



Planning & Development Department  
100 S. Myrtle Avenue, Suite 210  
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## Permit Application Checklist for New Commercial Building

Only complete permit submittals will be accepted.

Complete application must include the following as applicable to your project:

- \_\_\_\_\_ Permit application form - **completed** with legal description (Parcel Number)
- \_\_\_\_\_ Updated State, PCCLB, Business Tax Receipt
- \_\_\_\_\_ Notice of Commencement - Recorded, **one copy** required prior to issuance of permit
- \_\_\_\_\_ **Plans review fee must be paid at time of submittal.**
- \_\_\_\_\_ **Interior work: Three (3) sets** of signed and sealed plans
  - Drawings to show entire scope of work - Floor plans, electrical, mechanical, plumbing, structural, elevations, wall sections, details, etc.
- \_\_\_\_\_ **Product Approval Information:**
  - **One copy** of Product Approval Specification Sheet to list all exterior products to be installed (Example: windows, doors, garage door, sky lights, roofing materials)
  - **One set** of Product Approval or NOA information which includes a cover sheet and installation instructions from the DBPR website for each product
- \_\_\_\_\_ **Exterior/site work: Eight (8) sets** of signed and sealed plans for **Commercial**.  
**(Three (3) sets for Residential - Interior & Exterior)**
  - Drawings to include items listed above plus drawings showing scope of site work. Engineered site plans shall include parking layout and lot survey.
  - Tree survey (including 4" DBH) trees and their drip lines on site and within 25' of the adjacent site
  - Landscape Plans for exterior work
- \_\_\_\_\_ Development Order (D.O. If Applicable)
- \_\_\_\_\_ Clearing & Grubbing Application
- \_\_\_\_\_ Tree Removal Application
- \_\_\_\_\_ Energy calculations as required by State Energy Code **(3 Sets)**
- \_\_\_\_\_ FEMA information for flood zone properties
  - a. **New Construction**
    1. Need cost of construction
    2. Proposed elevation of new construction
    3. Sealed grade elevation survey (NGVD)
    4. Plans shall be signed and sealed by architect or engineer.
    5. Elevation Certificate showing lowest floor elevation (if not on file)
    6. Redevelopment of existing impervious area. May require a storm water management system. For more information please call (727) 562-4750.

**NOTE:** Tie in survey will be required before vertical construction.