



# Plan Submittal Guidelines Commercial/Multi-Family Occupancy

<b>Project Name</b>	<b>Permit No.</b>
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The plan review process can be a complex and lengthy procedure. However, a well researched, properly prepared set of plans submitted with sufficient details, sections and information necessary to determine compliance with the State of Florida/Lake County codes will move quickly through the process and have fewer reasons for rejection. These detailed plans on a job site will also aid the inspection process by reducing delays and the number of re-inspections. The form should be filled out by the designer of record. **This is only a guide.** Depending on the scope of work to be permitted, some items may not apply or more specific information may be required.

## BUILDING AND FIRE CODE

### SITE PLAN

- Zoning approval stamp on site plan
- Location of buildings, structures, etc.
- Construction type and occupancy of all buildings
- Building area and height
- Setbacks to property lines, adjacent buildings, etc.
- Dimensions of buildings
- Parking layout with accessible parking, fire access, vehicle loading, driving/turning radius
- Accessible path of travel shown
- Fire hydrant locations, water supply, post indicator valve (PIV) indicated
- Location of specific tanks, water lines, sewer lines
- Fire sprinkler point of service, underground mains and their size
- Fire flow calculations (ISO Method) or Lake Count Need Fire Flow Calculations

### SOIL REPORT

- Anticipated soil bearing capacity
- Recommended footing sizes, depth, etc.
- Soil preparation specifics

### FLORIDA ENERGY EFFICIENCY FORM

- Signed by design professional (when required) and by owner/agent
- Cooling/heating load calculations (Section 407.1.ABCD.1)

### LIFE SAFETY PLAN

- Occupant load of each area
- Distances of travel and occupant loads on means of egress components
- Location of smoke compartments
- Location of area of rescue assistance
- Designated fire rated walls and partitions

- Occupancy Classification
- Fixture Layout
- Exits required, exits provided
- Exit capacity required, capacity provided
- Aisle widths required, aisle widths provided
- Common path limits, length proposed
- Dead-end corridor limits, dead end proposed
- Travel distance limit, distance proposed
- Corridor rating required, rating provided
- Exit sign locations including directional
- Emergency Lighting Locations
- Fire extinguisher locations and size

## FIRE PROTECTION

- Fire lanes
- Exit lights, emergency lighting
- Location, type, and size of fire extinguishers
- Standpipe risers
- Smoke control
- Smoke evacuation system schematic

\*Separate permit and plans required for fire protection systemic prior to installation.

- Fire sprinkler plans, calculations, cut sheets
- Fire alarms, calculations, cut sheets
- Fire suppression system plans, equipment cut sheets, manufacturer's manual

## ARCHITECTURAL STRUCTURAL PLANS

### Cover Sheet

- Name of Project
- Design professional name, address, number
- Index of plan sheets with description
- List of codes used in the design process
- Proposed occupancy classification
- Type of construction, FBC Table 500
- Threshold building designation (if applicable)
- Proposed square footages of building footprint, floors, covered entries/porches

- \_\_\_\_\_ When applicable, a statement that the site and building(s) comply with Fair Housing Act
- \_\_\_\_\_ Any other information helpful to the permitting/inspection process

**Elevations**

- \_\_\_\_\_ All sides of structure shown with heights at each level
- \_\_\_\_\_ Roof structure heights (chimneys, steeples, parapets, penthouses, etc.)

**Floor Plan**

- \_\_\_\_\_ Occupancy use of each area
- \_\_\_\_\_ Rated walls designated
- \_\_\_\_\_ Bearing walls designated
- \_\_\_\_\_ Exits designated
- \_\_\_\_\_ Dimensioned areas and corridors
- \_\_\_\_\_ Special occupancy requirements such as assembly seating layout
- \_\_\_\_\_ Concrete column location
- \_\_\_\_\_ Isolated bearing columns, posts located

