



CITY OF SEBASTIAN PLAN REVIEW CHECKLIST

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.	Building permit application with original notarized signature of qualifier or Owner/Builder permit application with original notarized signature of owner. Owner/Builder must personally appear and complete disclosure statement in accordance with FS 489.103. To qualify under the Owner/builder exemption, the scope of the work must not exceed \$75,000 the ownership of the property must not be part of a corporation and the property must be for the owner's use and not offered for sale, lease or rent for a period of one year. Provide a Copy of the recorded deed (if metes and bounds) or legal description.	Yes	No	N/A
2.	Florida Energy Efficiency shall comply with one of the methods in C401.2 Provide a complete set of Energy Compliant Reports from software approved by the Florida Building Commission as applicable. Provide copy of heating and cooling load calculations.	Yes	No	N/A
3.	City of Sebastian Fire Marshall plan review shall be completed prior to permit issuance. MSDS shall be provided for storage of hazardous materials in "H" occupancies. Separate permit applications required for fire sprinkler, fire alarm, fire suppression, hood systems and generators.	Yes	No	N/A
4.	Provide a complete set of "Approved for Construction" civil plans approved by the Site Plan and Community Development Department or Pre-authorization Form signed by Community Development Dept. with "preliminary" approved civil plans if submitting concurrent with building construction plans. NOTE: "Approved for Construction" plans must be submitted prior to permit issuance.	Yes	No	N/A
5.	Restaurants are required to gain the approval of the Department of Business and Professional Regulation, Division of Hotels and Restaurants. Grease traps and/or interceptors require prior approval from Indian River County Health Dept.	Yes	No	N/A
6.	Indian River County Health Dept. and State Dept. of Environmental Protection approval is required if any underground fuel tanks/underground fuel piping, or underground oil separators are to be installed.	Yes	No	N/A
7.	Sanitary sewer/water receipt from Indian River County Utilities. If sanitary sewer/water service is not available, provide a copy of septic tank permit/well permit from Indian River County Health Department. This information is required prior to release of the permit.	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 verification of grade and structural related elevations; certification of materials, ventilation and flood proofing 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.	Yes	No	N/A
9.	Pre-engineered building shop drawings are required. 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.	Yes	No	N/A
BUILDING CODE PLANS AND SPECIFICATIONS New Commercial Buildings (Items 1 – 16)		To Be Included Each Box Shall Be Circled As Applicable		
1.	A set of plans drawn at a scale that provides sufficient clarity and detail to indicate the nature and scope of work. A scale of (1/4" = 1' is recommended). 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 Conservation, Accessibility, 2020 National Electrical Codes, and the 2023 Florida Fire Prevention 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" 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 with digital seal(s) in pdf format. NOTE: All structural plans shall be signed and sealed by a design professional. Buildings, additions, or renovations intended for public use or if the scope of work is more than \$25,000 requires the seal of an Architect licensed under FS 481.	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, - Risk Cat. I - 150 mph(Vult), Risk Cat. II – 160 mph (Vult), Risk Cat. III, IV – 170 mph (Vult) per City Ordinance ◇ Wind building risk category. ◇ Wind exposure – Exposure B -- Exposure C if within 1500 ft. of the Indian River -- Exposure D if within 600ft. of the Indian River. ◇ 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, building height and building area shall be noted on plans as determined by Table 504.4 and Table 506.2.	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. ◇ Fire blocking and draft stopping. ◇ Calculated fire resistance. ◇ Door and window schedule and their listings. 	Yes	No	N/A
