

**PASCO COUNTY, FLORIDA**

**Minimum Requirements for New Commercial**

REQUIRED DOCUMENTS MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION		Items to be Included – Each Box Shall be Circled as Applicable		
1.	Permit Application completed in ink. <ul style="list-style-type: none"> <li>o Value and square footage for each tenant space on application</li> <li>o Application for each tenant or town house unit</li> <li>o Application for each floor of each apartment building</li> </ul>	Yes	No	N/A
2.	Correct parcel identification number (available from Property Appraiser records or tax bill).	Yes	No	N/A
3.	Proof of ownership if different from Property Appraiser’s records. Lease agreement may be required.	Yes	No	N/A
4.	Correct address, if available. Otherwise correct address will be provided during the review process.	Yes	No	N/A
5.	Contractors’ identification number(s) and signature(s) on application at time of application.	Yes	No	N/A
6.	Notice of Commencement (required if value of proposed work is over \$2,500.00) with an S.A.S.E. to current property owner. Air Conditioning \$7500.00	Yes	No	N/A
7.	Florida Energy Efficiency Forms: Provide (2) complete sets of appropriate forms and two (2) additional copies of the front sheets. All front sheets shall contain the signature of the person who performed the calculations and the signature of the owner/agent. Provide two (2) copies of load calculations.	Yes	No	N/A
8.	<b>Flood Protection:</b> Flood Damage Prevention Regulations and minimum standards under the National Flood Insurance Program require new construction, substantial improvements and remodeling projects to be protected from flood damage. Pursuant to these regulations, the following information must be included with plans submitted for approval for structures built within the Special Flood Hazard Area (for greater detail, please refer to the Checklist for Flood Damage Prevention Review): verification of grade and structural related elevations; certification of materials, ventilation and floodproofing techniques, area identified for remodeling and the value of construction; and added engineer certifications for construction within a floodway or velocity zone and for commercial construction below the base flood elevation.	Yes	No	N/A
9.	Approved Plans from the Health Department for Daycares, underground fuel tanks, ,commercial swimming pools.	Yes	No	N/A
10.	When building or improving restaurant, or motel, hotel : <ul style="list-style-type: none"> <li>• Conditional use permit for outdoor seating</li> <li>• Approval from the Division of Hotel and Restaurant</li> </ul>	Yes	No	N/A
11.	If located in Pasco County Utility district, Applications submitted for change in use are encouraged to Contact Pasco County Utilities for further requirements to avoid delay in issuance of certificate of occupancy or completion certificate.			
	For Pasco County and all others a utilities services agreement letter stating level of service is in accordance with the standards specified in the Pasco County Comprehensive Plan, as amended; <b>OR</b> Septic tank permit. Contact State of Florida Health Department, Pasco County Health Unit at: New Port Richey (727) 841-4221 Land ‘O Lakes (813) 588-5173  Dade City (352) 521-1450 for information. This information must be provided prior to release of permit. <b>NOTE:</b> Septic tank /well are not an option. If facilities are available the plumbing systems shall be connected to the available services.	Yes	No	N/A
12.	Site plans: Provide two (2) copies of Construction Site Plan approved, or in for review by Pasco County Development Review Division OR latest revision of construction plans currently under review by Development Review Division. If applicable, show the entire overall site and this project’s location within it.	Yes	No	N/A
134.	Interior Remodeling and additions form	Yes	No	N/A
145.	Owner affidavit if applicable under <b>Florida Statue 489.103(7)</b> .	Yes	No	N/A