**Foundation Plan**

- \_\_\_\_\_ Slab thickness, reinforcing
- \_\_\_\_\_ Footing dimensions
- \_\_\_\_\_ Reinforcing steel grade, size, location, lap, concrete coverage
- \_\_\_\_\_ Termite protection requirements
- \_\_\_\_\_ Concrete column locations

**Sections**

- \_\_\_\_\_ Cross sections through the building, covered entries, balconies, etc., as needed for clarity
- \_\_\_\_\_ Interior partitions, rated/non-rated, bearing/non-bearing
- \_\_\_\_\_ Exterior walls (foundation to roof)
- \_\_\_\_\_ Fire walls
- \_\_\_\_\_ Parapets
- \_\_\_\_\_ Shafts (elevator, stair, chutes, mechanical)
- \_\_\_\_\_ Stairs, landings
- \_\_\_\_\_ Ramps
- \_\_\_\_\_ Fireplace, hearth, mantle

**Framing**

- \_\_\_\_\_ Walls
- \_\_\_\_\_ Floor/ceiling framing plan
- \_\_\_\_\_ Ramps, landings, stairs, framing plan
- \_\_\_\_\_ Roof truss layout or framing plan

**Details**

- \_\_\_\_\_ Valley, dormer framing/anchoring
- \_\_\_\_\_ Gable end bracing, anchoring
- \_\_\_\_\_ Window and door manufacturer's installation
- \_\_\_\_\_ Guardrail, handrail and anchoring methods
- \_\_\_\_\_ Exterior masonry veneer anchoring
- \_\_\_\_\_ Change in concrete beam heights
- \_\_\_\_\_ Wood walls/beam attaching to concrete walls/beams
- \_\_\_\_\_ Knee wall sections with anchoring
- \_\_\_\_\_ Penetration of fire walls (tested assembly designated)
- \_\_\_\_\_ Fire dampers (tested assembly designated)
- \_\_\_\_\_ Fire blocking, draftstopping
- \_\_\_\_\_ Copies of original tested assemblies (UL, USG, etc.)
- \_\_\_\_\_ Glass block installation

- \_\_\_\_\_ bearing column, posts
- \_\_\_\_\_ Skylights
- \_\_\_\_\_ Elevators (including interior car dimensions)
- \_\_\_\_\_ Roof access
- \_\_\_\_\_ Concrete beams

**Schedules, Tables**

- \_\_\_\_\_ Door, windows (size, type, location key, fire rating, glazing type, hardware, etc.)
- \_\_\_\_\_ Headers, beams
- \_\_\_\_\_ Lintels (manufacturer's name/load table, anticipated loads, lintel designation keyed to wall openings on floor plan)
- \_\_\_\_\_ Interior finish type and Class A, B, or C
- \_\_\_\_\_ Connector/anchors schedule with current manufacturer, type, nail sizes and amount, uplift capacity
- \_\_\_\_\_ Nailing for roof and wall sheathing

**Specifications**

- \_\_\_\_\_ Design parameters
- \_\_\_\_\_ Design structural dead loads (roof, floor, concentrated, etc.)
- \_\_\_\_\_ Design wind loads (basic wind speed, importance factor, internal pressure coefficient, exposure)
- \_\_\_\_\_ Reinforcing vertical/horizontal (steel grade, lap requirements, etc.)
- \_\_\_\_\_ Concrete - comprehensive strength, slump, Mortar (strength, type)
- \_\_\_\_\_ Concrete coverage
- \_\_\_\_\_ Wood specifications

**Miscellaneous**

- \_\_\_\_\_ Threshold inspector name, background
- \_\_\_\_\_ Threshold inspection schedule
- \_\_\_\_\_ Florida Product Approval list with number, description, manufacturer.

