

Commercial Plans Submittal Checklist

Commercial and Multi-Family (3 or more units) Building Applications

The Plan Reviewers at the City of St. Petersburg strive to provide a thorough and timely plan review process based on the [current adopted Codes and Ordinances](#). In order for us to provide the most efficient service, it is important that the applicant provide all the information necessary for the review. The following checklist includes general items that are expected when submitting applications and plans for review. The following list should be sufficient for most projects, however, each project is unique and some items may not be applicable or may require additional information.

- If any other 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: CPC, DRC, CRA, Health Dept., Southwest Florida Water Management District (SWFWMD), Hotel and Restaurant Commission, FDOT, FDEP, Pinellas County, etc.
- Completed [Permit Application](#)
- Minimum of three (3) [Cover Sheets](#)
- One (1) [Site Plan](#)
- Minimum of three (3) complete sets of [construction plans](#) with legal description (minimum size of 11"x17"). Plans may need to be signed and sealed on each page by a design professional and shall be scaled and legible.
- One (1) set of Florida Product Approval numbers and spec sheets for all components & cladding
- UL Approved details for all fire rated assemblies
- Three (3) Completed sets of [Energy Forms](#) – Signed/Sealed
- If located in flood zone and the project is over 25% of the fair market value of the building, provide a [Substantial Improvement Package](#)
- Obtain a letter from Duke Energy granting conditional approval where overhead and/or underground electrical or fiber facility conflicts exist when zero setback construction is planned. Please contact Duke Energy's customer service center at 1-800-700-8744 to begin the request.

Cover Sheet

- Code summary (include code editions [current adopted codes](#))
- Contact information: Designer name, Company Name, Business address, Phone & Fax #
- Building Features/Site Data Table
 - Use/Occupancy of new business space (*per FBC-B 302 & Ch 16*) and existing
 - Zoning District Designation
 - Community Redevelopment Area, Historic District, Archeological Area (*if applicable*)
 - Flood Zone/
 - Type of Construction of the existing building (*per FBC Ch. 6*)
 - Height and # of stories of the building
 - Number of dwelling units, by bedroom and density calculation
 - Square Footage:
 - Entire building (Gross Floor Area; existing and proposed)
 - Separate square footage of tenant space
 - Site with Floor Area Ratio Calculation (F.A.R.); (existing and proposed)
 - Impervious surface calculations (existing and proposed)
 - Open space (existing and proposed)
 - Sprinkled/Unsprinkled
- Life safety systems
 - Occupant load and egress calculations (*per FBC Ch. 10*)
 - Gross floor area in square feet (provide breakdown of A/C and non A/C space)
 - Travel distance/path of travel to exits with citations
 - Fire and smoke protection systems existing/to be installed, include features with citations
 - Location and type of fire extinguishers
- Project narrative or description and complete page index (one copy for each plan set).
- Estimated total project cost and last assessed value (according to the County Tax Assessor)
- Threshold Building Inspection [Affidavit/Request form](#). (If threshold building, *see FS 553 definition*)

Site Plan (per FBC-B 107.2.5 & Ch. 16.90.010)

- Location Map with north arrow
- Date of initial site plan and date of revisions, as needed
- Legal Description of site and address or unit numbers (if combining units or addresses, show on plan).
Note: if site is in acreage (meets and bounds), and/or development exceeds 500 sq. ft., a [replat](#) may be necessary; email DevRev@StPete.org for more information.
- Property boundary with any easements, alleys, edge of pavement, dimensions of lot and adjacent street(s)
- Label streets/roads
- Locations of proposed additions/buildings/site utilities with dimensions; include dotted line denoting building overhang(s)
- Existing and proposed buffer walls, fencing with elevations and height
- All structures within 150 feet of the building and label use of adjoining properties (land use/occupancy)
- Wetlands/Preservation Areas Boundaries, if applicable
- Retention Pond(s) location
- Calculations for required and provided parking; show parking spaces and/or off-street parking spaces with typical dimensions including angle, width and length of stalls and aisles, curbing, wheel stops, delineated accessible parking spaces (dimensions to scale); label compact, employee, motorcycle/scooter parking as applicable
- Show ADA accessible route from disable parking spaces and public sidewalk to building entry(ies)
- Existing and proposed traffic control devices (signals, stop signs, pavement markings)
- Parking lot and roadway striping; Number of lanes
- Calculations for required Bicycle Parking – short & long term; show bicycle parking on plans
- Calculations for required loading and location of loading space or zone
- Existing and proposed driveways and intersections within 200 ft
- Fire department access roadways
- All fire service and hydrant locations within 500 feet of building
- Public Sidewalks and public transportation stops
- Dumpster location with dumpster detail, including dumpster enclosure detail
- Site Lighting, with shielding to prevent sideways glare at property line (may be provided as separate plan)
- HVAC/generators/building equipment location, or note indicating to be roof mounted
- Street scape improvement details, where required