156.	Review Fees	Yes	No	N/A
179.	Asbestos Abatement form report required for all Demolition permits.			
<b>PLANS AND SPECIFICATIONS</b> <b>New Commercial</b>				
1.	<p>Two (2) copies of drawings to scale (1/4" = 1') with sufficient clarity and detail to indicate the nature and scope of work. Such drawings shall contain information, in the form of notes or otherwise, as to the quality of materials, where the quality is essential to conforming with the technical codes of the 20074 Florida Building with 20096 supplement, Florida Fire Prevention Code as adopted by the Pasco County Board of County Commissioners, Plumbing, Mechanical, Fuel Gas, Energy Efficiency, Accessibility, and 2005 National Electrical Codes. Such information shall be specific, and the technical codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used as a substitute for specific information. All drawings, specifications, and accompanying data shall bear the name and signature of the person/persons responsible for the design.</p> <p><b>NOTE:</b> All structural plans shall be signed and sealed by a design professional</p> <p><b>Plans are to include Florida Product approval.</b></p> <p>Separate permits are required for: Hoods, sprinkler systems, , Fire Alarm, Hood Suppression Systems, fire sprinkler underground, dumpster enclosures, coolers and freezers, pools, awnings, gazebos, screen rooms Landscape walls, and roof, house meters.</p>	Yes	No	N/A
	<b>Code Design Information</b>			
	<ul style="list-style-type: none"> <li>o The design professional shall certify by statement on the drawings that the building design complies with the 20074 Florida Building Code with 20096 supplement</li> <li>o Building construction type per code i.e., I, II, III, IV, or V (chapter 6)</li> <li>o The wind design criteria shall indicate the wind speed, the importance factor per T. 1604.5, the exposure factor per 1609.4 and the internal pressure coefficient.</li> <li>o Building area for each tenant and building total outside to outside dimensions.</li> <li>o Building overall height</li> <li>o Allowable total building area (chapter 5, table 503)</li> <li>o Allowable building height (chapter 5, table 503)</li> <li>o Occupancy classifications (chapter 3) must be per code such as S-1 or S-2 and H-1.</li> <li>o Fire ratings of all interior and exterior walls, partitions and the corridors, showing UL numbers with full details for each assembly, door schedules must indicate labeled door assemblies in fire rated walls.</li> <li>o Site plan showing dimensions to property lines and assumed property lines, for fire ratings of exterior walls (chapter 6, table 601 &amp; 602)</li> <li>o Occupancy load of building and any significant areas of assembly (chapter 10, table 1004.1.12)</li> <li>o Means of egress requirements including allowable maximums and actual distances (chapter 10, 10155.1, 1016)</li> <li>o Statement by design professional that building was designed in accordance with the Florida Building Code 2004 with 20063 supplement</li> <li>o Plans may be marked final or for permitting or for construction, but not preliminary or bidding only</li> </ul>			

	The following information related to wind loads shall be shown on the construction plans:			
2.	<ul style="list-style-type: none"> <li>○ Basic wind speed, mph, (km/hr).</li> <li>○ Wind importance factor (I) and building category.</li> <li>○ Wind exposure – if more than one (1) wind exposure is utilized, the wind exposure and applicable wind direction shall be indicated.</li> <li>○ The applicable internal pressure coefficient, on criteria sheet.</li> <li>○ Components and Cladding. The design wind pressures in terms of psf, (kN/m<sup>2</sup>) to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional. Indicate window protection, or impact glass for 120mph or greater windspeeds.</li> </ul>	Yes	No	N/A
3.	Occupancy group and special occupancy shall be noted as determined by <b>chapter 3 and 4. (Code designations)</b> Type of occupancy as per Florida Fire Prevention Code.	Yes	No	N/A
4.	Minimum type of construction shall be noted as determined by <b>Table 503.</b> Fire resistant construction requirements shall be shown and shall include the following components: Plans shall comply with the existing and any subsequent Fire Prevention Code and Building Code adopted by the Pasco County BOCC.	Yes	No	N/A
5.	<ul style="list-style-type: none"> <li>○ Fire resistant separations, interior and exterior walls.</li> <li>○ Fire resistant protection for type of construction.</li> <li>○ Protection of openings and penetrations of rated walls.</li> <li>○ Listed assemblies of rated walls, floors/ceilings, and shaft enclosures, details to match listing.</li> <li>○ Fire blocking and draftstopping.</li> <li>○ Calculated fire resistance, or UL listings.</li> <li>○ Label Requirements door, and window schedules and State of Florida Product Approval.</li> <li>○ Include design detail</li> </ul>	Yes	No	N/A
6.	Fire suppression systems: <ul style="list-style-type: none"> <li>○ Early warning.</li> <li>○ Fire sprinklers.</li> <li>○ Standpipes.</li> </ul>	Yes	No	N/A
7.	Life Safety systems shall be determined and shall include the following requirements: <ul style="list-style-type: none"> <li>○ Occupant load and egress capacities</li> <li>○ Early warning.</li> <li>○ Smoke control.</li> <li>○ Stair pressurization.</li> <li>○ Systems schematic.</li> </ul>	Yes	No	N/A
8.	Occupancy Load/Egress Requirements including the following: <ul style="list-style-type: none"> <li>○ Occupancy load gross and net.</li> <li>○ Means of egress, exit access, exits, and exit discharge.</li> <li>○ Stair construction and protection (stair details for rise, run, handrails and guardrails).</li> </ul>	Yes	No	N/A
9.	Structural requirements shall include the following: <ul style="list-style-type: none"> <li>○ Designs loads.</li> <li>○ Wind load requirements.</li> <li>○ Building envelope.</li> <li>○ Structural calculation.</li> <li>○ Wall sections.</li> <li>○ Floor systems layout.</li> <li>○ Roof systems layout.</li> </ul>	Yes	No	N/A

