City of Gainesville's Building Inspections Department

Commercial Plan Requirements & Checklist

FLORIDA BUILDING CODE

Reset Form

Print Form

ALL SUBMITTALS FOR CONSTRUCTION PERMITS MUST BE SUBMITTED THROUGH ePLAN REVIEW - PROJECTDOX.
FIRST CONTACT THE BUILDING DEPARTMENT AT (352) 334-5050 or BLDG@CITYOFGAINESVILLE.ORG TO INITIATE THE PROCESS

THIS CHECKLIST IS A GENERAL GUIDE FOR MINIMUM CONSTRUCTION DOCUMENT SUBMITTAL. AND SOME ITEMS MAY NOT APPLY TO YOUR PERMIT APPLICATION. *IF AN ITEM IS REQUIRED AND NOT PROVIDED - THE PLAN REVIEW TIME PERIOD MAY BE STOPPED UNTIL PROPER DOCUMENTATION IS SUBMITTED & ADDITIONAL FEES PAID, AS APPLICABLE.*

All building plans must include the following items, as applicable to the project, and indicate compliance with the current edition of the Florida Building Code. The wind load design must provide calculations and details that have the seal and digital signature of a Florida Registered Design Professional.

Name: (please print or type) _____ Date: _____

Project Name: _____

N/A	Applicant	Plans Examiner	
☐	☐	☐	All drawings must be clear, concise and drawn to scale. All rooms shall be dimensioned and labeled for use. ("Optional" details that are not used shall be marked void or crossed off). Square footage of different areas shall be on plans.
☐	☐	☐	Designer's name and signature on document. If drawn by licensed architect or engineer, all construction documents must be sealed and digitally signed.

SITE PLAN

If the proposed construction went through the City's Development Review, a separate site work permit must be applied for. Approved site plans will be submitted to the Building Department by the Planning Department upon final approval. An approved site plan will be processed through ProjectDox with the Site Work application.

If the proposed construction meets the City of Gainesville's Planning regulations for not going through a development review, the site plan submitted with the permit application must show the following:

☐	☐	☐	a) Dimensions of lot
☐	☐	☐	b) Building set-back lines (dimensioned)
☐	☐	☐	c) Location of all other buildings on lot, utility easements, and any well or tank locations if applicable.
☐	☐	☐	**Zoning Compliance Approval Form** Check with the City of Gainesville's Planning Department for the form.

FOOD SERVICE

☐	☐	☐	**DBPR** - When required for review by the Department of Hotels and Restaurants - A digital copy of the approved plans must be submitted to the Building Department.
☐	☐	☐	**DEPT.of AG** - When required for approval by the Department of Agriculture, the tenant/owner must have approval prior to the final inspection.
☐	☐	☐	**GRU** - Grease trap shall be approved by Gainesville Regional Utilities, Water/waste water Engineering. Verification of approval must be submitted.

BUILDING PLANS

☐	☐	☐	**Occupancy Classification and Special Occupancy Requirement** FBC, Building: Chapters 3, 4 (Adjoining tenant occupancies must be shown)
☐	☐	☐	**General Building Heights & Areas** FBC, Building: Chapter 5; Modifications must be noted
☐	☐	☐	**Construction Type** FBC, Building: Chapter 6

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BUILDING PLANS (continued)

N/A	Applicant	Plans Examiner	
☐	☐	☐	**ELEVATIONS:** a) All sides b) Roof pitch c) Chimney location, dimensioned d) Overhang dimensions & detail of attic ventilation e) Skylights located & dimensioned
☐	☐	☐	**FLOOR PLAN:** a) Rooms labeled & dimensioned b) Doors & windows identified - show size, mfg, approval listing and attachment specifications and safety glazing where needed c) Stairs with dimensions (width, tread/riser), detail of guardrails & handrails d) Equipment & appliance locations
☐	☐	☐	**FOUNDATION PLAN:** a) Location of all load bearing walls w/ required footings indicated as standard or monolithic and their dimensions and reinforcement. b) All post and/or column footing w/ size and reinforcement. c) Location of required vertical steel d) Any special support required by soil analysis such as piling
☐	☐	☐	**ROOF SYSTEM:** **TRUSS PACKAGE including:** a) Truss layout and truss details signed & sealed by FL Reg. Engineer. b) Roof assembly: Roofing system, materials, manufacture, fastening requirements and product evaluation w/ wind resistance rating.
☐	☐	☐	**CONVENTIONAL FRAMING LAYOUT including:** a) Rafter size, species, and spacing. b) Attachment to wall and uplift. c) Ridge Beam size, valley framing and support details. d) Roof assembly: Roofing system, materials, manufacture, fastening requirements and product evaluation w/ wind resistance rating.
☐	☐	☐	**WALL SECTIONS:** **MASONRY WALL** a) All materials making up the wall, including vertical & horizontal reinforcement. b) Block size and mortar type w/ size and spacing of reinforcement. c) Shear walls shown. c) Gable ends with rake beams showing reinforcement or gable truss and wall bracing detail. d) All required connectors with uplift rating and required number and size of for continuous tie from roof to foundation. e) Roof assembly shown here or on roof system detail (Roofing system, materials, manufacture, fastening requirements and product evaluation w/ wind resistance rating)
☐	☐	☐	**WOOD FRAME WALL** a) All materials making up wall. b) Size and species of studs. c) Sheathing size type and nailing schedule. d) Headers sizes e) Shear walls shown f) Gable end showing balloon framing detail or gable truss and wall hinge bracing detail. g) All required connectors with uplift rating and required number and size of fasteners for continuous tie from roof to foundation. h) Roof assembly shown here or on roof system detail (Roofing system, materials, manufacture, fastening requirements and product evaluation w/ wind resistance rating)
☐	☐	☐	**LIGHT GAUGE METAL FRAMING** Building designed by FL Registered Design Professional. Signed & sealed documents required showing all structural details and material.

