

# Leon County: Building Plan Review & Inspection



Department of Development Support & Environmental

## INFORMATIONAL GUIDANCE – #06/19 – 1

435 Macomb Street, 2<sup>nd</sup> Floor  
Tallahassee, Florida 32301  
(850) 606-1300

### Commercial AND Industrial Construction Plan Review Checklist

REQUIRED ELEMENTS FOR PLAN REVIEW	YES	NO	N/A
<b>General Plan Review Requirements</b>			
1. Wind speed – <b>120 MPH, Fastest wind speed three second gust</b>			
2. Snow load – <b>10 lbs.</b>			
3. Frost Depth – <b>12 inches</b>			
4. The following shall be indicated on all plans: Reproduction of Design Criteria of Fire Resistive Designs, Fire Walls, Fire Barriers, Floor/Ceiling assemblies, Smoke Resistant Walls, Smoke Barriers, Fire Resistive Joints, Penetrations, Smoke Tight Walls, and Exit Passageways.			
5. Drawings must indicate the required fire resistive systems used in the projects, their locations on the plans, as well as how to be constructed in accordance with an approved tested procedure (i.e. UL / FM).			
6. The manufactured listed components as tested shall be reproduced on all sheets (i.e. Building, Mechanical, Electrical, and Plumbing)			
7. A wall legend of each type of rated and non-rated wall systems to be used in the project must be provided on all floor plans throughout the plans.			
<b>Architectural Plan Review Requirements</b>			
1. Provide architectural floor plans of each floor showing the location and <b>ratings of all walls</b> proposed for the project			
2. The square footage of each floor must be shown on the corresponding floor plans			
3. A door schedule that defines the applicable rated doors, frames, and hardware should be provided			
4. Indicate hazardous area locations for glass			
5. Elevations with dimensions defining overall building height, floor-to-floor heights, or heights to ridge and eave as applicable to the type of building construction proposed should be shown			
6. A roof plan showing roof slopes, drainage system, and through wall scuppers must be provided, if applicable to the project			
7. Wall sections showing material sizes, construction and fire-rated assemblies, as applicable to the project, must be provided			
8. Shell building plans shall show all proposed plumbing, HVAC and electrical work on the plans, if any are to be included			
9. Masonry construction requires type of brick ties, spacing of weep holes, control joints, flashing, shelf and relief angles indicated on plans			
10. For pre-engineered metal buildings, submit the manufacturer's letter of engineering certification, an engineered sealed foundation plan and complete architectural plans. The design loads must be stated in the project design plans. The foundation plans must be designed by a registered architect or engineer and show the size and reinforcement of footings or turn-down slab and reaction loads for all columns. Also, specify reinforcing, bolt pattern and bolt size for the building. Metal building drawings and columns reactions shall be submitted allow with the project plans.			
11. For any building constructed with any part of the structure below the regulatory flood plain elevation, flood-proofing certification must be provided at time of plans submittal			
12. Provide on the plans the calculations for the means of egress, widths for the entire floor occupancy load and the exiting capacity of all exits including all stairs, doors, corridors and ramped exits.			
13. Posting of Occupant load will determine minimum facilities count			
14. Assembly Occupancies and Assembly Use areas will require: Clearly indicate type of assembly on area or rooms.			
15. Seating Arrangement, if used for occupant load			
16. Exit capacity for the means of egress			
<b>Electrical Requirements</b>			
1. Power plans for each area (alteration/renovation) must indicate all device and equipment locations/direct hook-ups			
2. Show and size all equipment disconnects			
3. Show lighting plans (on reflected ceiling plans) for each area of alteration/renovation must indicate control locations, fixture and lamp types, number of lamps and ballast(s) and voltage operation			
4. Specify location of all service, service disconnects, panels, transformers and distribution equipment (new and existing) within space and/or where affected by this project			
5. Provide all panel schedules (new and existing) within space and/or where affected by this project must include branch wiring and O.C. device size(s)			
6. Show both (new and existing) 'connected' and 'code' load calculations for all panels, busses, feeders, generators, and services, including continuous/non-continuous contributions			
7. Provide a single line-riser diagram showing service and feeder wire, equipment grounds, conduit and O.C. device sizes, fuse types, maximum available, fault current and equipment and device bracing. Include transformer sizes, grounding electrodes, conductors and grounding bonding jumper sizes and identifying ground electrodes to be used			
8. Indicate location of all (new and existing) services with plaques, if required			
9. Horizontally not more than twice the nominal width of the service enclosure and vertically not more than the greater of 5' or twice the nominal height of the service enclosure			
10. Show wiring methods to be used, including conductor material and insulation types, and conduit types. Compliance with IBC for all "new work". Indicate both specified and allowed values for interior exterior application			
11. Approval of overhead service.			

