



Commercial Construction Permit Handbook

2007 Florida Building Code



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Putnam County Planning & Development Services Building Division

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GENERAL GUIDELINES WHEN APPLYING FOR A PERMIT

<p><u>COMMERCIAL</u></p> <p>This chart is provided as an informational guide & other specific requirements may apply to your project.</p> <p>Some of the requirements may not apply to your project. Staff can help you with specific questions.</p> <p>Includes all projects except 1 & 2 Family Dwellings</p>	Zoning Letter / Approval	Health Dept. Permit	Utility Approval – Water & Sewer	Permit Application	Proof of Ownership	Site Drawing (5)	Prime & Subcontractor List	Architectural plans (5)	Design Professional Certification	Floor/Roof Truss Drawings (2)	Energy Calculations (3)	ACCA Manual "N" or ASHRAE	Product Approval Sheet	Manufacturers' Specifications	Access – Public Works / FDOT	DEP, COE, STRWMD Approvals	Notice of Commencement	Fire Marshal / Life Safety (5)	Stormwater Construction Plan (5)	Permit / Impact Fees
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
NEW CONSTRUCTION	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ADDITIONS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ALTERATIONS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CHANGE of USE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ACCESSORY STRUCTURES	X		X	X	X	X	X	X	X	X			X	X	X	X	X	X	X	X
MARINE STRUCTURES	X			X	X	X	X	X	X	X			X	X	X	X	X			X
RE-ROOF				X	X		X	X	X				X	X			X			X
DEMOLITION				X	X	X	X										X			X
HVAC (heating & cooling)				X	X		X	X	X		X	X		X			X			X
PLUMBING		X	X	X	X		X	X	X					X			X			X
ELECTRICAL				X	X		X	X	X					X			X			X
GAS – LP & NATURAL				X	X		X	X	X					X			X			X
MOVED BUILDINGS	X	X	X	X	X	X	X	X	X						X	X	X	X	X	X
HISTORIC BUILDINGS	S E E B U I L D I N G D E P A R T M E N T																			

Putnam County Building Department

PERMITTING REQUIREMENTS FOR ALL APPLICATIONS – Except 1 & 2 Family Dwellings

Checklist: (See detail below for each numbered item)

- 1) Zoning Letter / Approval
- 2) Department of Health – Construction Permit (Septic)
- 3) Utility Approval – Water & Sewer
- 4) Application For Building Permit
- 5) Proof of Ownership
- 6) Site Drawing (5)
- 7) Prime & Subcontractor List
- 8) Architectural plans/drawings (5)
- 9) Design Professional Certification
- 10) Engineered Roof / Floor Truss Drawings (2)
- 11) Energy Calculations (3)
- 12) ACCA Manual “N” or ASHRAE (2)
- 13) Florida Product Approval Specification Sheet
- 14) Manufacturers’ Specification
- 15) Driveway Permit
- 16) DEP, COE, SJRWMD or other Agency approval
- 17) Notice of Commencement
- 18) Fire Marshal / Life Safety Plan (5)
- 19) Stormwater Construction Plan (5)
- 20) Permit / Impact Fees

IMPORTANT NOTE:

This office routes construction documents to other departments and agencies.

Architectural Plans (5), Site Plans (5), Life / Safety Plans (5), and Stormwater Construction Plans (5) must be submitted separated for routing.

EXAMPLE: All 5 sets of Architectural Plans would be bundled together, etc.

Specific Instruction: (For the application package)

Any person applying for a building permit must complete in entirety and submit the following documents as applicable to your project:

1) **ZONING LETTER / APPROVAL:**

Zoning approval is obtained through the Zoning Department of the jurisdiction where the work is to be performed (Putnam County, Crescent City, Pomona Park, or Interlachen). The Health Department will need this approval prior to accepting a septic permit application.

2) DEPARTMENT OF HEALTH – CONSTRUCTION PERMIT:

A permit for Onsite Sewage Treatment and Disposal System must be issued by the State of Florida, Department of Health prior to issuance of a Building Permit. The Health Department will require a copy of the Zoning Letter in item #1. Please contact the Department of Health in Palatka at (386) 326-3267 for information.

3) UTILITY APPROVAL – WATER & SEWER:

Projects where public water and/or sewer are available will require written verification from the utility provider that the project is approved to connect to the system(s).