**FLORIDA ACCESSIBILITY CODE**

- \_\_\_\_\_ Site plan with site requirements (parking, accessible route, ramps, etc.)
- \_\_\_\_\_ Path of travel from public street sidewalk to building entrance
- \_\_\_\_\_ Vertical accessibility
- \_\_\_\_\_ Maneuvering clearances at doors
- \_\_\_\_\_ Detail of accessible facilities showing clear floor space, turning radius, fixture elevations, grab rails, etc.
- \_\_\_\_\_ Height of drinking fountain, telephone, etc.
- \_\_\_\_\_ Audible and visual alarms
- \_\_\_\_\_ Table of accessible room required and proposed for transient lodging
- \_\_\_\_\_ Assembly occupancy (auditorium, restaurant, etc.) seating and aisle layout
- \_\_\_\_\_ Counter heights
- \_\_\_\_\_ Details to indicate compliance with specific occupancy requirements (business, medical care, libraries, etc.)

## **ELECTRICAL**

- \_\_\_\_\_ Engineer signed/sealed plans if required by F.S. 471.003
- \_\_\_\_\_ Maximum available fault current at the service disconnect
- \_\_\_\_\_ AIC rating of breakers/fuses, panel board bracing
- \_\_\_\_\_ Metering equipment
- \_\_\_\_\_ Main over current protection
- \_\_\_\_\_ Number of service disconnects
- \_\_\_\_\_ Voltage of the electrical system
- \_\_\_\_\_ Phase of the system
- \_\_\_\_\_ Separate derived systems
- \_\_\_\_\_ Load descriptions
- \_\_\_\_\_ Branch circuit and equipment requirements
- \_\_\_\_\_ Conductor size and type
- \_\_\_\_\_ Conduit size and type
- \_\_\_\_\_ Conduit percentage of fill
- \_\_\_\_\_ Grounding methods and conductor sizes
- \_\_\_\_\_ Location of new / existing exit / emergency

## **GAS**

- \_\_\_\_\_ Gas piping isometric, type of gas used
- \_\_\_\_\_ Length of pipe to the most remote outlet
- \_\_\_\_\_ Pipe section with type, size, lengths and shut-off valves
- \_\_\_\_\_ Btu/cfh load of each appliance
- \_\_\_\_\_ Table used to size the system

## **PLUMBING**

- \_\_\_\_\_ Sanitary and water supply risers (isometrics) with pipe size, vent sizes, clean-outs, etc.
- \_\_\_\_\_ Water heater location, installation detail, size, thermal expansion control, safety pan

- \_\_\_\_\_ Relieving arch detail or pipe sleeved
- \_\_\_\_\_ Calculation on occupancy and number of facilities required
- \_\_\_\_\_ Indirect waste detailed or indicated
- \_\_\_\_\_ Interceptor and separator details
- \_\_\_\_\_ Floor drain details including trap seal
- \_\_\_\_\_ Flat roof drainage calculations, Sec. 1106
- \_\_\_\_\_ Roof drain or scupper details, secondary (emergency) roof drain and conductors

## **IRRIGATION (FPC, Appendix F)**

- \_\_\_\_\_ Layout with location of zones, buildings, meter, backflow preventer, piping, etc.
- \_\_\_\_\_ Control valve, sprinkler description or detail
- \_\_\_\_\_ Pipe sizes, sleeves
- \_\_\_\_\_ Well location, pump details
- \_\_\_\_\_ Controller and rain sensor
- \_\_\_\_\_ Pipe sizes, sleeves

## **MECHANICAL**

- \_\_\_\_\_ Equipment specifications (manufacturer, SEER, kw, Btu, cfm, unit weight, etc.)
- \_\_\_\_\_ Duct layout, type, insulation, installation, turning vanes, volume dampers
- \_\_\_\_\_ Grill sizes, cfm's
- \_\_\_\_\_ Condensing unit and air handler locations keyed to each other,
- \_\_\_\_\_ Condensate waste location and/or detail
- \_\_\_\_\_ Installation details for air handlers and roof top units
- \_\_\_\_\_ Fire damper location, type and details
- \_\_\_\_\_ Kitchen hood details, exhaust, make-up air
- \_\_\_\_\_ Exhaust systems
- \_\_\_\_\_ Duct detector, remote annunciator locations
- \_\_\_\_\_ Smoke detection system
- \_\_\_\_\_ Statement of compliance with ASHRAE 62