



Columbia County

BUILDING DEPARTMENT

Revised March 2021

COMMERCIAL MINIMUM PLAN CHECKLIST

MINIMUM PLAN REQUIREMENTS AND CHECKLIST FOR THE 2020 FLORIDA BUILDING CODE, FLORIDA PLUMBING CODE, FLORIDA MECHANICAL CODE, FLORIDA FUEL AND GAS CODE 2020 EFFECTIVE 1 JAN 2021 AND 2017 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 1609.3 (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						<u>Yes</u>	No	N/A	-	
12	Total height of structure(s) form established grade						<u>Yes</u>	No	N/A	-	
Review required by the Columbia County Fire Department Items 13th 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	<u>No</u>	N/A	-	
14	Incidental use areas (total square footage for each room of use area)						Yes	No	<u>N/A</u>	-	
15	Mixed occupancies						Yes	<u>No</u>	N/A	-	
16	REQUIRED SEPARATION OF OCCUPANCIES IN HOURS FBC TABLE 707.3.10						Yes	<u>No</u>	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						<u>Yes</u>	No	N/A	-	
19	Fire-resistant protection for type of construction						<u>Yes</u>	No	N/A	-	
20	Protection of openings and penetrations of rated walls						<u>Yes</u>	No	N/A	-	
21	Protection of corridors and penetrations of rated walls						<u>Yes</u>	No	N/A	-	
22	Fire blocking and draftstopping and calculated fire resistance						<u>Yes</u>	No	N/A	-	
Fire suppression systems shall be shown include:											
23	Early warning smoke evacuation systems Schematic fire sprinklers Standpipes						Yes	No	<u>N/A</u>	-	
24	Standpipes						Yes	No	<u>N/A</u>	-	
25	Pre-engineered systems						<u>Yes</u>	No	N/A	-	
26	Riser diagram						<u>Yes</u>	No	N/A	-	
Life safety systems shall be shown include the following requirements:											
27	Occupant load and egress capacities						<u>Yes</u>	No	N/A	-	
28	Early warning						Yes	No	<u>N/A</u>	-	
29	Smoke control						<u>Yes</u>	No	N/A	-	
30	Stair pressurization						Yes	No	<u>N/A</u>	-	
31	Systems schematic						<u>Yes</u>	No	N/A	-	
Occupancy load/egress requirements shall be shown include:											
32	Occupancy load						<u>Yes</u>	No	N/A	-	
33	Gross occupancy load						<u>Yes</u>	No	N/A	-	
34	Net occupancy load						<u>Yes</u>	No	N/A	-	
35	Means of egress						<u>Yes</u>	No	N/A	-	
36	Exit access						<u>Yes</u>	No	N/A	-	
37	Exit discharge						<u>Yes</u>	No	N/A	-	
38	Stairs construction/geometry and protection						Yes	No	<u>N/A</u>	-	
39	Doors						<u>Yes</u>	No	N/A	-	
40	Emergency lighting and exit signs						<u>Yes</u>	No	N/A	-	
41	Specific occupancy requirements						<u>Yes</u>	No	N/A	-	

42	Construction requirements	<u>Yes</u>	No	N/A	-
43	Horizontal exits/exit passageways	<u>Yes</u>	No	N/A	-

Items to Include
Each Box shall be
Marked as
Applicable

Structural requirements shall be shown include:					
44	Soil conditions/analysis	<u>Yes</u>	No	N/A	-
45	Termite protection	<u>Yes</u>	No	N/A	-
46	Design loads	<u>Yes</u>	No	N/A	-
47	Wind requirements	<u>Yes</u>	No	N/A	-
48	Building envelope	<u>Yes</u>	No	N/A	-
49	Structural calculations (if required)	<u>Yes</u>	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	<u>No</u>	<u>N/A</u>	-
51	Wall systems	<u>Yes</u>	No	N/A	-
52	Floor systems	<u>Yes</u>	No	N/A	-
53	Roof systems	<u>Yes</u>	No	N/A	-
54	Threshold inspection plan	<u>Yes</u>	No	<u>N/A</u>	-
55	Stair systems	Yes	<u>No</u>	<u>N/A</u>	-
Materials shall be shown include the following					
56	Wood	<u>Yes</u>	No	N/A	-
57	Steel	Yes	<u>No</u>	N/A	-
58	Aluminum	Yes	<u>No</u>	N/A	-
59	Concrete	<u>Yes</u>	No	N/A	-
60	Plastic	Yes	No	<u>N/A</u>	-
61	Glass	<u>Yes</u>	No	N/A	-
62	Masonry	<u>Yes</u>	No	N/A	-
63	Gypsum board and plaster	<u>Yes</u>	No	N/A	-
64	Insulating (mechanical)	<u>Yes</u>	No	N/A	-
65	Roofing	<u>Yes</u>	No	N/A	-
66	Insulation	<u>Yes</u>	No	N/A	-
Accessibility requirements shall be shown include the following					
67	Site requirements	<u>Yes</u>	No	N/A	-
68	Accessible route	<u>Yes</u>	No	N/A	-
69	Vertical accessibility	<u>Yes</u>	No	N/A	-
70	Toilet and bathing facilities	<u>Yes</u>	No	N/A	-
71	Drinking fountains	<u>Yes</u>	No	<u>N/A</u>	-
72	Equipment	<u>Yes</u>	No	N/A	-
73	Special occupancy requirements	<u>Yes</u>	No	N/A	-
74	Fair housing requirements	<u>Yes</u>	No	N/A	-

