

Commercial New Construction

General Scope

This document provides a checklist of submittal items for new commercial construction on a property or lands with an entirely new improvement. Typically, these are new, complete structures. A complete and thorough application submittal will ensure a timely review and response. For additional assistance, contact Building Construction Services at BCSCustomerService@pascocountyfl.net. Applicants are strongly encouraged to schedule a pre-submittal meeting with staff. Don't hesitate to contact BCSCustomerService@pascocountyfl.net with any questions or to schedule a pre-submittal meeting.

Types of Work

New Commercial Structures like Restaurants, Food Service Commercial Structures, Medical Facilities Construction, Office Building Commercial Construction, Hotels and Other Lodging, Industrial Building Construction, Sports Facilities,
 Large-Scale Institutions

Documents and Information Required

- ❑ Completed [Building Permit Application](#)
- ❑ Contact information with a valid email address
- ❑ Letter of Authorization from the property owner designating an authorized agent to apply for the permit.
- ❑ Accurate, detailed scope of work
- ❑ Accurate Job Value per ICC Building Value Data Table
- ❑ Fully completed Cover Sheet
- ❑ Index, on 2nd page or cover sheet
- ❑ Florida Product Approval information
- ❑ Recorded [Notice of Commencement](#)

- ❑ **3 sets of original, signed and sealed** Construction Plans meeting minimum plan review requirements
- ❑ **3 sets of original, signed and sealed** Geotechnical Investigation report
- ❑ **3 sets of original, signed and sealed** Energy Calculations
- ❑ **1 copy of the original, signed and sealed** Civil Site Plan submitted to Site Development *after* the 1st round of comments

Additional documents, If applicable

- ❑ Letter of Plan Approval from DBPR Hotels and Restaurants
- ❑ Dept of Health Approval; (727)861-5661 for more information, for restaurants or pools
- ❑ Bonding required for locally certified contractors, but not for State Certified Contractors

GENERAL REQUIREMENTS

1. Cover and Key sheets submitted to Central Permitting office to include:

- Project Name – include floor, suite, and/or space numbers
- Project Owner
- Project Address in title block for all proposed structures
- Scope of Work with detailed project description. . For projects of limited scope, highlight the area in the Scope of Work.
- Occupancy Classification per Florida Building Code (See “Applicable Codes”)
- Occupant Load Calculation (Space by Space) using TABLE 1004.5, Florida Building Code (See “Applicable Codes”)
- Egress Capacity per the Florida Building Code (See “Applicable Codes”)
- Sprinklered/Non-Sprinklered
- Type of Construction per Chapter 6, Florida Building Code (See “Applicable Codes”)
- Square Footage of proposed structure(s)
- Building Height(s)
- Number of stories
- Index of drawings
- Structural & Wind Design Criteria per Chapter 16, Florida Building Code (See “Applicable Codes”)
- Statement of special inspection, if applicable, per Chapter 17, Florida Building Code, Florida Product Approval, Miami-Dade NOA (Notice of Acceptance), or equivalent
- Valid, legible Engineer and/or Architect contact information (include email and phone)
- Key Plan showing the location of the New Structure

2. Site Plan(s)

- Project Address or Parcel Description
- Locations of proposed structure(s), driveway(s), sidewalk(s), and utilities on site
- Elevations; including finished floor
- Distances between proposed structures (s), existing structures, and property lines.
- Flood Zone identification and flood demarcation line if the property is a mixed region
- Existing conditions and associated site demolition/improvement plan
- Drainage plan with cross sections.
- Easements
- Site Utility Plan
- Irrigation Plan
- Landscape Plan
- Trees.
 - i. Location, species, and sizes of all trees.
 - ii. Tree barricade locations and details.
 - iii. Tree mitigation table
- If applicable, engineering plans for any construction trailer, related stairs & ramps (if open to public), electrical and plumbing connections.

3. Architectural & Structural Plans

- Must be legible, to scale, signed, and sealed by Florida Registered Architect or Engineer on all pages (as appropriate).
- Buildings to be designed in compliance with current applicable codes and amendments.
- Must meet minimum industry-wide acceptable architectural and engineering standards.
- Labeled “Issued for Construction or “Released for Construction” on sheets.
- Plan Reviewers may require additional information for clarification of the project.
- Florida Product Approvals

4. Scope of Work or Detailed Description of Project

- Due to the scope and complexity of proposed projects, we recommend you carefully read the checklist to determine the requirements for plan submission.

5. Geo-Technical Investigations Report

- All new Commercial Building permit applications must have a signed/sealed copy of the Geo-Technical Soils Investigation Report.

Special Conditions

All Documents must have a printed project address or, if no address has been assigned, a parcel number. Intake fees must be paid before Plan Review.

BUILDING PLAN REVIEW REQUIREMENTS

Architectural Plans/Drawings:

- Proposed floor(s) plans.
- Finish grade at all building exterior elevations.
- Life Safety/Exit Plan(s) – showing paths of travel with dimensions.
- Calculated occupant loads based on the use of spaces per Chapter 10, Florida Building Code (See “Applicable Codes”)
- Life Safety Plan to include:
 - Occupant load, Egress capacities, and Exit Remoteness calculations.
 - Travel distances, Common Path Travel, and Dead End limitations.
 - Exit discharge termination in a public way.
 - Exit signs, Emergency lighting, Pull Station locations.
 - Fire extinguisher locations and type.

