



# 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 MECHANICAL 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.	<u>YES</u>	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.	<u>YES</u>	NO	N/A
3	The design professional signature shall be affixed to the plans	<u>YES</u>	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	<u>YES</u>	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	<del>Yes</del>	No	N/A
5	Fire access, showing all drive way which will be accessible for emergency vehicles	<del>Yes</del>	No	N/A
6	Driving/turning radius of parking lots	<del>Yes</del>	No	N/A
7	Vehicle loading include truck dock loading or rail site loading	Yes	No	<del>N/A</del>
8	Nearest or number of onsite Fire hydrant/water supply/post indicator valve (PIV)	Yes	No	<del>N/A</del>
9	Set back of all existing or proposed structures from each structure and property boundaries, Show all separation including assumed property lines	<u>Yes</u>	No	N/A
10	Location of specific tanks(above or under ground), water lines and sewer lines and septic tank and drain fields	<del>Yes</del>	No	N/A

11	All structures exterior views include finished floor elevation									<del>Yes</del>	No	N/A
12	Total height of structure(s) form established grade									<del>Yes</del>	No	N/A
<p align="center"><b>Review required by the Columbia County Fire Department Items 13<sup>th</sup> 43</b>  <b>(We Contact the Fire Inspector For You.)</b></p>												
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 <del>N/A</del>
24	Standpipes		Yes No <del>N/A</del>
25	Pre-engineered systems		Yes No <del>N/A</del>
26	Riser diagram		Yes No <del>N/A</del>
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	<del>Yes</del>	No	N/A
45	Termite protection	<del>Yes</del>	No	N/A
46	Design loads	<del>Yes</del>	No	N/A
47	Wind requirements	<del>Yes</del>	No	N/A
48	Building envelope	<del>Yes</del>	No	N/A
49	Structural calculations (if required)	<del>Yes</del>	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	<del>Yes</del>	No	N/A
51	Wall systems	<del>Yes</del>	No	N/A
52	Floor systems	<del>Yes</del>	No	N/A
53	Roof systems	<del>Yes</del>	No	N/A
54	Threshold inspection plan	<del>Yes</del>	No	N/A
55	Stair systems	<del>Yes</del>	No	N/A
Materials shall be shown include the following				
56	Wood	<del>Yes</del>	No	N/A
57	Steel	<del>Yes</del>	No	N/A
58	Aluminum	<del>Yes</del>	No	N/A
59	Concrete	<del>Yes</del>	No	N/A
60	Plastic	<del>Yes</del>	No	N/A
61	Glass	<del>Yes</del>	No	N/A
62	Masonry	<del>Yes</del>	No	N/A
63	Gypsum board and plaster	<del>Yes</del>	No	N/A
64	Insulating (mechanical)	<del>Yes</del>	No	N/A
65	Roofing	<del>Yes</del>	No	N/A
66	Insulation	<del>Yes</del>	No	N/A
Accessibility requirements shall be shown include the following				
67	Site requirements	<del>Yes</del>	No	N/A
68	Accessible route	<del>Yes</del>	No	N/A
69	Vertical accessibility	<del>Yes</del>	No	N/A
70	Toilet and bathing facilities	<del>Yes</del>	No	N/A
71	Drinking fountains	<del>Yes</del>	No	N/A
72	Equipment	<del>Yes</del>	No	N/A
73	Special occupancy requirements	<del>Yes</del>	No	N/A
74	Fair housing requirements	<del>Yes</del>	No	N/A

Interior requirements shall include the following				
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)			
76	Light and ventilation	Yes	No	N/A
77	Sanitation	Yes	No	N/A
Special systems				
78	Elevators	Yes	No	<del>N/A</del>
79	Escalators	Yes	No	<del>N/A</del>
80	Lifts	Yes	No	<del>N/A</del>
Swimming pools				
81	Barrier requirements	Yes	No	<del>N/A</del>
82	Spas and Wading pools	Yes	No	<del>N/A</del>
83	Access required per Florida Building Code 454.1.2.5	Yes	No	<del>N/A</del>

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

Private Potable Water					
136	Horse power of pump motor	SEE PAGE 7- ON HOW TO PROVIDE THIS DOCUMENTATION.	Yes	No	<del>N/A</del>
137	Capacity of pressure tank		Yes	No	<del>N/A</del>
138	Cycle stop valve if used		Yes	No	<del>N/A</del>
			Items to Include- Each Box shall be Marked as Applicable		

**THE FOLLOWING ITEMS MUST BE SUBMITTED WITH BUILDING PLANS**

139	<b>Building Permit Application</b>	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.	<del>Yes</del>	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 required. (386) 758-1084	<del>Yes</del>	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 OR County sewer tap letter 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.	<del>Yes</del>	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.	<del>Yes</del>	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
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 OR IT HAS BEEN DETERMINED BY THE PLAT	<del>Yes</del>	No	N/A
146	<b>911 Address</b>	An application for a 911 address must be applied for and <b>received</b> through the Columbia County Emergency Management Office of 911 Addressing Department (386) 758-1125.	<del>Yes</del>	No	N/A



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