



Highlands County Building Division

Minimum Requirements for New Commercial Buildings

REQUIRED DOCUMENTS MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION		Items to Be Included Each Box Shall be Circled as Applicable		
1.	Copy of original building permit application with Zoning and 911 Addressing approval	Yes	No	N/A
2.	Florida Energy Efficiency Forms: Provide (2) complete sets of Form 400A, 400B, or 400C. (3) copies of Form 600 if apartments. All sheets shall contain the signatures of the person who performed the calculations, owner/agent, and architect, electrical, mechanical, plumbing, and lighting designers. Provide (2) copies of load calculations.	Yes	No	N/A
3.	Fire Marshall plan review form shall be complete. MSDS shall be provided for storage of hazardous materials in "H" occupancies.	Yes	No	N/A
4.	(1) complete set of "Approved for Construction" civil plans approved by the Site Plan and Subdivision Review Section of the Development Services Division or copy of "preliminary" approved civil plans if submitting concurrent building construction plans. NOTE: "Approved for Construction" plans must be submitted prior to permit issuance.	Yes	No	N/A
5.	Restaurants are required to submit (2) copies of plans approved by Department of Business and Professional Regulation, Division of Hotels and Restaurants.	Yes	No	N/A
6.	Environmental Protection Commission (EPC) approval is required if any underground fuel tanks/underground fuel piping, or underground oil separators are to be installed. Copy of EPC approval is required prior to issuance of building permits. (813) 272-5960.	Yes	No	N/A
7.	Sanitary sewer/water receipt: If other than Highlands County Utilities, provide a copy of paid receipt or memo from supplying utility indicating building permits may be issued, or an exemption letter indicating that facilities are not available. If sanitary sewer/water service is not available, provide a copy of septic tank permit/well permit. Contact State of Florida Health Department – Highlands County Public Health Unit at (863) 402-6550 for information. This information must be provided prior to release of the permit. NOTE: Septic tank /well is not an option; if facilities are available, the plumbing systems shall be connected to the available services.	Yes	No	N/A
8.	Flood Protection: Flood Damage Control Regulations and minimum standards under the National Flood Insurance Program require new construction, substantial improvements and remodeling projects to be protected from flood damage. Pursuant to these regulations, the following information must be included with plans submitted for approval for structures built within the Special Flood Hazard Area (for greater detail, please refer to the Plans Examiner detailed checklist): verification of grade and structural related elevations; certification of materials, ventilation and floodproofing techniques, area identified for remodeling and the value of construction; and added engineer certifications for construction within a floodway or velocity zone and for commercial construction below the base flood elevation. Flood Hazard Development Permit	Yes	No	N/A
9.	(3) copies of pre-engineered building shop drawings. Shop drawings shall be signed and sealed by a design professional and shall indicate the design criteria clearly indicated; i.e., wind loading, floor and roof live and dead loads; signed and sealed foundation plan.	Yes	No	N/A
10.	State Health Department permit is required to install water distribution systems serving multiple buildings or if water line is 1¼" or larger.	Yes	No	N/A
PLANS AND SPECIFICATIONS New Commercial Buildings (Items 1 – 16)		To Be Included Each Box Shall Be Circled As Applicable		
1.	Plans and specifications: (3) copies of drawings to scale (¼" = 1') with sufficient clarity and detail to indicate the nature and scope of work. Such drawings shall contain information, in the form of notes or otherwise, as to the quality of materials, where the quality is essential to conforming with the technical codes of the 2023 Florida Building, Plumbing, Mechanical, Fuel Gas, Energy Efficiency, Accessibility, 2020 National Electrical Codes, and the 2021 NFPA 101 Life Safety Code . Such information shall be specific, and the technical codes shall not be cited as a whole or in part, nor shall the term "legal", "per code" or its equivalent be used as a substitute for specific information. All drawings, specifications and accompanying data shall bear the name and signature of the person(s) responsible for the design. NOTE: All structural plans shall be signed and sealed by a design professional.	Yes	No	N/A
2.	The following information related to wind loads shall be shown on the construction plans: <ul style="list-style-type: none"> ◇ Basic wind speed, mph, (km/hr). ◇ Wind importance factor (I) and building category. ◇ Wind exposure – if more than one wind exposure is utilized, the wind exposure and applicable wind direction shall be indicated. ◇ The applicable internal pressure coefficient. ◇ Components and Cladding. The design wind pressures in terms of psf, (kN/m²) to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional. 	Yes	No	N/A