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BUILDING PLANS (continued)

N/A	Applicant	Plans Examiner	
☐	☐	☐	**FLOOR FRAMING** a) Floor truss package including layout and details, signed and sealed by FL Registered Engineer. b) Floor joist size, species and spacing. c) Girder size and species d) Attachment of joist to girder e) Wind load requirements, where applicable
☐	☐	☐	**FIRE RESISTANT CONSTRUCTION** a) Fire resistant separations (listed systems). b) Fire resistant protection for type of construction. c) Protection of openings and penetrations of rated walls (listed systems). d) Fire blocking and draftstopping. e) Calculated fire resistance
☐	☐	☐	**INTERIOR REQUIREMENTS** a) Interior finishes (flame spread/smoke development). b) Light and ventilation. c) Sanitation
☐	☐	☐	**SPECIAL SYSTEMS** a) Elevators b) Escalators c) Lifts
☐	☐	☐	**ACCESSIBLITY DETAILS & SPECIFICATIONS**
☐	☐	☐	**FAIR HOUSING DETAILS & SPECIFICATIONS**

LIFE SAFETY PLANS - City requires a 61-G Letter from the EOR before the Plan Review is started.

☐	☐	☐	**FIRE SUPPRESSION SYSTEMS** (Checklist available upon request) a) Fire sprinklers (separate permit by licensed sprinkler contractor required) b) Engineered plans required if 50 or more heads.
☐	☐	☐	**LIFE SAFETY SYSTEMS** (Checklist available upon request) a) Occupancy load and egress capacity. b) Fire alarm system (early warning) with name of licensed installer. Plans need to include all device locations, strobe intensities & individual device identification (see checklist) c) Engineered plans required if valuation is over $5,000.00. d) Smoke control/evacuation system schematic e) Stair pressurization. f) System schematic. g) Fire extinguisher locations

DEMOLITION			
☐	☐	☐	a) Asbestos survey
☐	☐	☐	b) Utility removal sign-off form

COMMERCIAL POOLS			
☐	☐	☐	Plans signed and sealed by Florida Registered Engineer and approved by the Department of Business and Professional Regulations - HRS, indicating compliance with the Florida Administrative Code Chapter 64E-9 and Section 545 of the Florida Building Code.

N/A	Applicant	Plans Examiner	
PLUMBING			
☐	☐	☐	a) Minimum plumbing facilities
☐	☐	☐	b) Fixture requirements
☐	☐	☐	c) Water supply piping
☐	☐	☐	d) Sanitary drainage
☐	☐	☐	e) Water heaters
☐	☐	☐	f) Vents
☐	☐	☐	g) Roof drainage
☐	☐	☐	h) Back-flow prevention
☐	☐	☐	i) Irrigation
☐	☐	☐	j) Location of water supply
☐	☐	☐	k) Grease trap
☐	☐	☐	l) Environmental requirements
☐	☐	☐	m) Plumbing riser
MECHANICAL			
☐	☐	☐	a) Energy calculations
☐	☐	☐	b) Manual N or alternate approved method (sizing equipment)
☐	☐	☐	c) Manual D or alternate approved method (sizing duct) - include duct layout, including return air location and size
☐	☐	☐	d) Exhaust system: clothes dryers, kitchen equipment, specialty systems
☐	☐	☐	e) Equipment type & location
☐	☐	☐	f) Make-up air
☐	☐	☐	g) Roof mounted equipment
☐	☐	☐	h) Ventilation, including specific bathroom ventilation
☐	☐	☐	i) Combustion air
☐	☐	☐	j) Chimneys, fireplaces and vents
☐	☐	☐	k) Appliances
☐	☐	☐	l) Boilers
☐	☐	☐	m) Refrigeration
☐	☐	☐	n) Laboratory - special systems
GAS			
☐	☐	☐	a) Gas piping
☐	☐	☐	b) Ventilation
☐	☐	☐	c) Combustion air
☐	☐	☐	d) Chimneys & Vents
☐	☐	☐	e) Appliances
☐	☐	☐	f) Type of gas
☐	☐	☐	g) Fireplaces
☐	☐	☐	h) LP tank locations
☐	☐	☐	i) Riser diagrams/shut offs
ELECTRICAL			
☐	☐	☐	a) Electrical wiring, services, feeders and branch circuits, over-current protection, grounding, wiring methods and materials, GFCI's/Arc-Fault
☐	☐	☐	b) Equipment
☐	☐	☐	c) Special occupancies
☐	☐	☐	d) Emergency systems
☐	☐	☐	e) Communication systems
☐	☐	☐	f) Low voltage
☐	☐	☐	g) Load calculations
☐	☐	☐	h) Riser diagram