<input checked="" type="radio"/> N/A
112	Clothes dryer exhaust		Yes	No	<input checked="" type="radio"/> N/A
113	Kitchen equipment exhaust		Yes	No	<input checked="" type="radio"/> N/A
114	Specialty exhaust systems		Yes	No	<input checked="" type="radio"/> N/A
<b>Equipment location</b>					
115	Make-up air		Yes	<input checked="" type="radio"/> No	N/A
116	Roof-mounted equipment		<input checked="" type="radio"/> Yes	No	N/A
117	Duct systems	To be added in tenant improvement design	Yes	No	<input checked="" type="radio"/> N/A
118	Ventilation	To be added in tenant improvement design	Yes	No	<input checked="" type="radio"/> N/A
119	Laboratory		Yes	No	<input checked="" type="radio"/> N/A
120	Combustion air		Yes	No	<input checked="" type="radio"/> N/A
121	Chimneys, fireplaces and vents		Yes	No	<input checked="" type="radio"/> N/A
122	Appliances		Yes	No	<input checked="" type="radio"/> N/A
123	Boilers		Yes	<input checked="" type="radio"/> No	N/A
124	Refrigeration		Yes	<input checked="" type="radio"/> No	N/A
125	Bathroom ventilation	To be added in tenant improvement design	Yes	No	<input checked="" type="radio"/> N/A
<b>Items to Include-Each Box shall be Circled as Applicable</b>					
<b>Gas</b>					
126	Review required by the Columbia County Fire Department Items 126 <sup>th</sup> 134 Gas piping		Yes	No	<input checked="" type="radio"/> N/A
127	Venting		Yes	No	<input checked="" type="radio"/> 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
<b>Notice of Commencement</b>				
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
<b>Disclosure Statement for Owner Builders</b>				
		Yes	No	N/A

<b>Private Potable Water</b>					
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	<b>Building Permit Application</b>	A current On-Line Building Permit Application <a href="http://www.ccpermit.com">www.ccpermit.com</a> 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	<b>Parcel Number</b>	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	<b>Environmental Health Permit or Sewer Tap Approval</b>	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. <b>Toilet facilities shall be provided for construction workers</b>	Yes	No	N/A
142	<b>Driveway Connection</b>	If the property does not have an existing access to a public road, then an application for a culvert permit must be made ( <b>\$25.00</b> ). 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 <b>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.</b> 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	<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.	Yes	No	N/A
144	<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) <b>has been</b> 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) <b>has not been</b> 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>	Yes	No	N/A

IN PROGRESS

145	<b>Flood Management</b>	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	<b>911 Address</b>	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.**



# Columbia County

## BUILDING DEPARTMENT

Revised 3/15/12

**MINIMUM PLAN REQUIREMENTS AND CHECKLIST FOR THE 2010 FLORIDA BUILDING CODE ,FLORIDA PLUMBING CODE,FLORIDA MECHINICAL 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.	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> 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="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> N/A
3	The design professional signature shall be affixed to the plans	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> 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 type="radio"/> YES	<input checked="" type="radio"/> NO	<input type="radio"/> 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	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5	Fire access, showing all drive way which will be accessible for emergency vehicles	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
6	Driving/turning radius of parking lots <b>IN CIVIL PACKAGE</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
7	Vehicle loading include truck dock loading or rail site loading	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8	Nearest or number of onsite Fire hydrant/water supply/post indicator valve (PIV)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> 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	<input type="checkbox"/> No	<input type="checkbox"/> N/A
10	Location of specific tanks(above or under grown , water lines and sewer lines and septic tank and dram fields <b>IN CIVIL PACKAGE</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
11	All structures exterior views include finished floor elevation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
12	Total height of structure(s) form established grade	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Review required by the Columbia County Fire Department Items 13<sup>th</sup> 43</b>				

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	
		<input checked="" type="checkbox"/>									
13	Special occupancy requirements								<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
14	Incidental use areas (total square footage for each room of use area)								<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
15	Mixed occupancies								<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
16	REQUIRED SEPARATION OF OCCUPANCIES IN HOURS FBC TABLE 707.3.9								<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>Minimum type of permitted construction by code for occupancy use circle the construction type FBC 602</b>											
17	<input type="checkbox"/> Type I	<input type="checkbox"/> Type II	<input type="checkbox"/> Type III	<input type="checkbox"/> Type IV	<input checked="" type="checkbox"/> Type V						

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

		Items to Include- Each Box shall be Circled as Applicable		
<b>Structural requirements shall be shown include:</b>				
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
<b>Materials shall be shown include the following</b>				
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
<b>Accessibility requirements shall be shown include the following</b>				
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
<b>Interior requirements shall include the following</b>				
75	Review required by the Columbia County Fire Department Items 75 <sup>th</sup> 80	Yes	No	N/A
76	Interior finishes (flame spread/smoke development)	Yes	No	N/A
77	Light and ventilation	Yes	No	N/A
77	Sanitation	Yes	No	N/A
<b>Special systems</b>				
78	Elevators	Yes	No	N/A
79	Escalators	Yes	No	N/A
80	Lifts	Yes	No	N/A
<b>Swimming pools</b>				
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