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

Items to Include-Each Box shall be Circled as Applicable					
Electrical					
84	Wiring	<u>Yes</u>	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	<u>N/A</u>	-
86	Feeders and branch circuits	<u>Yes</u>	No	N/A	-
87	Overcurrent protection	<u>Yes</u>	No	N/A	-
88	Grounding	<u>Yes</u>	No	N/A	-
89	Wiring methods and materials	<u>Yes</u>	No	N/A	-
90	GFCIs	<u>Yes</u>	No	N/A	-
91	Equipment	<u>Yes</u>	No	N/A	-
92	Special occupancies	<u>Yes</u>	No	N/A	-
93	Emergency systems	<u>Yes</u>	No	N/A	-
94	Communication systems	<u>Yes</u>	No	N/A	-
95	Low voltage	<u>Yes</u>	No	N/A	-
96	Load calculations	<u>Yes</u>	No	N/A	-
Plumbing					
97	Minimum plumbing facilities	<u>Yes</u>	No	N/A	-
98	Fixture requirements	<u>Yes</u>	No	N/A	-
99	Water supply piping	<u>Yes</u>	No	N/A	-
100	Sanitary drainage	<u>Yes</u>	No	N/A	-
101	Water heaters	<u>Yes</u>	No	N/A	-
102	Vents	<u>Yes</u>	No	N/A	-
103	Roof drainage	<u>Yes</u>	No	N/A	-
104	Back flow prevention	<u>Yes</u>	No	N/A	-

105	Irrigation	<u>Yes</u>	No	N/A	-
106	Location of water supply line	<u>Yes</u>	No	N/A	-
107	Grease traps	<u>Yes</u>	No	N/A	-
108	Environmental requirements	<u>Yes</u>	No	N/A	-
109	Plumbing riser	<u>Yes</u>	No	N/A	-
Mechanical					
110	Energy calculations	<u>Yes</u>	No	N/A	-
111	Review required by the Columbia County Fire Department Items 111th 114 Exhaust systems	<u>Yes</u>	No	N/A	-
112	Clothes dryer exhaust	Yes	No	<u>N/A</u>	-
113	Kitchen equipment exhaust	<u>Yes</u>	No	N/A	-
114	Specialty exhaust systems	<u>Yes</u>	No	N/A	-
Equipment location					
115	Make-up air	<u>Yes</u>	No	N/A	-
116	Roof-mounted equipment	<u>Yes</u>	No	N/A	-
117	Duct systems	<u>Yes</u>	No	N/A	-
118	Ventilation	<u>Yes</u>	No	N/A	-
119	Laboratory	<u>Yes</u>	No	N/A	-
120	Combustion air	Yes	No	<u>N/A</u>	-
121	Chimneys, fireplaces and vents	<u>Yes</u>	No	N/A	-
122	Appliances	<u>Yes</u>	No	N/A	-
123	Boilers	<u>Yes</u>	No	N/A	-
124	Refrigeration	<u>Yes</u>	No	N/A	-
125	Bathroom ventilation	<u>Yes</u>	No	N/A	-
					Items to Include- Each Box shall be Marked as Applicable
Gas					
126	Review required by the Columbia County Fire Department Items 126th 134 Gas piping	<u>Yes</u>	No	N/A	-
127	Venting	<u>Yes</u>	No	N/A	-
128	Combustion air	Yes	No	<u>N/A</u>	-
129	Chimneys and vents	<u>Yes</u>	No	N/A	-
130	Appliances	<u>Yes</u>	No	N/A	-
131	Type of gas	Yes	No	<u>N/A</u>	-
132	Fireplaces	Yes	<u>No</u>	<u>N/A</u>	-
133	LP tank location	<u>Yes</u>	No	N/A	-
134	Riser diagram/shutoffs	<u>Yes</u>	No	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>	<u>Yes</u>	No	N/A	-
	Disclosure Statement for Owner Builders	<u>Yes</u>	No	N/A	-

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	If the property does not have an existing access to a public road, then an application for a culvert permit must be made (\$25.00). County Public Works Dept. determines the size and length of every culvert before instillation 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	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 Emergency Management Office of 911 Addressing Department (386) 758-1125.	Yes	No	N/A	-