PERMIT SUBMITTAL REQUIREMENTS
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.

Examples of Types of Work:
New Commercial Structures like Restaurants, Food Service Commercial Structures, Medical Facilities Construction, Commercial Office Building Construction, Hotels and Other Lodging, Industrial Building Construction, Sports Facilities, Large-Scale Institutions, Dumpster Enclosures, Canopies/Carports, Retaining Walls, Flag Pools and Playgrounds

Documents Required
- 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
- Index, on 2nd page or cover sheet
- Florida Product Approval information
- **Digitally signed and sealed** Construction Plans meeting minimum plan review requirements
- **Digitally signed and sealed** Geotechnical Investigation report
- **Digitally signed and sealed** Energy Calculations
- Copy of Civil Site Plan submitted to Site Development ***after*** the 1st round of comments
  *** Primary Structures and/or Shell Structures, require a copy of the Copy of Civil Site Plan submitted to Site Development **after** the 1st round of comments.*
  *** Accessory structures (if applicable), require a copy of the architectural site plan*

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 Digitally to Central Permitting 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 (Per “Applicable Codes”)

Revision Date: 11/19/2025
DS Admin Approved: 11/20/2025

- Occupant Load Calculation (Space by Space) using TABLE 1004.5, Florida Building Code (Per "Applicable Codes")
- Egress Capacity per the Florida Building Code (Per "Applicable Codes")
- Sprinklered/Non-Sprinklered
- Type of Construction per Chapter 6, Florida Building Code (Per "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 (Per "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
- Setbacks
- Property boundaries with lot dimensions
- Copy of Civil Site Plan
    - Locations, Species, and size of all trees
    - Tree barricade locations and details, 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, digitally 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 (IF APPLICABLE)**
    - All new Commercial Building permit applications must have a digitally signed/sealed copy of the Geo-Technical Soils Investigation Report.

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 (Per "Applicable Codes")
- Life Safety Plan using the Florida Fire Prevention code 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 Fire Prevention code
    - Show compliance with Means of Egress Requirements as per Florida Fire Prevention 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 (UL listing, detail, and full UL design)

Mechanical Plans: IF APPLICABLE (Per Florida Building Code, Mechanical and Energy Conservation)

- Exhaust systems:
  - Clothes dryer exhaust
  - Kitchen equipment exhaust
  - Specialty exhaust systems
- Equipment
- Energy & Load Calculations per C103.2, Florida Energy Conservation
- 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: IF APPLICABLE (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: IF APPLICABLE (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

- Fire suppression system for hoods per NFPA
- Irrigation
- Fire alarm
- Fire sprinkler
- Underground fireline/pipe

Common Reasons for Disapproval

- Plans not dimensioned
- Plans are not signed and sealed
- Contractor's information not current in the system
- Application missing complete owner information
- Construction Plans- Digitally signed and sealed plans by a Registered Design Professional. Plans must be designed in accordance with the current edition of the Florida Building Code, and it's referenced standards.

- If the project is over $5,000
  - Notice Of Commencement (must be notarized and recorded with Clerk of Courts)
- Construction located in a special flood hazard area must comply with the requirements of floodplain construction

Special Conditions requiring additional documentation:

- **Termite protection notes.** Example: Installation of the new footer to support load-bearing wall. In general, required when soil is disturbed/slab poured.
- **Florida Product Approvals.** Example: Required when the scope of work includes installation of exterior windows, doors, roof materials, siding, etc.
- **Exterior building architectural elevations.** Example: Scope of work alters exterior envelope of structure
- **Structural Design Criteria.** Example: Scope of work alters exterior envelope of structure (e.g., windows, doors, roof trusses).
- **Foundation plan, section, and details required**
- **Floor and roof framing plans, including section/details.** Example: Scope of work includes repair, replacement, or installation of floor/roof trusses.
- **Exterior and interior wall sections.** Example: Scope of work includes repair, replacement, or installation of exterior/interior walls
- **Location of equipment.** Scope of work includes replacement or installation of equipment such as HVAC, water heater, etc.

Tutorials, Helpful Videos & Reference Links:

Florida Building Code:
https://floridabuilding.org/c/default.aspx

Pasco Land Development Code:
https://library.municode.com/fl/pasco_county/codes/land_development_code

Apply for a permit in PascoGateway:
https://aca-prod.accela.com/pasco/Default.aspx

Revision Date: 10/3/2025
DS Admin Approved: 11/10/2025