

# COLUMBIA COUNTY BUILDING DEPARTMENT

## COMMERCIAL CHECKLIST

### MINIMUM PLAN REQUIREMENTS:

FLORIDA BUILDING CODE 2023, NATIONAL ELECTRIC CODE 2020, FLORIDA  
PLUMBING CODE, FLORIDA MECHANICAL CODE, AND GAS CODE 2023

#### ALL REQUIREMENTS ARE SUBJECT TO CHANGE

ALL BUILDING PLANS MUST INDICATE COMPLIANCE WITH THE CURRENT FLORIDA BUILDING CODES. ALL PLANS OR DRAWINGS SHALL PROVIDE CALCULATIONS AND DETAILS THAT HAVE THE SEAL AND SIGNATURE OF A CERTIFIED ARCHITECT OR ENGINEER REGISTERED IN THE STATE OF FLORIDA, OR ALTERNATE METHODOLOGIES, APPROVED BY THE STATE OF FLORIDA BUILDING COMMISSION.

FOR DESIGN PURPOSES, THE FOLLOWING BASIC WIND SPEEDS ARE PER FLORIDA BUILDING CODE FIGURE 1609.3(1) THROUGH 1609.3(4) ULTIMATE DESIGN WIND SPEEDS FOR RISK CATEGORY AND BUILDINGS AND OTHER STRUCTURES.

JOB SITE ADDRESS: \_\_\_\_\_

APPLICANT - PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL										
GENERAL REQUIREMENTS										
		YES	NO	N/A						
1	All drawings must be clear, concise, drawn to scale, details that are not used shall be marked void									
2	If the design professional is an architect or engineer legally registered under the laws of this state regulating the practice of architecture as provided for in Chapter 481, Florida Statutes, Part I, or engineering as provided in Chapter 471, Florida Statutes, then he or she shall affix his or her official seal to said drawings, specifications and accompanying data, as required by Florida Statute									
3	The design professional signature shall be affixed to the plans									
4	Two (2) complete sets of plans, One (1) if digitally sealed, with the architecture or engineer signature and the date the affixed embossed symbol was placed on the plans.									
BUILDING SITE PLAN REQUIREMENTS										
5	Parking, including provision Florida Building Code Accessibility Code									
6	Fire access, showing all driveways that are accessible for emergency vehicles									
7	Driving/turning radius of parking lots									
8	Vehicle loading include truck dock loading or rail site loading									
9	Nearest or number of onsite Fire hydrant/water supply/post indicator valve (PIV)									
10	Setback of all existing or proposed structures from each structure and property boundaries, Show all separation including assumed property lines									
11	Location of specific tanks (above or under grown water lines and sewer lines and septic tank and drain fields)									
12	All structures exterior views include finished floor elevation									
13	Total height of structure(s) from established grade									
REVIEW REQUIRED BY THE COLUMBIA COUNTY FIRE DEPARTMENT ITEMS 15 - 45 (WE CONTACT THE FIRE DEPARTMENT FOR YOU)										
14. Occupancy group use (select all uses)	Group A (Assembly) <input type="checkbox"/>	Group B (Office) <input type="checkbox"/>	Group E (Educational) <input type="checkbox"/>	Group F (Factory) <input type="checkbox"/>	Group H (Hospital) <input type="checkbox"/>	Group I (Institutional) <input type="checkbox"/>	Group M (Manufacturing) <input type="checkbox"/>	Group R (Retail) <input type="checkbox"/>	Group S (Storage) <input type="checkbox"/>	Group U D (Uses not elsewhere specified, Dormitory) <input type="checkbox"/>
15	Special occupancy requirements									
16	Incidental use areas (total square footage for each room of use area)									
17	Mixed occupancies									
18	REQUIRED SEPARATION OF OCCUPANCIES IN HOURS FBC TABLE 707.3.10									

MINIMUM TYPE OF PERMITTED CONSTRUCTION BY CODE FOR OCCUPANCY USE (circle the construction type FBC 602)							
19	Type I (FBC: 602.2)	Type II (FBC: 602.2)	Type III (FBC: 602.3)	Type IV (FBC: 602.4)	Type V (FBC: 602.5)		
FIRE-RESISTENT CONSTRUCTION REQUIREMENTS							
						YES	NO
20	Fire-resistant separations						
21	Fire-resistant protection for type of construction						
22	Protection of openings and penetrations of rated walls						
23	Protection of corridors and penetrations of rated walls						
24	Fire blocking and draft stopping and calculated fire resistance						
FIRE SUPPRESSION SYSTEMS							
25	Early warning smoke evacuation systems Schematic fire sprinklers Standpipes						
26	Standpipes						
27	Pre-engineered systems						
28	Riser diagram						
LIFE SAFETY SYSTEMS							
29	Occupant load and egress capacities						
30	Early Warning						
31	Smoke Control						
32	Stair Pressurization						
33	Systems Schematic						
OCCUPANCY LOAD/EGRESS REQUIREMENTS							
34	Occupancy load						
35	Gross occupancy load						
36	Net occupancy load						
37	Means of egress						
38	Exit access						
39	Exit discharge						
40	Stairs construction/geometry and protection						
41	Doors						
42	Emergency lighting and exit signs						
43	Specific occupancy requirements						
44	Construction requirements						
45	Horizontal exits/exit passageways						
STRUCTURAL REQUIREMENTS							
46	Solid conditions/analysis						

