

Leon County: Building Plan Review & Inspection



Department of Development Support & Environmental

INFORMATIONAL GUIDANCE – #06/19 – 1

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

COMMERCIAL BUILDING PERMIT INTAKE CHECKLIST

Project Information

ADDRESS: _____ DATE: _____

PROJECT NAME: _____ PROJECT TYPE Commercial Multi-Family (three or more units)

APPLICANT NAME: _____

APPLICANT NAME: _____

APPLICANT PHONE: _____ APPLICANT EMAIL: _____

CONSTRUCTION PLAN REVIEW INFORMATION

PROJECT COVER / TITLE SHEET INFORMATION MUST INCLUDE:

- | | |
|---|--|
| <input type="checkbox"/> List all applicable codes | <input type="checkbox"/> Sprinklered / Non-sprinklered |
| <input type="checkbox"/> Project or Tenant Name | Professional Designer INFORMATION |
| <input type="checkbox"/> Project description | <input type="checkbox"/> Indicate name, address, and phone # of project designer of record (arch. or eng.) |
| <input type="checkbox"/> Occupancy classification | <input type="checkbox"/> Indicate street address for all buildings in the title blocks |
| <input type="checkbox"/> Type of Construction | <input type="checkbox"/> Indicate floor level, suite number or space / lot numbers |
| <input type="checkbox"/> Area of space (square feet) | <input type="checkbox"/> Provide drawing index / contents |
| <input type="checkbox"/> Key plan showing the location of the proposed work area in relationship to the overall building or adjacent structures | |
| <input type="checkbox"/> Location of project in relationship to floor / level, suite, number or lot / space numbers | |
| <input type="checkbox"/> Each sheet has the project designer of record (arch. or eng.) SEAL and SIGNATURE | |

REQUIRED ARCHITECTURAL PLANS /DRAWINGS – Showing all dimensions drawn to current architectural/engineering standards:

- | | |
|---|--|
| <input type="checkbox"/> Compliance with interior finish requirements | |
| <input type="checkbox"/> Compliance with plumbing fixture installation clearance | |
| <input type="checkbox"/> Life Safety / exit plans – showing paths of travel, calculated occupancy loads and exit widths | |
| <input type="checkbox"/> Compliance with accessibility requirements as per Florida Accessibility Code | |
| <input type="checkbox"/> Design load calculations as per IBC Chapter 17: Special Inspections Statement & Schedule | |
| <input type="checkbox"/> Existing / demolition floor plans, if applicable | <input type="checkbox"/> Proposed wall – assembly details |
| <input type="checkbox"/> Proposed floor plans | <input type="checkbox"/> Stair section details |
| <input type="checkbox"/> Exterior elevations | <input type="checkbox"/> Fixtures / furniture layout plan |
| <input type="checkbox"/> Compliance with plumbing fixture requirements as per the International Plumbing Code (IPC) | |
| <input type="checkbox"/> Mechanical plan | <input type="checkbox"/> Each sheet has the design professional (arch. or eng.) SEAL and SIGNATURE |
| <input type="checkbox"/> Electrical plan | <input type="checkbox"/> Each sheet has the design professional (arch. or eng.) SEAL and SIGNATURE |
| <input type="checkbox"/> Plumbing plan | <input type="checkbox"/> Each sheet has the design professional (arch. or eng.) SEAL and SIGNATURE |

Required Structural Plans – Where applicable:

- | | |
|--|--|
| <input type="checkbox"/> Foundation plan | |
| <input type="checkbox"/> Floor framing plan(s) | |
| <input type="checkbox"/> Ceiling framing plan(s) | |
| <input type="checkbox"/> Roof framing plan(s) | <input type="checkbox"/> Engineer's seal each page containing any STRUCTURAL COMPOSITE LUMBER, if applicable |