

All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal.

A complete application package shall include the following:

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of a contract, signed by the contractor and property owner, indicating the documented construction value
- Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Sanford as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- Owner Builder Statement / Affidavit (if owner is applicant).
(Must be signed in person at the Building Department)
****LLC's do not qualify for the Owner Builder exception per Florida Statute**
- Approval letter from sanitary sewer provider (if other than the City of Sanford).
- Copy of the onsite sewage disposal system construction permit issued by Seminole County Health Department for new or existing septic systems, grease interceptors, etc. (if applicable).
- Seminole County Impact Fee Statement.
- Five (5) sets signed and sealed building construction plans.
- Two (2) sets signed and sealed site development plans approved by City of Sanford Planning & Development Services Department.
- Letter from Planning & Development Services agreeing to submittal of plan without development plan approval. This is at the developer's risk.
- Two (2) sets signed and sealed floor and roof truss engineering.
- Completed and signed Statewide Product Approval Specification Form.
- Two (2) copies of the manufacturer's installation instructions for the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding.
- Three (3) sets of completed and signed energy calculations (signed/sealed if required by Florida Statute or code).
- State of Florida Division of Hotel and Restaurant approval (if applicable).
- Florida Department of Environmental Protection Notice of Asbestos Renovation or Demolition (if applicable).
- State of Florida Notification on Gas Tanks (if applicable).
- Floodplain development application completed and signed if any portion of the property is in a flood hazard area as identified on the most current flood insurance rate map.

THE BUILDING CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

SITE PLAN (Development plan includes additional requirements)

- All parking and accessible routes
- Accessible parking space(s) and signage details
- Accessible entrances
- Accessible ramps, handrails, guardrails, curb cuts and details

- All required building exits accessible (not less than 60% if all are not required exits)
- Areas of rescue assistance
- Accessible signage
- Fire access
- Vehicle loading
- Driving/turning radius
- Fire hydrant/water supply/post indicator valve (PIV)
- Location of septic systems (if applicable)
- Setbacks/fire separation (assumed property lines)
- Utility lines (water, sewer, irrigation)
- Meters and backflow devices

BUILDING PLAN

- Construction documents shall indicate code edition being applied
- Page size minimum 11" x 17"
- Plans to minimum 1/4" scale**
- All pages numbered and labeled
- Plans signed/sealed and dated by a Florida Design Professional as applicable
- Designer information: name, address, registration # on all pages
- Reference the currently adopted code editions
- Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings, 139 mph ultimate design wind speed for risk category II buildings and 149 mph ultimate design wind speed for risk category III and IV buildings
 - Ultimate design wind speed (Vult)
 - Nominal design wind speed (Vasd)
 - Risk category
 - Exposure category
 - Enclosure classification
 - Internal pressure coefficient
 - Component and cladding design wind pressures in terms of psf
 - Structural Calculations, if necessary
- Threshold Inspection Plan (for threshold buildings)
- All areas dimensioned and use noted
- Corridors
- Shafts and elevator hoistways
- Stair location/guardrails/handrails
- Partition denotations and schedule
- Door locations, sizes, door and hardware schedule
- Window locations, sizes and schedule
- Tempered glass locations
- Attic ventilation and access
- Air barrier requirements
- Interior finish ratings and schedule
- Light and ventilation
- Sanitation
- Elevators
- Escalators
- Lifts
- Roof coverings

Construction type design criteria:

- Type of construction denoted (per table 503)

- Occupancy group classification denoted for building and rooms/areas
- Gross square footage – Net square footage calculations
- Building height
- Percentage of exterior openings calculations
- Classification of hazard of contents (if applicable)

Structural Design Criteria:

- Ultimate design wind speed (Vult)
- Nominal design wind speed (Vasd)
- Risk category
- Exposure category
- Enclosure classification
- Internal pressure coefficient
- Component and cladding design wind pressures in terms of psf
- Structural Calculations, if necessary
- Floor loads – psf
- Stair loads – psf
- Roof loads – psf
- Balcony loads – psf
- Corridor loads – psf
- Storage loads – psf

Materials to be reviewed shall at a minimum include the following:

- Wood / grade – species
- Steel / type - grade
- Aluminum
- Concrete
- Plastic
- Glass
- Masonry
- Gypsum board and plaster
- Insulating (mechanical)
- Roofing
- Insulation
- Alternate materials

Structural:

- Signed and sealed soil report with a positive conclusion required
- Compaction requirements
- Foundation locations, dimensions and depth specified
- Foundation denotations, schedules and details
- Reinforcing steel, amount, size, grade, spacing, and lap specified
- Footing dowel locations
- Maximum filled cell spacing
- Embedment's
- Slab thickness and reinforcement
- Vapor barrier
- Termite protection
- Relieving arch steel details at pipe penetrations
- Brick ledge detail including flashing and weep hole size and spacing
- Building materials used
- Lintel locations, denotations and schedule
- Exterior and interior structural wall sections

- Columns
- Tie beams
- Structural steel size, type, connections
- Framing details and fastening
- Load path connectors
- Floor deck and fastening
- Wall sheathing and fastening
- Roof deck and fastening
- Stair construction
- Window and door details, including design pressure of openings
- Fastening details for windows and doors, (type, length, and quantity)
- Exterior mounted mechanical units fastening methods to meet wind load
- Roof and floor framing, truss layout, connector schedule

