

COMMERCIAL SUBMITTAL CHECKLIST FOR INTERIOR TENANT BUILD-OUT

Phone: 407-539-6248 Address: 1776 Independence Lane, Maitland, FL 32751 Fax: 407-539-6275

Directions: Indicate the items that are in the package by either clicking the box if on the computer or by placing a check mark if on paper. Leave boxes blank that are not needed or do not apply.

Paperwork:

- Application properly completed on all pages and signed, with all the information filled in. Make sure there is a contact person, a daytime phone number, a fax number, and an email address if possible.
- A Certified Notice of Commencement.
- A power of Attorney if applicable.

*A submittal fee is required for all permits with plans.

Plans:

- 3 complete sets of building plans, minimum of 1/8" scale, with a Design statement including the code edition, section, and design standard utilized. Plan sheets shall be signed with Raised Seal by Architect or Engineer except as specifically exempted by Florida Statutes.

Plans to Include:

- Demo Plan Life-Safety Plan
- Key plan showing entire area around tenant space.
- Layouts for cubicles and fixed furniture with dimensions.
- Floor plans with details. Include provisions for accessibility.
- Three sets of signed Florida energy calculations per Florida Building Code-5th Edition (2014)-Energy Conservation.
- Cross sections and/or wall sections showing all different types and heights of walls with details.
- All details for any fire rated assemblies or penetrations including any fire rated doors or glass. Include NRTL design numbers for rated assemblies and fire stop systems.
- Mechanical plans with ducts, dampers, and equipment with details. Engineering required for any circuit greater than 15 tons, serves greater than or equal to 100 people, or value of greater than \$125,000.
- Electrical plans with device, circuit, panel locations, meter riser diagram, and load calculations. Engineering required for any circuit great than 800 amps or a value of greater than \$125,000. Electrical evaluation required for additional panels and/or any transformers added to existing system.
- Low voltage layout with device and panel location.
- Location of any Exit signs and/or any transformers added to existing system.
- Low voltage layout with device and panel location.
- Location of any Exit signs and/or Emergency lighting.
- Plumbing plans with fixture locations, piping, plumbing riser (isometric drawing). Engineering required for any system greater than 250 fixtures units or a value of less than \$125,000.

Notes & additional information:

- All fire systems, fire protection systems require separate permits.