



Plan Submittal Checklist for Commercial

As a minimum, plans shall be drawn to scale and have the following information: Occupancy Classification, Building Areas (per floor and total), Calculations for allowable area increased, Type of Construction, Building Height, Structural Detail (including load requirements), Foundation Plan, Floor Plan, Elevations (interior and exterior), Door, Window and Finish Schedules and any other details necessary for clarification. Engineering Design Calculations as listed under chapter 16 of the Standard Building Code may be required under certain conditions. Incomplete submittals will not be reviewed.



- ___ 1. Three (3) complete sets of blueprints (landscape, structural, architectural, mechanical, plumbing, and electrical. Signed and sealed by a Florida registered Architect or Engineer. Plans must include design professional title block).
- ___ 2. Three (3) copies of bound signed and sealed Construction Specifications (unless included within the plans) and product approval form.
- ___ 3. Correct address must be listed on all plans.
- ___ 4. Provide address receipt from Addressing Department
- ___ 5. Three (3) sealed copies of State of Florida Energy Calculations.
- ___ 6. Three (3) copies of Truss Engineering Drawings or Metal Building Drawings signed and sealed by a Florida Registered Architect or Engineer.
- ___ 7. Three (3) sets of complete Fire Protection and/or Detection and Alarm Design documents (including hydraulic calculations) if applicable.
- ___ 8. Three (3) copies of Drainage and Sewer Plans.
- ___ 9. One Permit Application signed by a Florida Licensed General Contractor.
- ___ 10. Certified Notice of Commencement from City of Brooksville.
- ___ 11. Three (3) copies of a site plan drawn to scale or a boundary survey.
- ___ 12. Elevation Certificate

*** Government Use Only Below This Line ***

Reviewed for completeness by: _____ Date _____