Fire Protection Requirements:

- Fire separation requirements for corridors, elevators, stairways, floors & shafts
- Occupancy separation requirements
- Tenant separation requirements
- Fire resistant protection details for type of construction
- Rated requirements for walls, floor-ceiling and roof-ceiling assemblies
- Design numbers and details for all rated assemblies
- Design numbers and details for all rated penetrations
- Rated door and hardware schedules
- Fire blocking and draft stopping
- Calculated fire resistance
- Interior finishes (flame spread/smoke development)

Life Safety:

- Occupant load calculations and egress capacities
- Special occupancy requirements
- Egress plan
- Number of exits
- Capacity of exits
- Arrangement of exits
- Travel distance to exits/common path of travel
- Stairs construction/geometry and protection
- Horizontal exits/exit passageways
- Illumination of exits
- Exit signs
- Emergency lighting
- Enclosures
- Handrails
- Guardrails
- Ramps
- Early warning systems schematic
- Smoke control systems schematic
- Stair pressurization systems schematic
- Extinguishing requirements
- Areas of rescue assistance

Accessibility Building:

- Door sizes, hardware schedule
- Vertical accessibility

- Accessible route dimensions
- Maneuvering clearances
- Hi-Lo drinking fountain
- Equipment clear floor space/reach ranges
- Areas of rescue assistance
- Signage
- ATM machines

Accessibility Restrooms/Bathrooms:

- Turning radius
- Required floor space for fixtures
- Fixture and equipment mounting dimensions
- Adaptability

Accessible requirements for special occupancies in addition to general requirements will also be reviewed.

PLUMBING PLAN

- Plumbing plans submitted
- Piping materials
- Piping supports
- Determine minimum plumbing fixtures required based on occupant load calculated per FBC 1004
- Water distribution diagram
- Water hammer arrestors
- Plumbing drain, waste and vent riser diagram
- Grease trap detail
- Grease trap Health Dept. report on existing
- Interceptors
- Roof drains/calculations for flat roofs
- Backflow prevention
- Medical gas
- Oxygen systems
- Environmental requirements

Water Heaters:

- T & P drain
- Air gap
- Pan drain
- Thermal expansion device
- Heat traps
- Mounting platform

GAS PLAN

- Type of gas
- Gas pressure
- Appliances schedule and BTU's
- Chimneys and Vents
- Combustion air
- LP tank size and location (above or below grade)
- Protection requirements

Gas Riser Diagram:

- Pipe type
- Pipe sizing

- Total developed length
- Segment lengths
- Appliance locations
- Shut-offs valves

MECHANICAL PLAN

- Mechanical plans submitted
- Energy calculations
- Duct systems and sizing
- Duct work clearances at mechanical room (4" minimum)
- Duct supports
- Means for balancing HVAC system
- Diffusers (size and direction)
- CFM requirements
- Ventilation
- Combustion air
- Outdoor air calculations
- Balanced return air
- Make-up air
- Equipment location and working clearances (30" wide by 36" deep, 6' high minimum)
- Condensate piping and disposal
- Required platforms and catwalks
- Roof mounted equipment (including equipment and curb anchorage)
- Details and specifications
- Equipment sizing calculations
- Equipment specifications
- Joint sealing methods and product specification
- Air balance table
- Rated penetrations - fire damper details and manufacturer's installation instructions
- Means for automatic fan shutdown
- Kitchen hood, duct plans, fire suppression and specifications
- Bathroom exhaust systems
- Special exhaust systems
- Chimneys, fireplaces and vents
- Other appliances
- Boilers
- Refrigeration
- Bathroom ventilation
- Laboratory

ELECTRICAL PLAN

- Maximum available fault current at service
- AIC rating of equipment
- Voltage and phase of electrical system
- Load calculation
- Electrical service riser diagram indicating overcurrent protection sizes, conductor and conduit types and sizes, number of service disconnecting means, grounding electrode system: bonded to the foundation steel, structural steel, metal piping, size and type, separately derived system or not? (solid neutral or switching)
- Transformer sizes and types if used
- Panel schedules and ratings
- Power plan
- Panel locations and working clearances

- Lighting plan
- Device legend
- Wiring methods and materials
- Feeders and branch circuits, conduit sizes and types
- Grounding conductors
- Exit lights
- Emergency lighting
- Egress lighting
- Signage and disconnecting means location
- Generator type: emergency or standby
- Remote annunciation
- Load shed (if necessary)
- Required receptacle outlets
- GFCI's
- Equipment
- Special occupancies
- Emergency systems
- Communication systems
- Low voltage

FIRE PROTECTION/FIRE SUPPRESSION PLAN

- Early warning smoke evacuation and control
- Sprinkler design criterion (separate permit required)
- Fire alarm design criterion (separate permit required)
- Pre-engineered systems
- Riser diagram
- Standpipes

These guidelines were compiled to assist the applicant in preparing a new commercial permit/plan submittal and may not be complete. The applicant is required to meet all City of Sanford, state, and federal code requirements. Please be aware that a separate permit is required for any fire sprinkler system and fire alarm system. All site related signs, fences, hardscape features, guard/hand rails, free standing walls, retaining walls, canopies, accessory structures, site electrical and lighting, satellite dishes, dumpster enclosures, irrigation systems, lift stations, and any demolition of structures.