# **STRUCTURAL REQUIREMENTS (CONT'D)**

		YES	NO	N/A
47	Termite Protection			
48	Design Loads			
49	Wind Requirements			
50	Building Envelope			
51	Structural Calculations (if required)			
52	Foundation for structures with foundation which establish new electrical utility companies service connection, a Concrete Encased Electrode will be required per the National Electrical Code article 250.52.3			
53	Wall Systems			
54	Floor Systems			
55	Roof Systems			
56	Threshold Inspection Plan			
57	Stair Systems			

## **MATERIALs**

58	Wood			
59	Steel			
60	Aluminum			
61	Concrete			
62	Plastic			
63	Glass			
64	Masonry			
65	Gypsum Board and Plaster			
66	Insulating (mechanical)			
67	Roofing			
68	Insulation			

## **ACCESSIBILITY REQUIREMENTS**

69	Site Requirements			
70	Accessible Route			
71	Vertical Accessibility			
72	Toilet and Bathing Facilities			
73	Drinking Fountains			
74	Equipment			
75	Special Occupancy Requirements			
76	Fair Housing Requirements			

**REVIEW REQUIRED BY THE COLUMBIA COUNTY FIRE DEPARTMENT ITEMS 77 - 82  
(WE CONTACT THE FIRE DEPARTMENT FOR YOU)  
INTERIOR REQUIREMENTS SHALL INCLUDE THE FOLLOWING:**

		YES	NO	N/A
77	Interior Finishes (flame spread/smoke development)			
78	Light and Ventilation			
79	Sanitation			
<b>SPECIAL SYSTEMS</b>				
80	Elevators			
81	Escalators			
82	Lifts			
<b>SWIMMING POOLS</b>				
83	Barrier Requirements			
84	Spas and Wading Pools			
85	Access required per Florida Building Code 454.1.2.5			
<b>ELECTRICAL</b>				
86	Wiring			
87	Services for structures with foundation which establish new electrical utility companies service connection, a Concrete Encased Electrode will be required within the foundation to serve as a grounding electrode system per the National Electrical Code article 250.52.3			
88	Feeders and Branch Circuits			
89	Overcurrent Protection			
90	Grounding			
91	Wiring Methods and Materials			
92	GFCIs			
93	Equipment			
94	Special Occupancies			
95	Emergency Systems			
96	Communication Systems			
97	Low Voltage			
98	Load Calculations			
<b>PLUMBING</b>				
99	Minimum Plumbing Facilities			
100	Fixture Requirements			
101	Water Supply Piping			
102	Sanitary Drainage			
103	Water Heaters			
104	Vents			

PLUMBING (CONT'D)				
		YES	NO	N/A
105	Roof Drainage			
106	Back Flow Prevention			
107	Irrigation			
108	Location of Water Supply Line			
109	Grease Traps			
110	Environmental Requirements			
111	Plumbing Riser			
<b>MECHANICAL</b> <b>REVIEW REQUIRED BY THE COLUMBIA COUNTY FIRE DEPARTMENT ITEMS 113 - 116</b> <b>(WE CONTACT THE FIRE DEPARTMENT FOR YOU)</b>				
112	Energy Calculations			
113	Exhaust Systems			
114	Clothes Dryer Exhaust			
115	Kitchen Equipment Exhaust			
116	Specialty Exhaust Systems			
<b>EQUIPMENT LOCATION</b>				
117	Make-up Air			
118	Roof-mounted Equipment			
119	Duct Systems			
120	Ventilation			
121	Laboratory			
122	Combustion Air			
123	Chimneys, Fireplaces, and Vents			
124	Appliances			
125	Boilers			
126	Refrigeration			
127	Bathroom Ventilation			
<b>GAS</b> <b>REVIEW REQUIRED BY THE COLUMBIA COUNTY FIRE DEPARTMENT ITEMS 128 - 136</b> <b>(WE CONTACT THE FIRE DEPARTMENT FOR YOU)</b>				
128	Gas Piping			
129	Venting			
130	Combustion Air			
131	Chimneys and Vents			
132	Appliances			
133	Type of Gas			
134	Fireplaces			

