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.