City of Auburndale

Commercial Permit Application Checklist

Revised September 2021

All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate N/A on this submittal. For questions, please email permit@auburndalefl.com

Complete Application Package Summary

- ☐ Building Permit Application completed, signed, and notarized. Application must include correct address and complete parcel I.D. number
- ☐ Completed, signed, and notarized Property Owner Builder Disclosure Statement Affidavit (if owner is applicant)
- ☐ Approval letter from sanitary sewer provider (if other than the City of Auburndale)
- ☐ Copy of the onsite sewage disposal system construction permit issued by Polk County Health Department for new or existing system septic systems, grease interceptors, etc. (if applicable)
- ☐ Two (2) sets signed and sealed building construction plans. (Unless Electronically Submitted)
- ☐ Two (2) sets signed and sealed floor and roof truss engineering or layout. (Unless Electronically Submitted)
- ☐ Completed and signed Statewide Product Approval Specification Form or two (2) copies of the manufacturer's installation instructions for the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding
- ☐ Two (2) sets of completed and signed energy calculations (signed/sealed if required by Florida Statue or code)
- ☐ State of Florida Division of Hotel and Restaurant approval (if applicable)
- ☐ Florida Department of Environmental Protection Notice of Asbestos Renovation or Demolition (if applicable)
- ☐ State of Florida Notification on Gas Tanks (if applicable)
- ☐ All other regulatory jurisdictional approvals (IE: SFWMD)

The building construction documents must include, at a minimum, the following:

Building Plan

- ☐ Construction documents shall indicate code edition being applied
- ☐ Page size minimum 11'' x 17''
- ☐ Plans to minimum 1/4" scale
- ☐ All pages numbered and labeled
- ☐ Plans signed/sealed and dated by a Florida Design Professional as applicable
- ☐ Designer information: name, address, registration # on all pages
- ☐ Reference the currently adopted code editions
- ☐ Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings, 139 mph ultimate design wind speed for risk category II buildings and 149 mph ultimate design wind speed for risk category III and IV buildings
    - ☐ Ultimate Design wind speed (Vult)
    - ☐ Nominal design wind speed (Vasd)
    - ☐ Risk category
    - ☐ Exposure category
    - ☐ Enclosure classification
    - ☐ Internal pressure coefficient
    - ☐ Component and cladding design wind pressures in terms of psf
    - ☐ Structural Calculations, if necessary
- ☐ Threshold Inspection Plan (for threshold buildings)
- ☐ All areas dimensioned and use noted
- ☐ Corridors
- ☐ Shafts and elevator hoist ways
- ☐ Stair location/guardrails/handrails
- ☐ Partition denotations and schedule
- ☐ Door locations, sizes, door, and hardware schedule
- ☐ Window locations, sizes, and schedule
- ☐ Tempered glass locations
- ☐ Attic ventilation and access
- ☐ Air barrier requirements
- ☐ Interior finish ratings and schedule
- ☐ Light and ventilation
- ☐ Sanitation
- ☐ Elevators
- ☐ Escalators
- ☐ Lifts
- ☐ Roof coverings

Construction Type Design Criteria

- ☐ Type of construction denoted (per table 503)
- ☐ Occupancy group classification denoted for building and rooms/areas
- ☐ Gross square footage – Net square footage calculations
- ☐ Building height
- ☐ Percentage of exterior openings calculations
- ☐ Classification of hazard of contents (if applicable)

Structural Design Criteria

- ☐ Ultimate design wind speed (Vult)
- ☐ Nominal design wind speed (Vasd)
- ☐ Risk category
- ☐ Exposure category
- ☐ Enclosure classification
- ☐ Internal pressure coefficient
- ☐ Component and cladding design wind pressures in terms of psf
- ☐ Structural calculations, if necessary
- ☐ Floor loads – psf
- ☐ Stair loads – psf
- ☐ Roof loads – psf
- ☐ Balcony loads – psf
- ☐ Corridor loads – psf
- ☐ Storage loads – psf
- ☐ Elevation Certificate for flood hazard areas

Materials to be reviewed, at a minimum, include the following:

- ☐ Wood: grade/species/span/size
- ☐ Steel: type/grade
- ☐ Aluminum
- ☐ Concrete
- ☐ Plastic
- ☐ Glass
- ☐ Masonry

- [ ] Gypsum board and plaster
- [ ] Insulating (mechanical)
- [ ] Roof coverings and underlayment
- [ ] Insulation
- [ ] Alternate materials

Include all FL Product Approvals for applicable applications.