4) APPLICATION FOR PERMIT: (If the information does not apply, please mark as "N/A" on the permit application)

The application must be completed with all the applicable information including:

- Property owner name, address, phone, and mailing address.
- Jobsite address (city, state, and zip code), parcel #, subdivision, lot #.
- Mortgage lender and address.
- Directions to jobsite from Building Department.
- Description of the proposed work or improvements.
- Square footage of proposed work.
- Estimated construction valuation (cost) and building area (square footage).
- Florida Building Code Edition.
- Name of electric utility company. (FP&L, Clay Coop, etc.)
- Contractor / Subcontractor List.
- Design professional's name, address & phone / fax number.
- Notarized signature of property owner & contractor.

- Note:**
- 1) Construction cost should not include site work.
 - 2) Application must contain the original signature(s).

5) PROOF OF OWNERSHIP: If the current owner is officially listed as owner with the Property Appraiser only a photo I.D. will be required. If the current owner is not listed a copy of the recorded warranty deed will be required. The owner / agent are required to provide the Parcel ID number.

6) SITE DRAWING: Five (5) copies of the site plan, plot plan or property survey providing the following information:

- Lot dimensions
- Arrow indicating the direction North
- Street and road location including name(s) and 911 address
- Setback distances of all existing and proposed buildings (measured from the property lines)
- Location, length, and width of all recorded easements
- Indicate location of proposed driveway, well & septic
- Indicate size, use, and description of all buildings on the property

- Vehicle access route and road widths
- Fire lanes & other requirements of the Florida Fire Prevention Code
- Proposed and existing fire hydrants or other sources of water supply
- Accessible routes and required accessible parking with signage

Note: Footprint of new structure must be dimensioned and layout must match architectural drawings.

7) CONTRACTOR INFORMATION: (This information is required for all contractors and subcontractors)

Names, license numbers, and signatures must be on the Permit Application Form for all contractors issued a permit, including the sub-contractors. A Sub-Contractor Assignment Form may be used to add or change a sub-contractor.

Note: All contractors are required to have proof of licensure and have documentation on file with the Building Department. If the license of any contractor or subcontractor has expired, your permit application cannot be issued until that license has been updated with Contractor Licensing. For licensing information, please contact the Building Department at (386) 329-0461.

8) ARCHITECTURAL PLANS / DRAWINGS: Five (5) sets of drawings:

Drawings must be drawn to scale, legible, showing dimensions (1/4" or 1/8" scale is recommended). Recommended drawing size 24" x 36", maximum size 30" x 42".

Drawings shall include: (See FBC 106.3.5 for minimum requirements)

- Foundation plans
- Floor plans with all spaces labeled and dimensioned.
- Wall sections
- Fire rated assemblies and details in protection of penetrations
- Door and window schedules including hardware
- Interior finish schedules
- Elevations – all sides
- Mechanical (HVAC) Equipment – Duct Layout & Details
- Electrical Equipment – Panel Schedule & Details
- Plumbing Fixtures & Equipment – Riser / Piping Diagram & Details
- Gas Equipment – Piping Diagram & Details
- Masonry details
- Framing details
- Roof / floor framing plan & truss design
- Scope of work & Level of Alteration, if applicable

Note: It is the responsibility of the design professional to provide all details required to show compliance with the Florida Building Code and the Florida Fire Prevention Code.

9) DESIGN PROFESSIONAL CERTIFICATION – FLORIDA LICENSED ARCHITECT or ENGINEER

Sealed drawings and/or certification will be required pursuant to the following:

1. Florida Building Code
2. Florida Existing Building Code
3. Florida Fire Prevention Code
4. Florida Statute 471 – Engineering
5. Florida Statute 481 – Architecture
6. Florida Statute 553 – Building Construction Standards
7. Florida Statute 489 – Contracting

Note: Where specific conditions exist, the building official is authorized to require additional construction documents to be prepared by a design professional.

10) ENGINEERED TRUSS PLANS: Two (2) sets sealed drawings and layout.

Two (2) sets must be provided and be signed and sealed by the truss manufacturer for both new construction and additions.

Exception: Signed and sealed manufactured truss drawings may be submitted after the permit is issued, providing at the time of the application the following design criteria is included in the set of construction drawings and approved by the building official:

Roof / floor framing plan showing location and designation of trusses.
Design loads and trusses diagrams.
Schedule, location and designation of metal connectors for uplift.

Note: Approved truss drawings must be presented to the County inspector on the jobsite at time of inspection.

