Columbia County
BUILDING DEPARTMENT

Revised Jan 2018

COMMERCIAL MINIMUM PLAN CHECKLIST

MINIMUM PLAN REQUIREMENTS AND CHECKLIST FOR THE 2017 FLORIDA BUILDING CODE ,FLORIDA PLUMBING CODE,FLORIDA MECHINICAL CODE,FLORIDA FUEL AND GAS CODE 2017 EFFECTIVE 1 JAN 2018 AND 2014 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 (3) 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 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	-
	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	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 75Th 80** Interior finishes (flame spread/smoke development)	Yes	No	N/A ✓	-
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	N/A	-
106	Location of water supply line	Yes	No	N/A	-
107	Grease traps	Yes	No	N/A	-
108	Environmental requirements	Yes	No	N/A	-
109	Plumbing riser	Yes	No	N/A	-
	Mechanical				
110	Energy calculations	Yes	No	N/A	-
111	**Review required by the Columbia County Fire Department Items 111Th 114** Exhaust systems	Yes	No	N/A	-
112	Clothes dryer exhaust	Yes	No	N/A	-
113	Kitchen equipment exhaust	Yes	No	N/A	-
114	Specialty exhaust systems	Yes	No	N/A	-
	Equipment location				
115	Make-up air	Yes	No	N/A	-
116	Roof-mounted equipment	Yes	No	N/A	-
117	Duct systems	Yes	No	N/A	-
118	Ventilation	Yes	No	N/A	-
119	Laboratory	Yes	No	N/A	-
120	Combustion air	Yes	No	N/A	-
121	Chimneys, fireplaces and vents	Yes	No	N/A	-
122	Appliances	Yes	No	N/A	-
123	Boilers	Yes	No	N/A	-
124	Refrigeration	Yes	No	N/A	-
125	Bathroom ventilation	Yes	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	Yes	No	N/A	-
127	Venting	Yes	No	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	-
	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 . ***Before Any Inspections Will Be Done***	Yes	No	N/A	-
	Disclosure Statement for Owner Builders	Yes	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 911address must be applied for and **received** through the Columbia County Emergency Management Office of 911 Addressing Department (386) 758-1125.	Yes	No	N/A	-

ONCE ZONING HAS BEEN APPROVED FOR THIS PROJECT.

Private Potable Water
Well letter provided by the well driller OR City of Lake City Utilities Department (386-752-2031) Letter of Availability OR Ellisville/County Utilities (386-758-1019) Letter of Availability.

Sewage Disposal
Septic System – An approved signed site plan from Environmental Health (386-758-1058)

City OR County Sewage- A Letter of Availability from either department. (See above contact numbers.)

Pursuant to Chapter one (administration) section 101.2 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 101.2 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 if 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.

Ordinance Sec. 90-75. - Construction debris. (e) It shall be unlawful for any person to dispose of or discard solid waste, including construction or demolition debris at any place within the county other than on an authorized disposal site or at the county's solid waste facilities. The temporary storage, not to exceed seven days of solid waste (excluding construction and demolition debris) on the premises where generated or vegetative trash pending disposition as authorized by law or ordinance, shall not be deemed a violation of this section. The temporary storage of construction and demolition debris on the premises where generated or vegetative trash pending disposition as authorized by law or ordinance shall not be deemed in violation of this section; provided, however, such construction and demolition debris must be disposed of in accordance with this article prior to the county's issuance of a certificate of occupancy for the premises. The burning of lumber from a construction or demolition project or vegetative trash when done so with legal and proper permits from the authorized agencies and in accordance with such agencies' rules and regulations, shall not be deemed a violation of this section. No person shall bury, throw, place, or deposit, or cause to be buried, thrown, placed, or deposited, any solid waste, special waste, or debris of any kind into or on any of the public streets, road right-of-way, highways, bridges, alleys, lanes, thoroughfares, waters, canals, or vacant lots or lands within the county. No person shall bury any vegetative trash on any of the public streets, road right-of-way, highways, bridges, lanes, thoroughfares, waters, canals, or lots less than ten acres in size within the county.

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.