- Fire-rated walls.
- Furniture/Fixture/Equipment layouts.
- Symbols legend.
- Room identifications.
- Fire protection (sprinkled or non-sprinkled).
- Panic Hardware
- Exit widths per Florida Building Code
- Show compliance with Means of Egress Requirements as per Florida Building Code
- Show compliance with Interior Finish Requirements as Chapter 8, Florida Building Code; Manufacturer’s certificate of flame spread, smoke developed from fabric & vinyl interior finished, and awning fabric coverings are required where applicable.
- Show compliance with Plumbing Fixture Requirements as per International Plumbing Code.
- Show compliance with Plumbing Fixture installation clearance illustrations per Florida Building & Accessibility Code.
- Show compliance with Accessibility requirements as per Florida Accessibility Code.
- Show compliance with Florida Energy Conservation Code.
- Show all Exterior Elevations with dimensions.
- Show interior elevations with dimensions.
- Show building sections and wall types with dimensions.
- Show all reflected ceiling plans with required notes.
- Show all applicable details with dimensions to scale.
- Submit a statement of Special Inspection following Chapter 17, Florida Building Code (See “Applicable Codes”), Florida Product Approval, or Miami-Dade NOA (Notice of Acceptance)
- Plans for all Threshold Buildings as defined by the Florida Building Code require a Threshold Inspection Schedule per 110.8 (if applicable)

Structural Plans: (per Florida Building Code)

- Show all design criteria for Flood, Wind, etc., per Chapter 16, Florida Building Code
- Foundation Plan – include footing, slab, or pier details
- Floor Framing Plan
- Ceiling Framing Plan
- Roof Framing Plan
- Fire Protection Assemblies

Mechanical Plans: (per Florida Building Code, Mechanical and Energy Conservation)

- Energy & Load Calculations per C103.2, Florida Energy Conservation
- Exhaust systems:
 - Clothes dryer exhaust
 - Kitchen equipment exhaust
 - Specialty exhaust systems
- Equipment
- Equipment location
- Make-up air
- Roof-mounted equipment
- Duct systems
- Ventilation
- Combustion air
- Chimneys, fireplaces, and vents
- Appliances
- Boilers
- Refrigeration
- Bathroom Ventilation
 - Laboratory
 - Design flood elevation

Electrical Review: (per Florida Building Code & National Electric Code)

- Electrical:
 - Wiring
 - Services
 - Feeders and branch circuits
 - Overcurrent protection
 - Grounding
 - Wiring methods and materials
 - GFCIs
- Equipment
- Special occupancies
- Emergency systems
- Communication systems
- Low voltage
- Load calculations
- Design flood elevation
- Energy Calculations

Plumbing Review: (per Florida Building Code, Plumbing)

- Minimum plumbing facilities
- Fixture requirements

- Water supply piping
- Sanitary drainage
- Water heaters
- Vents
- Roof drainage
- Backflow prevention
- Irrigation
- Location of the water supply line
- Grease traps
- Environmental requirements
- Plumbing riser
- Design flood elevation

Separate permits required

- Gas piping designed per Fuel Gas tables 402.4
- Commercial hood designed per Mechanical code
- Fire suppression system per NFPA
- Low-voltage lighting

Manufacturer's Data:

- Two submittals of technical data on any manufactured system that is integral to the application.

Please refer to Florida Building Code, Section 107.3.5, for additional minimum requirements. The codes are online at the DBPR website: www.floridabuilding.org

Applicable Codes

2020 Florida Building Codes, 7th Edition

Building

Residential

Existing

Energy Conservation

Mechanical

Plumbing

Accessibility

Fuel Gas

Test Protocols for High-Velocity Hurricane Zones

NEC 2017 – National Electrical Code

2020 Florida Fire Prevention Code, 7th Edition – comprised of NFPA 101, 2018 Edition and NFPA 1, 2018 Edition

Average Review Time This Month for this Work Type:

15 DAYS. GUARANTEED ISSUANCE OR FIRST ROUND OF COMMENTS. FOUNDATION WITHIN 15 DAYS.

Tutorials, Helpful Videos & Reference Links

PascoGateway Training page: <https://www.pascocountyfl.net/938/PascoGateway-Training>

Documents/Forms/Fees page: <https://www.pascocountyfl.net/867/Documents-Forms-Fees-Codes>

Florida Building Code: <https://floridabuilding.org/c/default.aspx>;
<https://codes.iccsafe.org/content/FLBC2020P1>

National Electric Code (NEC); 2020, 7 Edition and NEC 2017: <https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=70>

Pasco Land Development Code:

https://library.municode.com/fl/pasco_county/codes/land_development_code

If you need assistance with this Permit application, please contact Building Construction Services (727) 847-8126, or [email BCS Customer Service](#) and our staff would be happy to assist you.