**IN TENANT FINISH -  
OUT PACKAGE**

**IN TENANT  
FINISH OUT  
PACKAGE**

<b>Items to Include-Each Box shall be Circled as Applicable</b>					
<b>Electrical</b>					
84	Wiring	Partial bulk to be added in tenant improvement design	<input checked="" type="radio"/> 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		<input checked="" type="radio"/> Yes	No	N/A
86	Feeders and branch circuits		<input checked="" type="radio"/> Yes	No	N/A
87	Overcurrent protection		<input checked="" type="radio"/> Yes	No	N/A
88	Grounding		<input checked="" type="radio"/> Yes	No	N/A
89	Wiring methods and materials		<input checked="" type="radio"/> Yes	No	N/A
90	GFCIs		<input checked="" type="radio"/> Yes	No	N/A
91	Equipment	Partial Bulk to be added in tenant improvement design	<input checked="" type="radio"/> Yes	No	N/A
92	Special occupancies		Yes	<input checked="" type="radio"/> No	N/A
93	Emergency systems		Yes	<input checked="" type="radio"/> No	N/A
94	Communication systems	To be added in tenant improvement design	Yes	No	<input checked="" type="radio"/> N/A
95	Low voltage	To be added in tenant improvement design	Yes	No	<input checked="" type="radio"/> N/A
96	Load calculations		<input checked="" type="radio"/> Yes	No	N/A
<b>Plumbing</b>					
97	Minimum plumbing facilities		Yes	No	N/A
98	Fixture requirements		<input checked="" type="radio"/> Yes	No	N/A
99	Water supply piping		<input checked="" type="radio"/> Yes	No	N/A
100	Sanitary drainage		<input checked="" type="radio"/> Yes	No	N/A
101	Water heaters	To be added in tenant improvement design	Yes	No	<input checked="" type="radio"/> N/A
102	Vents		<input checked="" type="radio"/> Yes	No	N/A
103	Roof drainage		<input checked="" type="radio"/> Yes	No	N/A
104	Back flow prevention		<input checked="" type="radio"/> Yes	No	N/A
105	Irrigation		Yes	No	N/A
106	Location of water supply line		<input checked="" type="radio"/> Yes	No	N/A
107	Grease traps		Yes	No	<input checked="" type="radio"/> N/A
108	Environmental requirements		Yes	No	N/A
109	Plumbing riser		Yes	<input checked="" type="radio"/> No	N/A
<b>Mechanical</b>					
110	Energy calculations		<input checked="" type="radio"/> Yes	No	N/A
111	Review required by the Columbia County Fire Department Items 111 <sup>th</sup> 114 Exhaust systems To be added in tenant improvement design		Yes	No	<input checked="" type="radio"/> N/A
112	Clothes dryer exhaust		Yes	No	<input checked="" type="radio"/> N/A
113	Kitchen equipment exhaust		Yes	No	<input checked="" type="radio"/> N/A
114	Specialty exhaust systems		Yes	No	<input checked="" type="radio"/> N/A
<b>Equipment location</b>					
115	Make-up air		Yes	<input checked="" type="radio"/> No	N/A
116	Roof-mounted equipment		<input checked="" type="radio"/> Yes	No	N/A
117	Duct systems	To be added in tenant improvement design	Yes	No	<input checked="" type="radio"/> N/A
118	Ventilation	To be added in tenant improvement design	Yes	No	<input checked="" type="radio"/> N/A
119	Laboratory		Yes	No	<input checked="" type="radio"/> N/A
120	Combustion air		Yes	No	<input checked="" type="radio"/> N/A
121	Chimneys, fireplaces and vents		Yes	No	<input checked="" type="radio"/> N/A
122	Appliances		Yes	No	<input checked="" type="radio"/> N/A
123	Boilers		Yes	<input checked="" type="radio"/> No	N/A
124	Refrigeration		Yes	<input checked="" type="radio"/> No	N/A
125	Bathroom ventilation	To be added in tenant improvement design	Yes	No	<input checked="" type="radio"/> N/A
<b>Gas</b>					
126	Review required by the Columbia County Fire Department Items 126 <sup>th</sup> 134 Gas piping		Yes	No	<input checked="" type="radio"/> N/A
127	Venting		Yes	No	<input checked="" type="radio"/> N/A

**Items to Include-  
Each Box shall be  
Circled as  
Applicable**

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)
<b>Notice of Commencement</b>				
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
<b>Disclosure Statement for Owner Builders</b>		Yes	No	N/A

<b>Private Potable Water</b>					
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	<b>Building Permit Application</b>	A current On-Line Building Permit Application <a href="http://www.ccpermit.com">www.ccpermit.com</a> 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	<b>Parcel Number</b>	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	<b>Environmental Health Permit or Sewer Tap Approval</b>	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  <b>Toilet facilities shall be provided for construction workers</b>	Yes	No	N/A
142	<b>Driveway Connection</b>	If the property does not have an existing access to a public road, then an application for a culvert permit must be made ( <b>\$25.00</b> ) 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	<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	Yes	No	N/A
144	<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>	Yes	No	N/A

145	<b>Flood Management</b>	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	<b>911 Address</b>	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.**