Structural Requirements

- [ ] Compaction requirements and geotechnical reports
- [ ] Foundation locations, dimensions, and depth specified
- [ ] Foundation denotations, schedules, and details
- [ ] Reinforcing steel, amount, size, grade, spacing, and lap specified
- [ ] Footing dowel locations
- [ ] Maximum filled cell spacing
- [ ] Embedments
- [ ] Slab thickness and reinforcement
- [ ] Vapor barrier
- [ ] Termite protection
- [ ] Relieving arch steel details at pipe penetrations
- [ ] Brick ledge detail including flashing and weep hole size and spacing
- [ ] Buildings materials used
- [ ] Lintel locations, denotations, and schedule
- [ ] Exterior and interior structural wall sections
- [ ] Columns: schedules and details
- [ ] Tie beams: schedules and details
- [ ] Structural steel size, type, connections
- [ ] Framing details and fastening
- [ ] Load path connectors
- [ ] Floor deck and fastening
- [ ] Wall sheathing and fastening
- [ ] Roof deck and fastening
- [ ] Stair construction
- [ ] Window and door details, including, design pressure of openings
- [ ] Fastening details for windows and doors, (type, length, and quantity)
- [ ] Exterior mounted mechanical units fastening methods to meet wind load
- [ ] Threshold inspection plan
- [ ] Roof and floor framing, truss layout, connector schedule

Fire Protection Requirements

- [ ] Fire separation requirements for corridors, elevators, stairways, floors & shafts
- [ ] Occupancy separation requirements
- [ ] Tenant separation requirements
- [ ] Fire resistant protection details for type of construction
- [ ] Rated requirements for walls, floor-ceiling, and roof-ceiling assemblies
- [ ] Design numbers and details for all rated assemblies
- [ ] Design numbers and details for all rated penetrations
- [ ] Rated door and hardware schedules
- [ ] Fire blocking and draft stopping
- [ ] Calculated fire resistance
- [ ] Interior finishes (flame spread/smoke development)

Life Safety

- [ ] Occupant load calculations and egress capacities
- [ ] Special occupancy requirements
- [ ] Egress plan
- [ ] Number of exits
- [ ] Capacity of exits
- [ ] Arrangements of exits
- [ ] Travel distance to exits/common path of travel
- [ ] Stairs construction/geometry and protection
- [ ] Horizontal exits/exit passageways
- [ ] Illumination of exits
- [ ] Exit signs
- [ ] Emergency lighting Enclosures
- [ ] Handrails
- [ ] Guardrails
- [ ] Ramps
- [ ] Early warning systems schematic
- [ ] Smoke control systems schematic
- [ ] Stair pressurization systems schematic
- [ ] Extinguishing requirements
- [ ] Areas of rescue assistance

Building Accessibility

- ☐ Door sizes, hardware schedule
- ☐ Vertical accessibility
- ☐ Accessible route dimensions
- ☐ Maneuvering clearances
- ☐ Hi-Lo drinking fountain
- ☐ Equipment clear floor space/reach ranges
- ☐ Areas of rescue assistance
- ☐ Signage
- ☐ ATM machines

Restroom/Bathroom Accessibility

- ☐ Turning radius
- ☐ Required floor space for fixtures
- ☐ Fixture and equipment mounting dimensions
- ☐ Adaptability

Accessibility requirements for special occupancies in addition to general requirements will also be reviewed.

Plumbing Plan

- ☐ Plumbing plans submitted
- ☐ Piping materials
- ☐ Piping supports
- ☐ Determine minimum plumbing fixtures required based on occupant load calculated per FBC 104
- ☐ Water distribution diagram
- ☐ Water hammer arrestors
- ☐ Plumbing drain, waste, and vent riser diagram
- ☐ Grease trap detail
- ☐ Grease trap Health Department report on existing
- ☐ Interceptors
- ☐ Roof drains/calculations for flat roofs
- ☐ Backflow prevention

- [ ] Medical gas
- [ ] Oxygen systems
- [ ] Environmental requirements
- [ ] Water Heater
    - [ ] T & P drain
    - [ ] Air gap
    - [ ] Pan drain
    - [ ] Thermal expansion device
    - [ ] Heat traps
    - [ ] Mounting platform

