

PLAN REVIEW & COMMERCIAL PERMITTING CHECKLIST

Name of Applicant: \_\_\_\_\_

Date Received: \_\_\_\_\_

<b>Items needed to submit plans for review:</b> <i><b>A plan review fee must be paid at time of submittal</b></i>	Yes	No	N/A
(2) Sets sealed construction drawings			
Plans must contain: a. Handicap requirements b. Fire separation w/detail section and UL design #'s c. Wind load d. Sprinkler drawings w/water supply e. Electric plan & panel riser, Plumbing, Mechanical diagram f. Steel Building (2) sets Mfgr. Drawings w/signed & sealed foundation	Site plans must contain: a. Main size & location b. Hydrant location c. Gallon per minute flow		
Building Permit Application with Zoning, Planning, 911 Addressing approval			
(1) Copy of Energy Form			
Window & door product approvals			
(2) sets truss layout and engineering from truss manufacturer			
<b>In order to obtain your permit you must submit:</b>			
(2) sets of approved construction drawings			
Most recent boundary survey with original seal and signed by a surveyor			
(1) Approved Energy Form			
(1) – Set Approved Window & Door Product Approvals			
(2) Sets Approved Truss Layout and Engineering			
Approved Site Plan			
Original Building Permit application with Zoning, Planning and 911 Addressing approval			
County Engineer’s approved development order or applicable entity for projects in the City of Avon Park or the Town of Lake Placid			
Contact and list any State or Federal Agencies involved to include their permit numbers.			
Elevation Certificate if in flood zone (Preconstruction)*Structures must be elevated 2’ above BFE			
If obtaining a permit as owner/builder you must submit notarized statements on HCBD form and structure can not exceed \$25,000.			
List of subcontractors			
Construction Waste Form			
<i>Notice of Commencement (\$2,500 or greater)</i>			
<b>Payment of impact fees, permit fees and associated fees collected at the Building Department are due before the permit can be issued!</b>			