

ePlan Submittal Checklist Commercial Project Request for Application Number

The following items are required when submitting for a Commercial Permit. Additional items may be required based on review.

Documents/Plans:

_____ **Building Permit Application:** Complete all the required fields, must include the general Scope of Work description as well as the construction value by trade with sub trade information. Application must be signed/notarized, or an [Electronic Signature Affidavit](#) should be attached. *Note: If any agency/board approval is required, that approval MUST be submitted prior to permit approval. It is the responsibility of the applicant to verify this information. Examples: CPPC, DRC, CRA, Health Dept., Southwest Florida Water Management District, Hotel and Restaurant Commission, FDOT, FDEP.*

_____ **Complete set of digitally signed and sealed plans /construction drawings** for the scope of work, including but not limited to:

Cover Sheet with Sheet Index
Site Plan
Floor Plans
Energy Calculations
Manual J or N – FL
Product Approvals and/or NOA's for all Cladding Components
Wall Sections and Details
Notes
Schedules
Specifications
Life Safety Plan; Life & Safety System (Fire sprinkler, alarm suppression)
Threshold package and affidavits, if required.

Digitally Signed/Sealed Plans: following the file naming structure found in the [ePlan User Guide](#). Each sheet MUST be digitally signed/sealed. If we are not able to verify the digital signature an [Electronic Signature Affidavit](#) should be attached. Digitally signed documents and plans must be verified through a third-party vendor. You are welcome to select your own vendor but the following are a few that are used frequently by other applicants: [Global Sign](#); [Entrust](#); [DigiCert](#) and [IdenTrust](#).

Please click if additional detail is needed: [Commercial Plan Review Detailed Check List](#)

Affordable Housing Incentive Program if Applicable:

_____ Affordable Housing Packet signed by City
_____ Certification of designated Affordable Housing for Reduced Multimodal Impact Fee Form.

Private Provider Package if Applicable. *Note: All Zoning, FEMA, Site and Drainage Plan Review will be completed by City staff.*

_____ Completed **Private Provider Package** including but not limited to: [Notice to Building Official](#), [Duly Authorized Representative Affidavit](#), [Private Provider Plan Compliance Affidavit](#); [Private Provider Plan Review Detail](#), proof of insurance, and/or inspection forms. Please note a [Private Provider Certificate of Compliance](#) Form will need to be submitted prior to the issuance of a Certificate of Occupancy.