6.	Fire suppression systems: <ul style="list-style-type: none"> ◇ Early warning. ◇ Fire sprinklers. ◇ 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 in accordance with Table 1004.1.2 ◇ 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. ◇ 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. ◇ Design wind pressures at openings. 	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 and R-values. ◇ Product approvals for all openings. 	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. ◇ Drinking fountains. ◇ Equipment. ◇ Special occupancy requirements. ◇ Fair housing requirements as applicable. 	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 803.11 and Table 803.11. ◇ 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.	Gas plans shall include the following: <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, BTUH of appliances, pipe sizes and lengths. ◇ Type of gas. ◇ Appliances. ◇ Fireplaces. ◇ Chimneys and vents. ◇ L P tank locations. 	Yes	No	N/A
16.	Electrical plans shall comply with the 2020 National Electrical Code and shall include the following: <ul style="list-style-type: none"> ◇ Designer name and registration number shall be on all plans. ◇ Type, location, and capacity of all service equipment. ◇ Size and length of wiring enclosures, including dimensions of junction boxes. ◇ The number, size, and type of all conductors to be installed in wiring enclosures. ◇ The location of every proposed outlet, including switches. ◇ The wattage or amperage of outlets. ◇ 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. ◇ Details of panelboard, switchboard, and distribution centers, showing type and arrangement of switches, over-current devices, and general control equipment. ◇ Panelboard or switchboard schedules showing wattage or amperage and the number of active or branch circuits to be installed, and the number of spare or branch circuits for future use. ◇ The location of fire systems and exit lighting. ◇ The circuiting of every electrical outlet with size of conductor and raceway. ◇ The load calculation sheet. 	Yes	No	N/A
FIRE CODE PLANS AND SPECIFICATIONS New Commercial Buildings (Items 1- 10)		To Be Included Each Box Shall be Circled As Applicable		
1.	Approved Site Plan shall include the following minimum requirements: <ul style="list-style-type: none"> ◇ Fire Department access roads, lanes, turning radius, T-turns, clear width and height. ◇ Underground Fire main, FDC, Fire Hydrant locations, IRC Utilities Fire Hydrant details. ◇ Access points, building height, building setback, fences, gates, Knox Box location 	Yes	No	N/A
2.	Florida Fire Prevention Code Analysis shall include the following minimum requirements: <ul style="list-style-type: none"> ◇ Occupancy Type ◇ Hazard Classification ◇ Construction Type with Fire Rating of Structural Elements ◇ Occupant Load – Include signage location ◇ Applicable NFPA references 	Yes	No	N/A
3.	Life Safety Plans shall include the following minimum requirements: <ul style="list-style-type: none"> ◇ Means of egress locations / Horizontal exits ◇ Travel distances ◇ Common path of travel ◇ Corridor widths and any obstructions ◇ Door locations, door swing, remoteness between exits ◇ Exit signs with directional indicators ◇ Emergency lighting locations ◇ Fire Extinguisher location, distance and mounting height ◇ Knox Box location – main entrance 	Yes	No	N/A
4.	Door Schedule shall include the following: <ul style="list-style-type: none"> ◇ Sizes ◇ Types ◇ Fire rating ◇ Hardware schedule including panic hardware 	Yes	No	N/A
5.	Finish Schedule: Floors, Walls, Ceilings: Type and Class A, B or C	Yes	No	N/A
6.	Changes in elevation: <ul style="list-style-type: none"> ◇ Stair details – rise and run, nosing, closed risers, storage underneath, discharge to public way ◇ Ramp details – slope, length and landings ◇ Handrail and Guard details -- stairs, ramps, size, height, extensions, returns, graspability ◇ Exterior stairs -- separation, protection, discharge to public way ◇ Elevators / Escalators details and protection 	Yes	No	N/A
7.	Fire Rating of Floors / Walls / Ceilings: <ul style="list-style-type: none"> ◇ Hourly rating and extent of fire rated assembly ◇ Provided tested assembly details – UL, FM, Gypsum Association, etc. ◇ Opening Protection ◇ Penetration details -- types and tested assembly, Hilti, 3M etc. 	Yes	No	N/A
8.	Fire Sprinkler /Fire Alarm design to be included in plans <ul style="list-style-type: none"> ◇ Separate permit and plans required from qualified contractors prior to installation. 	Yes	No	N/A
9.	Smoke Detectors location including Mechanical equipment Smoke Duct Detectors	Yes	No	N/A
10.	Special Hazards: Clearly identify and provide details on plans as applicable <ul style="list-style-type: none"> ◇ Hazardous materials: show location, quantity and storage ◇ Rack storage – height and spacing ◇ Kitchen hood and grease duct systems – Separate permit and plans required prior to installation ◇ Suppression Systems – Separate permit and plans required prior to installation ◇ Generators – Separate permit and plans required prior to installation 	Yes	No	N/A