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- Landscaping plan**
 - Dimensioned planting areas, including required green yards, foundation planting, interior and terminal islands, and screening of fences, walls, dumpster enclosure, and mechanical equipment
 - Existing plant material and protected trees, with location, sizes and species noted (label Grand Trees) on subject parcel and within 10-feet of any proposed construction
 - Existing trees proposed to be removed with location, sizes and species.
 - Proposed plant materials/trees with locations, sizes, specifications and species noted, plus indication of method of watering and maintenance (*FBC-B; 16.40.060.2.1.6*)
 - Note regarding provision of permanent irrigations system with automatic time and rain sensor device
 - Specimen tree table including total inches of existing and total inches of preserved (N/A in DC zoning)
 - Tree Barricade Detail
 - Shade Coverage Calculation

- Civil Plan showing proposed or existing utility services connection locations**
 - Water meter location and size
 - Sanitary sewer connection
 - Water distribution system
 - Irrigation: well, pond or meter and location (if well/pond show pump detail)
 - Location of water backflow device
 - Tanks: Type of fuel stored and quantity, above or underground, tie down system, dome or manhole detail
 - Method of screening mechanical equipment

- Drainage Plans, Calculations and Geotechnical Report**
 - Primary and secondary systems
 - Scuppers per drain
 - Gutter and downspout
 - Stormwater flow direction
 - Pond/swale cross-section detail, exfiltration system details
 - Stormwater management system details

- Erosion and Sedimentation Control Plan with Pavement Section Details**
 - Existing site grade
 - Proposed site grade
 - Erosion control device details

Building Plans

- Floor Plans, Details, Schedules** Per FBC 107.3.5 (show existing/demolition separate from proposed/new construction).
 - Identify rooms – show accessibility and plumbing fixtures
 - Door and window schedule (include hardware and identify fire rating).
 - Interior finish schedule (FBC Ch. 8)
 - Floor sound transmission information for condos , etc. (FBC Ch. 12)
 - Fire resistance rating details (walls, floor/ceiling, roof/ceiling).
 - Floor Framing, roof truss layout plans and specifications (approved truss engineering required by first vertical inspection).
 - Seating plan (if applicable)
 - Kitchen equipment layout for food service facilities
 - Furniture layout plans
 - Complete stairway/guardrail/handrail details (tread/riser/picket spacing/extensions)
 - Exterior elevations
 - Foundation plan
 - Wall legend, matching floor plans with U.L. design numbers
 - Key floor plan to scale. Show all tenants and their egress off of the door
 - Reflected ceiling plan with lighting, exit signs, smoke detectors.
 - Access control and secure door in the means of egress
 - Wind load calculations (per FBC ch. 16)
- Flood Zone Requirements (if applicable)**
 - Indicate flood zone, elevation and compliance with FBC 449
 - Base Flood Elevation, AE Zones: BFE + 2ft or more of freeboard as outlined in Sec.8-36 Administrative Amendments to the FBC and City's current Floodplain Management Ordinance.
 - Show flood vents and sq. inch flow through calculation, if applicable
 - Flood resistant materials/flood proofing, if applicable
 - Appraisal in last six months
- Mechanical**
H.V.A.C.
 - Mechanical systems over 15 tons must be signed and sealed by a Florida registered engineer
 - Mechanical plans must be submitted for all new commercial H.V.A.C. systems
 - Duct layout for heating, air conditioning or ventilation
 - Return air ducts and plenums, locations, etc.
 - Service and access facilities for all equipment
 - Requirements for fire/smoke dampers and radiation dampers
 - Venting
 - Kitchen Hoods (Type I grease hood, Type II Heat Hood)
 - Toilet room exhaust ducts
 - Dryer exhaust detail to exterior
 - Other hazardous exhaust
 - Combustion and ventilation air for oil and gas fired equipment

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- Gas**
 - Vent, flu or chimney for oil or gas equipment
 - Gas equipment: BTU rating and location
 - Gas piping, developed length and sizing (per FL Fuel Gas Code)
 - Location of equipment relative to property lines