10.	<p>Approval Reports and Installation details, and Florida Product Approval numbers:</p> <ul style="list-style-type: none"> <li>○ Connectors</li> <li>○ Roofing</li> <li>○ Soffit and Fascia.</li> <li>○ Siding</li> <li>○ Windows</li> <li>○ Doors</li> <li>○ Garage Doors</li> </ul>	Yes	No	N/A
11.	<p>Accessibility requirements shall include the following:</p> <ul style="list-style-type: none"> <li>○ Site requirements showing handicap parking and exterior accessible route serving this tenant space.</li> <li>○ Accessible route.</li> <li>○ Vertical accessibility.</li> <li>○ Toilet and bathing facilities, showing clear floor areas required.</li> <li>○ Drinking fountains.</li> <li>○ Equipment.</li> <li>○ Special occupancy requirements.</li> <li>○ Fair housing requirements.</li> </ul>	Yes	No	N/A
12.	<p>Interior requirements shall include the following:</p> <ul style="list-style-type: none"> <li>○ Interior finish (flame spread/smoke development) as determined by <b>table 803.5</b></li> <li>○ Light and ventilation.</li> <li>○ Sanitation 1210.</li> </ul>	Yes	No	N/A
13.	<p>Plumbing plans shall include the following:</p> <ul style="list-style-type: none"> <li>a. Fixture requirements as determined by completing the Pasco County Utilities Data Sheet for Sizing Water Meters Form.</li> <li>b. Potable water supply piping indicating location of the site's potable water and fire protection line(s) (if required). In order to verify the size of the existing water meter, the fixture count table and meter sizing shall be added to the plans and shall match the table mentioned in Fixture requirements above.</li> <li>c. Sanitary drainage indicating connections to the site's sanitary sewer system. Indicate on the plans the type, the source, and characteristics of the flow generated from cooling systems, chillers, as well as any other type of flow different from regular wastewater flow.</li> </ul> <ul style="list-style-type: none"> <li>● Isometrics for potable water distribution system.</li> <li>● Isometrics for drainage, waste, and vent systems.</li> <li>● Water heater and their locations as determined by 502.</li> <li>● Grease interceptor and/or oil separator: provide calculations, size and location on the plans and the isometrics.</li> </ul>	Yes	No	N/A
14.	<p>Mechanical plans shall include the following:</p> <ul style="list-style-type: none"> <li>○ Manufacturer's installation instructions.</li> <li>○ Duct system layout and R-Value</li> <li>○ Equipment schedule, equipment location, roof-mounted equipment.</li> <li>○ Engineering for all exterior equipment. (sealed plans)</li> <li>○ Ventilation, bathroom ventilation, make-up air.</li> <li>○ Smoke Detectors-greater than 2,000cfm.</li> <li>○ Combustion air</li> <li>○ Refrigeration (walk in coolers, ice machines)</li> <li>○ Appliances</li> <li>○ Fire damper locations</li> <li>○ Condensate disposal</li> <li>○ Type 1 &amp; 2 commercial cooking hoods</li> <li>○ Boilers</li> </ul>	Yes	No	N/A

15.	<p>Gas plans shall include the following:</p> <ul style="list-style-type: none"> <li>○ Gas piping layout with sizes and type of gas, shall be on all plans.</li> <li>○ Venting</li> <li>○ Appliances</li> <li>○ L P tank locations and anchoring.</li> </ul>	Yes	No	N/A
16.	<p>Electrical plans shall comply with the 2005 <b>National Electrical Code</b> and shall include the following:</p> <ul style="list-style-type: none"> <li>○ Services of 600 amp residential, 800 amp commercial (240 volt) and over 50,000.00 requires an engineer registered under chapter 471 Florida Statue to seal.</li> <li>○ Single line riser diagram showing all new and/or affected services and feeders.</li> <li>○ Conductor amp cities (sizes) and insulation type.</li> <li>○ Protection devices and interrupting capability. (AIC ratings of all main and subs)</li> <li>○ Main and distribution panel board location and sizes.</li> <li>○ Size and length of wiring enclosures, including dimensions of junction boxes.</li> <li>○ The number and sizes of all conductors installed in wiring enclosures and conduits.</li> <li>○ Circuitry of all outlets and devices.</li> <li>○ Load computation. For service and affected panel</li> <li>○ Electrical Legend. (panel schedules)</li> <li>○ Grounding and bonding.</li> <li>○ Instrumentation control.</li> <li>○ Point to point fault current (short circuit calculations)</li> <li>○ Available fault current at service</li> <li>○ Emergency systems</li> <li>○ Communication systems</li> <li>○ Low voltage</li> </ul>	Yes	No	