PLANS AND SPECIFICATIONS New Commercial Buildings (Items 1 – 16)		To Be Included Each Box Shall Be Circled As Applicable		
3.	Occupancy group and special occupancy shall be noted as determined by Chapter 3 and 4.	Yes	No	N/A
4.	Minimum type of construction shall be noted as determined by Table 500.	Yes	No	N/A
5.	Fire resistant construction requirements shall be shown and shall include the following components: <ul style="list-style-type: none"> ◇ Fire resistant separations. ◇ Fire resistant protection for type of construction. ◇ Protection of openings and penetrations of rated walls. ◇ Listed assemblies of rated walls, floors/ceilings, and shaft enclosures. (UL design number) ◇ Fire blocking and draftstopping. ◇ Calculated fire resistance. ◇ Door and window schedule and their listing. 	Yes	No	N/A
6.	Fire suppression systems: <ul style="list-style-type: none"> ◇ Early warning. ◇ Fire sprinklers with water supply specified. ◇ Standpipes. 	Yes	No	N/A
7.	Life Safety systems shall be determined and shall include the following requirements: <ul style="list-style-type: none"> ◇ Occupant load and egress capacities. ◇ Early warning. ◇ Smoke control. ◇ Stair pressurization. ◇ Systems schematic. 	Yes	No	N/A
8.	Occupancy Load/Egress Requirements including the following: <ul style="list-style-type: none"> ◇ Occupancy load gross and net. ◇ Means of egress, exit access, exits, and exit discharge. ◇ Stair construction and protection per Life Safety Code and Florida Building Code ◇ Emergency lighting and exit signs. ◇ Specific occupancy construction requirements and horizontal exits/exit passageways. 	Yes	No	N/A
9.	Structural requirements shall include the following: <ul style="list-style-type: none"> ◇ Design loads. ◇ Wind load requirements. ◇ Building envelope. ◇ Structural calculation. ◇ Wall sections. ◇ Floor systems. 	Yes	No	N/A
10.	All materials shall be listed and shall include the following: <ul style="list-style-type: none"> ◇ Wood. ◇ Steel. ◇ Aluminum. ◇ Glass. ◇ Masonry. ◇ Gypsum board/plaster. ◇ Type of insulation. 	Yes	No	N/A
11.	Accessibility requirements shall include the following: <ul style="list-style-type: none"> ◇ Site requirements showing handicap parking and exterior accessible route serving this tenant space. ◇ Accessible route. ◇ Vertical accessibility. ◇ Toilet and bathing facilities with grab bars noted, length and distance from corners. ◇ Drinking fountains. ◇ Equipment. ◇ Special occupancy requirements. ◇ Fair housing requirements. 	Yes	No	N/A
12.	Interior requirements shall include the following: <ul style="list-style-type: none"> ◇ Interior finish (flame spread/smoke development) as determined by 803.2 and Table 803.3. ◇ Light and ventilation. ◇ Sanitation. 	Yes	No	N/A
13.	Plumbing plans shall include the following: <ul style="list-style-type: none"> ◇ Designer name and registration number shall be on all plans. ◇ Minimum number of fixtures as determined by Table 403.1. ◇ Fixture requirements. ◇ Potable water supply piping. ◇ Sanitary drainage. ◇ Water heaters and their locations as determined by 502. ◇ Vents. ◇ Location of water supply lines. ◇ Grease trap sizes and locations. ◇ Plumbing riser. 	Yes	No	N/A
14.	Mechanical plans shall include the following: <ul style="list-style-type: none"> ◇ Designer name and registration number shall be on all plans. ◇ Exhaust systems including clothes dryers, kitchen equipment, and specialty equipment systems. ◇ Equipment schedule and their locations including rooftop and GFIs. ◇ Duct lay out and insulation r-value. ◇ Duct closures (UL 181 approved tapes, mastic...etc). ◇ Ventilation systems. ◇ Chimneys, fireplaces, and venting. ◇ Appliances. ◇ Refrigeration. 	Yes	No	N/A

PLANS AND SPECIFICATIONS New Commercial Buildings (Items 1 – 16)		To Be Included Each Box Shall Be Circled As Applicable		
15.	<p>Gas plans shall include the following:</p> <ul style="list-style-type: none"> ◇ Designer name and registration number shall be on all plans. ◇ Gas piping layout. ◇ Venting. ◇ Gas riser diagram/shut-offs and pipe sizes. ◇ Type of gas. ◇ Appliances. ◇ Fireplaces. ◇ Chimneys and vents. ◇ L P tank locations. 	Yes	No	N/A
16.	<p>Electrical plans shall comply with the 2017 National Electrical Code and shall include the following:</p> <ul style="list-style-type: none"> ◇ Designer name and registration number shall be on all plans. ◇ Type, location, and capacity of all service equipment. ◇ Dimension of service gutters and wire ways. ◇ Riser diagram showing all switchgear, raceways, and conductor type and size. ◇ The location of every proposed outlet and switch. ◇ The location, voltage, horsepower, kilowatt, or similar rating of every motor or generator. ◇ Location and wattage of every transformer or other appliance to be installed. ◇ Panelboard or switchboard schedules showing amperage and the number of active branch circuits to be installed. ◇ The location of fire systems and exit lighting, emergency lighting. ◇ The circuiting of every electrical outlet with size of conductor and raceway. ◇ The load calculation sheet. 	Yes	No	N/A

Revised: 1-4-23