- Electrical**
 - Project Narrative describing each system
 - Legend showing symbols used on drawings as adopted by nationally recognized societies or as explained on the drawings Type, location, and capacity of all service equipment and meters.
 - Engineer's seal
 - Interrupting ratings of circuit protective devices specified and available symmetrical short circuit current at each panel and switchboard location where fault current is greater than the (10,000) amperes.
 - Service entrance grounding conductor, sized and located, and method of grounding.
 - Locations of every proposed outlet, including switches.
 - Location, voltage, horsepower, kilowatt, or current rating of every motor, generator, transformer, fixed appliance and lighting fixture.
 - Details of the panel board, switchboard and distribution centers, including schedule of equipment.
 - Panel board or switchboard schedules, showing connected and demand wattage or amperage, number of active branch circuits to be installed, and number of spare branch circuits for future use.
 - Location and complete details of fire alarm system, emergency lighting, and existing lighting.
 - Circuiting of every electrical outlet with size of conductor and raceway.
 - UL approved details of fire rated assemblies.
 - Include exit signs, emergency lighting, and generator details.
 - Access control and secure door circuitry.
 - Relocation of equipment will require floor plan with location of equipment location shown.

- Plumbing**
 - Project Narrative describing each system
 - Include floor plan and riser diagram
 - Sewer service
 - Water service (size, GPM)
 - Water Meter Size
 - Backflow Prevention device
 - Soil and waste stacks
 - Venting (isometric required)
 - Minimum Facilities
 - Fixtures (new and relocated) schedule and material specifications
 - Access panels
 - Traps & size
 - Indirect wastes
 - Grease interceptors with details
 - Water heater, thermal protection, and relief valve termination with accessibility detail
 - Drinking fountains with accessibility detail (FL Accessibility Code)
 - Industrial Pre-treatment approval from city Public Utilities Department (required for hazardous waste)

- Fire Sprinkler Design Documents**
 - Signed and sealed Plans (FBC 107.2.2)
 - Complete Fire Systems Check list

Revisions

- Submit only the sheets (signed and sealed) that are being revised (3 sets) and the original sheets that were removed (1 set)
- Provide application number and address of project
- Identify clearly all revisions on the drawings (cloud)
- Comments – attach written response to all comments, include narrative that lists and explains all revisions.

Notice of Commencement (NOC)

Before first inspection can be scheduled, a [Notice of Commencement](#) must be received. The purpose of recording a Notice of Commencement (NOC) is to protect the owner from liens being placed on the property without the owners knowledge.

According to Florida Statutes:

- Section 713.13, before starting any improvement to real property for which the direct contract price is greater than \$2,500, the owner or owner's agent (contractor) must:
 - Step 1 – RECORD
 - A Notice of Commencement may be recorded in the [Pinellas County Clerk of Court's](#) office at any of their branch locations. Their closest branch to our office is located at *545 First Avenue North – St. Petersburg, FL 33701 – 727-464-7000*
 - Step 2 – File a certified copy of the Recorded Notice of Commencement with the Construction Services and Permitting office PRIOR to requesting the first inspection.
 - By mail, fax, email or hand deliver to the Permitting office
- The Construction Services and Permitting Division may not perform inspections until step 2 has been completed by the owner or owner's agent.
- The recording of the Notice of Commencement is not required prior to the issuance of a permit.

Most Common Reasons for Disapprovals

1. Compliance with [Chapter 6](#) – Types of Construction
2. Compliance with [Chapter 8](#) – Interior Finishes
3. Compliance with [Chapter 10](#) – Means of Egress
4. Compliance with [Chapter 11](#) – Florida Accessibility Code
5. Compliance with [Chapter 16](#) – Structural Design
6. Occupancy Separation, which is not always defined per FBC [Chapter 3](#) options
7. Construction type not accordance with allowable area and height per FBC [Table 506.2](#)
8. Combustible materials to be used not in accordance with [FBC 603](#)
9. Fire resistance, which includes design information, opening protective, and penetrations.
10. Doors size, not in compliance with [FBC 1008.1](#)
11. [Accessibility requirements](#), all of them based on occupancy, drinking fountains, counters, restrooms, etc.
12. Shop drawings
13. Signed and sealed drawings
14. Expired extra documentation
15. Exterior envelope – provide complete sections of wall and roof assemblies.