



Columbia County

BUILDING DEPARTMENT

56

Revised 12/2023

COMMERCIAL MINIMUM PLAN CHECKLIST

MINIMUM PLAN REQUIREMENTS AND CHECKLIST FOR THE 2023 FLORIDA BUILDING CODE, FLORIDA PLUMBING CODE, FLORIDA MECHANICAL CODE, FLORIDA FUEL AND GAS CODE 2023 EFFECTIVE 1 JAN 2023 AND 2020 NATIONAL ELECTRICAL

ALL REQUIREMENTS ARE SUBJECT TO CHANGE

ALL BUILDING PLANS MUST INDICATE COMPLIANCE WITH THE CURRENT FLORIDA BUILDING CODES. ALL PLANS OR DRAWINGS 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 1609.3 (1) THROUGH (4) ULTIMATE DESIGN WIND SPEEDS FOR RISK CATEGORY AND BUILDINGS AND OTHER STRUCTURES

GENERAL REQUIREMENTS:			Items to Include Each Box shall be Marked 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 Marked 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 ground, 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	-
Review required by the Columbia County Fire Department Items 13 Th 43 (We Contact the Fire Inspector For You.)													

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 707.3.10									Yes	No	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)								

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	-
Fire suppression systems shall be shown include:													
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	-

Life safety systems shall be shown include the following requirements:													
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	-

Occupancy load/egress requirements shall be shown include:													
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
Marked as
Applicable

Structural requirements shall be shown include:

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	-

Materials shall be shown include the following

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	-

Accessibility requirements shall be shown include the following

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	-

Interior requirements shall include the following					
75	Review required by the Columbia County Fire Department Items 75 th 80	Yes	No	N/A	
	Interior finishes (flame spread/smoke development)				
76	Light and ventilation	Yes	No	N/A	
77	Sanitation	Yes	No	N/A	
Special systems					
78	Elevators	Yes	No	N/A	
79	Escalators	Yes	No	N/A	
80	Lifts	Yes	No	N/A	
Swimming pools					
81	Barrier requirements	Yes	No	N/A	
82	Spas and Wading pools	Yes	No	N/A	
83	Access required per Florida Building Code 454.1.2.5	Yes	No	N/A	

Items to Include- Each Box shall be Circled as Applicable

Electrical

84	Wiring	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	Yes	No	N/A	
86	Feeders and branch circuits	Yes	No	N/A	
87	Overcurrent protection	Yes	No	N/A	
88	Grounding	Yes	No	N/A	
89	Wiring methods and materials	Yes	No	N/A	
90	GFCIs	Yes	No	N/A	
91	Equipment	Yes	No	N/A	
92	Special occupancies	Yes	No	N/A	
93	Emergency systems	Yes	No	N/A	
94	Communication systems	Yes	No	N/A	
95	Low voltage	Yes	No	N/A	
96	Load calculations	Yes	No	N/A	

Plumbing

97	Minimum plumbing facilities	Yes	No	N/A	
98	Fixture requirements	Yes	No	N/A	
99	Water supply piping	Yes	No	N/A	
100	Sanitary drainage	Yes	No	N/A	
101	Water heaters	Yes	No	N/A	
102	Vents	Yes	No	N/A	
103	Roof drainage	Yes	No	N/A	
104	Back flow prevention	Yes	No	N/A	

105	Irrigation	Yes	No	<i>N/A</i>	-
106	Location of water supply line	Yes	No	<i>N/A</i>	-
107	Grease traps	Yes	No	<i>N/A</i>	-
108	Environmental requirements	<i>Yes</i>	No	<i>N/A</i>	-
109	Plumbing riser	Yes	No	<i>N/A</i>	-

Mechanical

110	Energy calculations	Yes	No	<i>N/A</i>	-
111	Review required by the Columbia County Fire Department Items 111 Th 114 Exhaust systems	Yes	No	<i>N/A</i>	-
112	Clothes dryer exhaust	Yes	No	<i>N/A</i>	-
113	Kitchen equipment exhaust	Yes	No	<i>N/A</i>	-
114	Specialty exhaust systems	Yes	No	<i>N/A</i>	-

Equipment location

115	Make-up air	<i>Yes</i>	No	<i>N/A</i>	-
116	Roof-mounted equipment	Yes	No	<i>N/A</i>	-
117	Duct systems	<i>Yes</i>	No	<i>N/A</i>	-
118	Ventilation	Yes	No	<i>N/A</i>	-
119	Laboratory	Yes	No	<i>N/A</i>	-
120	Combustion air	Yes	No	<i>N/A</i>	-
121	Chimneys, fireplaces and vents	Yes	No	<i>N/A</i>	-
122	Appliances	Yes	No	<i>N/A</i>	-
123	Boilers	Yes	No	<i>N/A</i>	-
124	Refrigeration	Yes	No	<i>N/A</i>	-
125	Bathroom ventilation	Yes	No	<i>N/A</i>	-

Items to Include
Each Box shall be
Marked as
Applicable

Gas

126	Review required by the Columbia County Fire Department Items 126 Th 134 Gas piping	Yes	No	<i>N/A</i>	-
127	Venting	Yes	No	<i>N/A</i>	-
128	Combustion air	Yes	No	<i>N/A</i>	-
129	Chimneys and vents	Yes	No	<i>N/A</i>	-
130	Appliances	Yes	No	<i>N/A</i>	-
131	Type of gas	Yes	No	<i>N/A</i>	-
132	Fireplaces	Yes	No	<i>N/A</i>	-
133	LP tank location	Yes	No	<i>N/A</i>	-
134	Riser diagram/shutoffs	Yes	No	<i>N/A</i>	-

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>	<i>Yes</i>	No	<i>N/A</i>	-
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Disclosure Statement for Owner Builders

	Yes	No	<i>N/A</i>	-
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Private Potable Water						
136	Horse power of pump motor	SEE PAGE 7- ON HOW TO PROVIDE THIS DOCUMENTATION.	Yes	No	N/A	
137	Capacity of pressure tank		Yes	No	N/A	
138	Cycle stop valve if used		Yes	No	N/A	

Items to Include:
Each Box shall be
Marked as
Applicable

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH BUILDING PLANS

139	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 mailed with The \$15.00 application fee.	Yes	No	N/A	
140	Parcel Number	The parcel number (Tax ID number) from the Property Appraiser is required. A copy of property deed is also required. (386) 758-1084	Yes	No	N/A	
141	Environmental Health Permit or Sewer Tap Approval	A copy of an approved Environmental Health (386) 758-1058 waste water disposal permit or an approved City of Lake City(386) 752-2031 OR County sewer tap letter is required before a building permit can be issued. Toilet facilities shall be provided for construction workers	Yes	No	N/A	
142	Driveway Connection	A Right-of-way 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 F.D.O.T. maintained road, then an F.D.O.T. 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 F.D.O.T. maintained road, then an F.D.O.T. access permit is required.	Yes	No	N/A	
143	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.	Yes	No	N/A	
144	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	Yes	No	N/A	
145	Flood Management	A CERTIFIED FINISHED FLOOR ELEVATIONS 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	Yes	No	N/A	
146	911 Address	An application for a 911 address must be applied for and received through the Columbia County 911 Addressing Department by applying online.	Yes	No	N/A	