GAS (CONT'D)					
			YES	NO	N/A
135	LP Tank Location				
136	Riser Diagram/Shutoffs				
NOTICE OF COMMENCEMENT					
137	A recorded (in Columbia County Clerks Office) Notice of Commencement is required to be on file with the building department <b>before any inspections will be granted</b>				
DISCLOSURE STATEMENT FOR OWNER BUILDERS					
138	An Owner Builder Disclosure Statement must be on file prior to issuance of any permit to an Owner Builder - Owner Builders can pull their own permit for any project up the estimated cost of \$75,000				
PRIVATE POTABLE WATER					
139	Horse Power of Pump Motor				
140	Capacity of Pressure Tank				
141	Cycle Stop Valve if Used				
THE FOLLOWING ITEMS MUST BE SUBMITTED WITH BUILDING PLANS					
142	Building Permit Application	A Building Permit Application is to be completed by following the checklist all supporting documents must be submitted. Completed applications can be brought in to the office or applied for online @ <a href="https://www.columbiacountyfla.com/PermitSearch/MyBNZPortalLogin.aspx">https://www.columbiacountyfla.com/PermitSearch/MyBNZPortalLogin.aspx</a>			
143	Parcel Number	The parcel number (Tax ID number) from the Property Appraiser is required. A copy of property deed is also required. Call 386.758.1083			
144	Environmental Health Permit or Sewer Tap Approval	A copy of an approved Environmental Health signed site plan approval (Call 386.758.1058) or an approved City of Lake City (Call 386.752.2031) sewer tap letter is required before building permit can be issued. <b>Toilet facilities shall be provided for construction workers.</b>			
145	Driveway Connection	A right-of-way application must be application must be applied for with all new structures. If drive is confirmed to be existing, a fee may not be applied. If it is determined a connection is necessary, the fee is \$150.00. If the project is to be located on an FDOT maintained road, then an FDOT access permit is required. Use or joint use of driveways will comply with Florida Department of Transportation specifications. If the project is to be located on an FDOT maintained road, then an FDOT access permit is required.			
146	Suwannee River Water Management District Approval	All commercial projects must have an SRWMD permit issued or an exemption letter, before a building permit will be issued.			
147	Flood Management	All projects within the Floodway of the Suwannee or Santa Fe Rivers shall require permitting through the Suwannee River Water Management District, before submitting application to this office. Any project located within a flood zone where the base flood elevation (100-year flood) <b>has been</b> established shall meet the requirements of section 8.8 of the Columbia County Land Development Regulations. Any project that is located within a flood zone where the base flood elevation (100-year flood) <b>has not been</b> established shall meet the requirements of section 8.7 of Columbia County Land Development Regulations. A development permit will also be required. <b>The development permit cost is \$50.00.</b>			
148	Flood Management	A CERTIFIED FINISHED FLOOR ELEVATION WILL BE REQUIRED ON ANY PROJECT WHERE THE BASE FLOOD ELEVATION (100 YEAR FLOOD) HAS BEEN ESTABLISHED OR IT HAS BEEN DETERMINED BY THE PLAT.			
149	911 Address	An application for a 911 address must be applied for and received through the Columbia County 911 Addressing Department by applying online @ <a href="https://www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx">https://www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx</a>			

Section 105 of the Florida Building Code defines the:

**Section 105.3.2 - Time limitation of application**

Pursuant to Chapter 1, Section 101.2 of the Florida Building Code: An application for a permit shall be abandoned 180 days after its filing unless the application is pursued in good faith or a permit has been issued. The building official may grant extensions of up to 90 days each, upon written request with justifiable cause.

**Section 105.4.1 - Permit Intent**

Pursuant to Chapter 1, Section 101.2 of the Florida Building Code: A permit issued is not an authorization to violate, alter, or bypass any provisions of the technical codes. It does not prevent the building official from requiring corrections to plans, construction, or code violations. A permit becomes invalid unless work is commenced within six months after issuance, or if work is suspended or abandoned for six months after commencement.

**Section 105.4.1.1 - Permit Revocation and Reissuance**

If work has commenced and the permit is revoked, becomes null and void, or expires due to lack of progress or abandonment, a new permit must be obtained before proceeding.

**Section 105.4.1.2 - Permit Expiration**

If a new permit is not obtained within 180 days after the original permit becomes null and void, the building official may require the removal of any work commenced or completed. Alternatively, a new permit may be issued if the existing work complies with applicable regulations at the time of permit expiration and those effective between expiration and reissuance.

**Section 105.4.1.3 - Active Progress**

Work is considered active when an approved inspection occurs within 180 days. This requirement does not apply if work is halted due to civil commotion, strike, judicial injunction, or similar processes.

**Section 105.4.1.4 - Renewal/Extension Fees**

The fee for permit renewal, reissuance, or extension shall be set by the administrative authority.

**Building Permit Notification**

Once your application is approved, you will receive an email from the Columbia County Building & Zoning Department informing you that your building permit is ready to be issued upon payment.

**Ordinance Sec. 90-75 – Construction Debris**

It is unlawful to dispose of solid waste, including construction or demolition debris, except at authorized disposal sites or the county's waste facilities. Temporary storage of construction or demolition debris on-site for up to seven days is allowed, pending lawful disposal. However, debris must be removed before a certificate of occupancy is issued. The burning of construction debris or vegetative trash is allowed if done in compliance with legal permits and regulations. Disposal of solid waste, special waste, or debris in public streets, right-of-ways, or other public areas is prohibited, and no burial of vegetative trash is allowed on public property under 10 acres.