Gas Plan

- [ ] Type of gas
- [ ] Gas pressure
- [ ] Appliance schedule and BTU's
- [ ] Chimneys and vents
- [ ] Combustion air
- [ ] LP tank size and location (above or below grade)
- [ ] Protection requirements
- [ ] Gas Riser Diagram
    - [ ] Pipe type Pipe sizing
    - [ ] Total developed length
    - [ ] Segment lengths
    - [ ] Appliance locations
    - [ ] Shut-offs valves

Mechanical Plan

- [ ] Mechanical plans submitted
- [ ] Energy calculations
- [ ] Duct systems and sizing
- [ ] Duct work clearances at mechanical room (4" minimum)
- [ ] Duct supports
- [ ] Means for balancing HVAC system
- [ ] Diffusers (size and direction)
- [ ] CFM requirements
- [ ] Ventilation

- [ ] Combustion air
- [ ] Outdoor air calculations
- [ ] Balanced return air
- [ ] Make-up air
- [ ] Equipment location and working clearances (30” wide by 36” deep. 6’ high minimum)
- [ ] Condensate piping and disposal
- [ ] Required platforms and catwalks
- [ ] Roof mounted equipment (including equipment and curb anchorage)
- [ ] Details and specifications
- [ ] Equipment sizing calculations
- [ ] Equipment specifications
- [ ] Joint sealing methods and products specification
- [ ] Air balance table
- [ ] Rated penetrations: fire damper details and manufacturer’s installation instructions
- [ ] Means for automatic fan shutdown
- [ ] Kitchen hood, duct plans, fire suppression, and specifications
- [ ] Bathroom exhaust systems
- [ ] Special exhaust systems
- [ ] Chimney’s, fireplaces, and vents
- [ ] Other appliances
- [ ] Boilers
- [ ] Refrigeration
- [ ] Bathroom ventilation
- [ ] Laboratory

Electrical Plan

- [ ] Maximum available fault current at service
- [ ] AIC rating of equipment
- [ ] Voltage and phase of electrical system
- [ ] Load calculation
- [ ] Electrical service riser diagram indicating overcurrent protection sizes, conductor and conduit types and sizes, number of services disconnecting means, grounding electrode system: bonded to the foundation steel, structural steel, metal piping, size and type, separately derived system or not? (Solid neutral or switching)
- [ ] Transformer sizes and types, if used
- [ ] Panel schedules and ratings
- [ ] Power plan

- [ ] Panel locations and working clearances
- [ ] Lighting plan
- [ ] Device legend
- [ ] Wiring methods and materials
- [ ] Feeders and branch circuits, conduit sizes and types
- [ ] Grounding conductors
- [ ] Exit lights
- [ ] Emergency lighting
- [ ] Egress lighting
- [ ] Signage and disconnecting means location
- [ ] Generator type: emergency or standby
- [ ] Remote annunciation
- [ ] Load shed (if necessary)
- [ ] Required receptacle outlets
- [ ] GFCI's
- [ ] Equipment
- [ ] Special occupancies
- [ ] Emergency systems
- [ ] Communication systems
- [ ] Low voltage

Fire Protection/Fire Suppression Plan

- [ ] Early warning smoke evacuation and control
- [ ] Sprinkler design criterion (separate permit required)
- [ ] Fire alarm design criterion (separate permit required)
- [ ] Pre-engineered systems
- [ ] Riser diagram
- [ ] Standpipes

Site Plan (development plan includes additional requirements)

- [ ] All parking and accessible routes
- [ ] Accessible parking space(s) and signage details
- [ ] Accessible entrances
- [ ] Accessible ramps, handrails, guardrails, curb cuts, and details
- [ ] All required building exits accessible (not less than 60% if all are not required exits)
- [ ] Areas of rescue assistance

- [ ] Accessible signage
- [ ] Fire access
- [ ] Vehicle loading
- [ ] Driving/turning radius
- [ ] Fire hydrant/water supply/post indicator valve (PIV)
- [ ] Location of septic systems (if applicable)
- [ ] Setbacks/fire separation (assumed property lines)
- [ ] Utility lines (water, sewer, and irrigation)
- [ ] Meters and backflow devices

These guidelines were compiled to assist the applicant in preparing a new commercial permit/plan submittal and may not be complete. The applicant is required to meet all City of Auburndale, state, federal code requirements. Please be aware that a separate permit is required for any fire sprinkler system and fire alarm system. All site related signs, fences, hardscape, features, guard/handrails, free standing walls, retaining walls, canopies, accessory structures, site electrical and lighting, satellite dishes, dumpster enclosures, irrigation systems, lift stations, and any demolition of structures.