



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	Yes
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	Yes
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	Yes

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	Yes
5	Fire access, showing all drive way which will be accessible for emergency vehicles	Yes	No	N/A	Yes
6	Driving/turning radius of parking lots	Yes	No	N/A	Yes
7	Vehicle loading include truck dock loading or rail site loading	Yes	No	N/A	Yes
8	Nearest or number of onsite Fire hydrant/water supply/post indicator valve (PIV)	Yes	No	N/A	Yes
9	Set back of all existing or proposed structures from each structure and property boundaries, Show all	Yes	No	N/A	Yes

	separation including assumed property lines										
10	Location of specific tanks(above or under grown ,water lines and sewer lines and septic tank and drain fields							Yes	No	N/A Yes	
11	All structures exterior views include finished floor elevation							Yes	No	N/A Yes	
12	Total height of structure(s) form established grade							Yes	No	N/A Yes	
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 No	
14	Incidental use areas (total square footage for each room of use area)							Yes	No	N/A No	
15	Mixed occupancies							Yes	No	N/A No	
16	REQUIRED SEPARATION OF OCCUPANCIES IN HOURS FBC TABLE 707.3.10							Yes	No	N/A No	
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				
18	Fire-resistant separations	Yes	No	N/A No
19	Fire-resistant protection for type of construction	Yes	No	N/A No
20	Protection of openings and penetrations of rated walls	Yes	No	N/A No
21	Protection of corridors and penetrations of rated walls	Yes	No	N/A No
22	Fire blocking and draftstopping and calculated fire resistance	Yes	No	N/A No
Fire suppression systems shall be shown include:				
23	Early warning smoke evacuation systems Schematic fire sprinklers Standpipes	Yes	No	N/A No
24	Standpipes	Yes	No	N/A No
25	Pre-engineered systems	Yes	No	N/A No
26	Riser diagram	Yes	No	N/A No
Life safety systems shall be shown include the following requirements:				
27	Occupant load and egress capacities	Yes	No	N/A Yes
28	Early warning	Yes	No	N/A No
29	Smoke control	Yes	No	N/A No
30	Stair pressurization	Yes	No	N/A No
31	Systems schematic	Yes	No	N/A No
Occupancy load/egress requirements shall be shown include:				
32	Occupancy load	Yes	No	N/A Yes
33	Gross occupancy load	Yes	No	N/A Yes
34	Net occupancy load	Yes	No	N/A Yes
35	Means of egress	Yes	No	N/A Yes
36	Exit access	Yes	No	N/A Yes
37	Exit discharge	Yes	No	N/A Yes
38	Stairs construction/geometry and protection	Yes	No	N/A No
39	Doors	Yes	No	N/A Yes
40	Emergency lighting and exit signs	Yes	No	N/A Yes
41	Specific occupancy requirements	Yes	No	N/A No
42	Construction requirements	Yes	No	N/A No
43	Horizontal exits/exit passageways	Yes	No	N/A No

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

Structural requirements shall be shown include:				
44	Soil conditions/analysis	Yes	No	N/A No
45	Termite protection	Yes	No	N/A Yes
46	Design loads	Yes	No	N/A Yes
47	Wind requirements	Yes	No	N/A Yes
48	Building envelope	Yes	No	N/A Yes

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

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

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

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online @ www.floridabuilding.org

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
1. EXTERIOR DOORS			
A. SWINGING		Series 250 Glass and Steel Walk Doors	160501 & 22211.4
B. SLIDING			
C. SECTIONAL/ROLL UP		Roll Up Doors	16905
D. OTHER			
2. WINDOWS			
A. SINGLE/DOUBLE HUNG			
B. HORIZONTAL SLIDER			
C. CASEMENT			
D. FIXED			
E. MULLION			
F. SKYLIGHTS			
G. OTHER			
3. PANEL WALL			
A. SIDING		PBK Panel	17662.2
B. SOFFITS			
C. STOREFRONTS			
D. GLASS BLOCK			
E. OTHER			
4. ROOFING PRODUCTS			
A. ASPHALT SHINGLES			
B. NON-STRUCTURAL METAL			
C. ROOFING TILES			
D. SINGLE PLY ROOF			
E. OTHER		PBR Panel	15998.2
5. STRUCTURAL COMPONENTS			
A. WOOD CONNECTORS			
B. WOOD ANCHORS			
C. TRUSS PLATES			
D. INSULATION FORMS			
E. LINTELS			
F. OTHERS			
6. NEW EXTERIOR			
ENVELOPE PRODUCTS			

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; 1) copy of the product approval, 2) performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturers installation requirements.

Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

Contractor OR Agent Signature _____

Date _____

NOTES: _____
