



HOME OF PELICAN ISLAND
BUILDING DEPARTMENT
FIRE PREVENTION OFFICE

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REQUIRED DOCUMENTATION FOR COMMERCIAL PERMITS

- SITE PLAN APPROVAL FROM COMMUNITY DEVELOPMENT DEPARTMENT
- COMPLETED BUILDING PERMIT APPLICATION, SIGNED AND NOTARIZED. MUST HAVE QUALIFIER'S ORIGINAL SIGNATURE. [PERMIT APPLICATION](#)
- OWNER/BUILDERS, WHO OWN THE PROPERTY, WHO ARE NOT A CORPORATION AND OPERATE THEIR OWN BUSINESS FROM THE PROPERTY WITHOUT A LEASE AGREEMENT, MAY MAKE IMPROVEMENTS TO THE PROPERTY UP TO \$75,000 IN VALUE. OWNER MUST PERSONALLY APPEAR WITH COMPLETED OWNER/BUILDER PERMIT APPLICATION WITH NOTARIZED ORIGINAL SIGNATURE. MUST PROVIDE PROOF OF OWNERSHIP OR WARRANTY DEED. OWNER/BUILDER DISCLOSURE STATEMENT AFFIDAVIT MUST BE COMPLETED. [OWNER BUILDER PERMIT APPLICATION](#)
- SUB-CONTRACTOR PERMIT APPLICATIONS' WITH QUALIFIER'S ORIGINAL SIGNATURE NOTARIZED [SUBCONTRACTOR APPLICATION](#)
- TWO SEALED BOUNDARY SURVEYS SHOWING PROPOSED PROPERTY IMPROVEMENTS, BUILDING SETBACKS, FLOOD ZONE INFORMATION AND FINISH FLOOR ELEVATION
- SUBMIT RECORDED NOTICE OF COMMENCEMENT OR SUBMIT N.O.C. PRIOR TO FIRST INSPECTION [FOR WORK VALUED OVER \$2,500 OR FOR MECHANICAL WORK OVER \$7,500]
- COPY OF IRC HEALTH DEPT. SEPTIC TANK PERMIT AND/OR UTILITY RECEIPTS FROM IRC UTILITIES IF ON PUBLIC WATER OR SEWER
- THREE **(2)** SETS OF CONSTRUCTION PLANS SIGNED AND SEALED BY A DESIGN PROFESSIONAL INDICATING COMPLIANCE WITH THE SPECIFIC LATEST EDITION OF THE FLORIDA BUILDING CODES, NEC AND NFPA. DESIGN WIND PRESSURE IS **160 MPH Vult** RISK CATEGORY II, EXPOSURE-B. DESIGNER SHOULD USE EXPOSURE-C WHEN BUILDING IS WITHIN 100FT OF OPEN AREA OF 150FT X 600FT. AND SHOULD USE EXPOSURE-D WHEN UPWIND OF OPEN WATER FOR A DISTANCE OF 5000 FT (ie: Indian River); EXPOSURE-D APPLIES FOR 600FT UPWIND OF EXPOSURE-D TYPE TERRAIN. FBC 1609.4

- PLAN SUBMITTALS SHALL AT A MINIMUM CONTAIN TWO (2) OF THE FOLLOWING:
[MAX PLAN SIZE IS 24X36 DRAWN TO A MIN ¼ IN/FT SCALE]
 - COMPLETE BUILDING AND FIRE CODE ANALYSIS FOR GROUP OCCUPANCY, TYPE OF CONSTRUCTION, OCCUPANT LOAD, FIRE RATED ASSEMBLIES, AND EGRESS REQUIREMENTS.
 - INDICATE FIRE SPRINKLER, FIRE SUPPRESSION AND EARLY WARNING SYSTEMS AS APPLICABLE. DESIGN WITH 50 OR MORE SPRINKLER HEADS REQUIRES SEAL BY FIRE PROTECTION ENGINEER [SEPARATE PERMITS AND SUBMITTALS REQUIRED FOR FIRE SPRINKLER, FIRE ALARM, AND OTHER FIRE SUPPRESSION SYSTEMS]
 - ARCHITECTURAL AND STRUCTURAL DRAWINGS TO INCLUDE AT A MINIMUM: FOUNDATION PLAN, FLOOR PLAN, WALL SECTIONS, ELEVATION VIEWS AND SPECIFIC DETAILS AS NEEDED
 - FIRE AND SMOKE RESISTANT SEPERATIONS AS REQUIRED. PROVIDE TESTED ASSEMBLIES FOR EACH TYPE OF SEPERATION AND DETAILS FOR PROTECTION OF OPENINGS AND PENETRATIONS
 - ROOF FRAMING PLAN WITH UPLIFT LOADS IDENTIFIED. PROVIDE FRAMING CONNECTOR MANUFACTURER AND TYPES. PROVIDE GABLE AND PERMANENT BRACING DETAILS
 - TRUSS MANUFACTURER LAYOUT PLAN AND TRUSS ENGINEERING SEALED BY TRUSS ENGINEER PRIOR TO INSTALLATION.
 - DESIGN WIND PRESSURES FOR ALL OPENINGS. SHOW ON FLOOR PLAN OR ELEVATION VIEWS
 - ELECTRICAL PLANS INCLUDING RISER DIAGRAM AND LOAD SUMMARY
 - PLUMBING PLANS INCLUDING RISER DIAGRAM AND FIXTURE COUNT PER FBC PLUMBING TABLE 403.1
 - MECHANICAL PLANS INCLUDING A/C LAYOUT, DUCT SIZES, EQUIPMENT SCHEDULE, AND EQUIPMENT TIE DOWN DETAILS AS APPLICABLE.
 - COMMERCIAL ENERGY CODE COMPLIANCE METHOD TO COMPLY WITH FBC ENERGY C401.2. USE FORM 506 OR EQUIVELANT APPROVED BY FLORIDA BUILDING COMMISSION, SIGNED AND SEALED. TWO (2) SETS
 - PRODUCT APPROVALS FOR ALL DOORS, WINDOWS, MULLIONS, SKYLIGHTS, ROOFING AND HURRICANE PROTECTION. TWO (2) SETS OF EACH REQUIRED PRIOR TO INSTALLATION.
 - SHOP DRAWINGS OR PRODUCT APPROVAL FOR OTHER STRUCTURAL ASSEMBLIES SHOWN ON PLANS MAY BE REQUIRED

NOTE: ADDITIONAL DOCUMENTATION MAY BE REQUIRED UPON REQUEST

SEE PLAN REVIEW CHECKLIST: [PLAN REVIEW CHECKLIST-COMMERCIAL](#)