11) ENERGY CALCULATIONS: (for heating/cooling on new construction or additions) – Three (3) sets Energy Forms.

Two (2) sets of energy calculations per set of plans submitted plus one (1) copy of the cover page must be included. All copies of energy calculation documents must have an original signature, all required information must be completed including address, permitting office (Putnam), jurisdiction number (641000), and climate zone (zone 3), EPL Card with address and contractor signature.

12) ACCA MANUAL “N” OR ASHRAE LOAD CALCULATIONS: Two (2) Sets of Calculations.

- An HVAC sizing calculation shall be performed on the building and shall be attached to the Form 400 submitted when application is made for a building permit. Cooling and heating design loads, for the purpose of sizing HVAC systems, shall be determined for each zone within the building in accordance with ACCA Manual N, or the ASHRAE Handbook of Fundamentals.
- All air distribution systems shall be sized and designed in accordance with recognized engineering standards such as ACCA, ASHRAE or other approved standards.

13) FLORIDA PRODUCT APPROVAL SPECIFICATION SHEET:

A blank form is provided by this office for use by the applicant in providing the Product Approval information required by the State of Florida for the following types of products: (1) Panel Walls; (2) Exterior Doors; (3) Roofing Products; (4) Skylights; (5) Windows; (6) Shutters; (7) Structural components; and (8) Products comprising a building's envelope introduced as a result of new technology.

For additional information see Product Approval section at – www.floridabuilding.org, or contact your supplier for the Florida Product Approval Number.

14) MANUFACTURERS' SPECIFICATIONS:

When products required to have Florida Product Approval (item #12), and/or equipment and appliances are installed on a project the permit holder is required to have all manufacturer's specifications and installation guidelines on site at the time of the required inspection.

15) ACCESS - PUBLIC WORKS / FDOT:

A Driveway Permit is required for all new construction, when developing or using vacant land, or when an existing driveway or entrance was not previously permitted and approved by this office. Driveway permits for County roads are issued with the building permits and are regulated by Public Works – (386) 329-0346.

An Entrance permit is issued by the Florida Department of Transportation (FDOT) on State roads. Please contact FDOT at (904) 825-5036.

16) STATE AND FEDERAL AGENCY APPROVALS:

A permit issued shall be construed to be a license to proceed with the construction and not as authority to violate, cancel, alter, or set aside any State or Federal requirements. The following agencies should be contacted prior to beginning any construction.

- Florida Department of Environmental Protection – (904) 807-3300
- Army Corps of Engineers – 1-800-291-9405
- St. Johns River Water Management District – (386) 329-4500
- Florida Department of Agriculture and Consumer Services – (850) 245-5520
- Department of Business and Professional Regulations (Hotels and Restaurants) (850) 487-1395
- Department of Health – (386) 326-3200

- Call Before you Dig – Sunshine - 1-800-432-4770 or www.callsunshine.com

17) NOTICE OF COMMENCEMENT:

The Notice of Commencement **must be signed by the owner**, notarized, and recorded (in the Clerk of Circuit Court's Recording Department). A certified copy of the Notice of Commencement must be obtained from the Recording Department.

Exceptions: Notice of Commencement is not required for any construction work valued under \$2,500.00 or HVAC work less than \$7,500.00.

Note: Notice of Commencement must be submitted to the Building Department prior to the scheduling first inspection and MUST be posted at the job site.

18) FIRE MARSHAL / LIFE SAFETY – Five (5) sets of Drawings

All construction, except 1 & 2 family dwellings, must comply with the Florida Fire Prevention Code. A life safety plan is required by the Putnam County Fire Marshal. Please call (386) 329-0464 to speak to the Fire Marshal or fire inspector regarding fire / safety inspections and compliance with the Florida Fire Prevention Code.

19) DRAINAGE PLAN – Five (5) sets of Drawings

A drainage plan, in compliance with the Putnam County Land Development Code, will be required when applicable. The plan is reviewed and inspected by the Putnam County Public Works Department. If you have questions regarding the required drainage plan please call Public Works at (386) 329-0346.

20) PERMIT AND IMPACT FEES: Impact Fees are suspended until 2/28/2010.

Permit and Impact Fees are calculated at issuance of the permit. You may contact this office for an estimate at (386) 329-0307.

Pursuant to the Putnam County Land Development Code your project may require approval by the Development Review Committee (DRC) prior to submitting for a building permit. Contact staff at (386) 329-0316 if you have questions regarding DRC and your project.