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<b>Plumbing Requirements</b>			
1.	Show isometric riser and floor plan view for water service/distribution system		
2.	Show proper protection of potable water supply		
3.	Provide plumbing fixture schedule. Show floor plan of fixtures with gender identification		
4.	Show complete DWV isometric and floor plan view for all plumbing fixtures		
5.	Show all traps, interceptors and separators. <b>Oil for grease interceptors</b> require Site Development approval with a minimum of <b>1500-gallon capacity</b> .		
6.	Show sizing compliance for storm drainage (primary and secondary) roof drain location with complete isometric diagram		
7.	Provide details and dimensions for all elements pertaining to the <b>Accessibility Code (2010 ADA and 2009 ANSI A117.1)</b> . Coordinate with architect for plan location of elements		
8.	For alteration/renovation show code compliance for all equipment changes/addition of system. See above requirements		
<b>Mechanical Requirements</b>			
1.	Show ventilation air compliance for all habitable space. (Outside air; system controls)		
2.	Show exhaust systems compliance. (Type, discharge, pressure equalization, etc.)		
3.	The size of all ducts shall be clearly labeled and delineated on mechanical plans with insulation <i>R</i> -values		
4.	Provide location and type of damper. Fire, fire/smoke, or smoke damper must be clearly shown ceiling radiation dampers		
5.	Show compliance for all boiler/water heaters		
6.	Show calculations for refrigerant limits and machinery room compliance, when required. Refrigeration pipe insulation <i>R</i> -value and size		
7.	Commercial kitchen equipment information shall be sealed by a Design Professional for code compliance (i.e. Canopy Hoods, ductwork exhaust, and make-up air)		
8.	Provide all mechanical equipment location and clearances on mechanical plans		
9.	For alteration/renovation, show code compliance for all equipment changes/addition of system. See above requirements		
10.	Hydronic piping, schematic, and with <i>R</i> -values		
11.	Provide total square footage of refrigerated area for walk in coolers, freezers, refrigerated cases or refrigerant systems not part of a heating/cooling system to be installed by licensed refrigerant contractor		
<b>Fuel Gas Plan Review Requirements</b>			
1.	Show developed length, type of gas, and pressure supplied to equipment		
2.	Design shall be shown by isometric drawing with location and line sizing identified		
3.	Provide equipment identification at branch termination with BTUH listing		
<b>Structural Plan Review Requirements</b>			
1.	Complete footing and foundation plans		
2.	A footing schedule defining footing sizes and the required reinforcing		
3.	The established footing depth below grade must be shown		
4.	The thickness of the floor slab and size of reinforcing must be shown		
5.	Provide location, size and amount of reinforcing steel		
6.	Provide strength of concrete according to design		
7.	Wood beams, joists, girders, headers and rafters with details of connections and supports must be shown		
8.	The sizes, species, and design strength of all members must be provided		
9.	All steel columns, girders, joists, purloins, beams and base plates must be provided		
10.	A complete lintel schedule must be provided		
11.	Indicate the type of anchoring for steel bearing directly on masonry		
12.	Complete shop drawings for engineered components (pre-cast, wood trusses, etc.) shall be submitted		
13.	The total of dead and live loads for floor areas, roofs, balconies, porches, breezeways, corridors, stairs, mezzanines and platforms must be shown. Also, show concentrated loads, such as file rooms, machinery and fork-lift areas. Identify shear walls, bracing, strapping, fastening, reinforcement and any special anchoring required		
14.	Indicate on roof framing plan where concentrated loads (such as mechanical equipment, cranes, etc.) may be placed		
15.	Complete structural plans for canopies over entrances, exterior exit stairs and gas pumps, if applicable, should be included in the submittal		
<b>Accessibility</b>			
1.	Provide on the site plan the locations of the van and other accessible parking spaces with the dimension of the parking space and isle as well as the signage illustration		
2.	On the site plan provide the elevations from the parking space to the front entrance and the method if there is an elevation change greater than ½ inch between surface elements, such as the parking surface and the sidewalk.		
3.	Should there be an elevation difference between surfaces, provide the ramp detail showing the minimum of 1:12		
4.	All entrances, doorways, pathways, and isles must have adequate accessible widths		
5.	All doors must be provided with shape that is easy to grasp with one hand and does not require tight grasping, pinching, or twisting of the wrist to operate.		
6.	All separate restroom facilities must meet the minimum accessibility requirements for clearances. Details shall be provided within the construction plans along with dimensions to show compliance		