



**BUILDING DIVISION**  
 120 Malabar Road, S.E., Palm Bay, FL 32907  
 Phone: (321) 953-8924 • Fax: (321) 953-8925

**CUSTOMER SERVICE INFORMATION ON COMMERCIAL PLAN REVIEW**

**REQUIRED DOCUMENTS MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION**

- Complete building permit application with subcontractors (master permit).
- Copy of Impact Fee receipts (Transportation and Utilities).
- Copy of recorded Notice of Commencement (if more than \$2500 or \$7500 for mechanical).
- Copy of workers compensation or exemption form.
- Copy of contractor licenses.
- Plumbing contractor authorization (if applicable).
- Electrical contractor authorization (if applicable).
- Mechanical contractor authorization (if applicable).
- Roofing contractor authorization (if applicable).
- One set of the approved City Site Plan.

**SPECIAL FLOOD HAZARD AREA**  
**IS THE PROPOSED STRUCTURE LOCATED IN A SPECIAL FLOOD HAZARD AREA?**  
**IF YES, PLEASE CONTACT THE CITY OF PALM BAY LAND DEVELOPMENT DIVISION AT (321)**  
**733-3042 OR E-MAIL: [floodzone@palmbayflorida.org](mailto:floodzone@palmbayflorida.org)**

**GENERAL PLAN REQUIREMENTS**

- Plans and specifications: Three (3) copies (additional copy may be required upon request) of drawings to scale 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 type of materials, and is essential to conform to technical codes of the Florida Building, Plumbing, Mechanical, Gas, Energy Efficiency, Accessibility, National Electrical Codes, and NFPA 101 Life Safety Code. 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(s) responsible for the design. Plans shall include a floor plan, foundation plan, wall sections, floor/roof system plan or truss layout with uplift values and all exterior elevations.  
 Note: All plans shall be signed and sealed by Florida design professional.  
 Note: A separate title indicating the name, address, telephone number and registration or license number of the person responsible for each system or design must be included on each submitted construction drawings.
- Occupancy group classification and Type of construction shall be noted on plan.

**STEEL BUILDING REQUIREMENTS**

Three (3) copies of foundation anchor bolt plan shall be provided along with the pre-engineered building shop drawings. Shop drawings shall be signed and sealed by a professional and shall indicate the design criteria clearly, i.e. wind loading, floor and roof live and dead loads, etc.

**THE FOLLOWING INFORMATION RELATED TO WIND LOAD SHALL BE SHOWN ON THE CONSTRUCTION PLAN**

- Basic wind speed according to the current Florida Building Code.
- Wind importance factor and building category.
- Wind exposure – if more than one wind exposure is utilized, the wind direction shall be indicated.
- Applicable internal pressure coefficient.
- Components and cladding. The design wind pressure in term of psf (kN/m2) to be used for the design of exterior components and cladding materials not specifically designed by a registered design professional.

**CITY OF PALM BAY IS LOCATED IN WIND BOURNE DEBRIS AREA AND ONE OF THE FOLLOWING OPTIONS ON COMPILATIONS MAY BE USED FOR COMPLIANCE FOR WIND SPEED DESIGN CRITERIA**

- Building may be designed as partially enclosed or opened. This means that the building design allows it to withstand the internal pressure build up when opening is breached. Plans must include a note stating, "This structure has been designed as a partially enclosed structure in accordance with the Florida Building Code" or
- Building may be designed as enclosed. This means that the glazed exterior openings shall be protected with the following options:  
 Option 1: Plywood shutters may be used. The plywood must be a minimum of 7/16 inch thick, precut with anchorage system in place before the final building inspection, and all other panels shall be properly identified. (One shutter must be installed at final inspection.)  
 Option 2: Approved shutter certified to meet impact tests. Plans must include manufacturer, model number, installation instructions and copy of impact test data. (One shutter must be installed at final inspection.)  
 Option 3: Approved impact resistant windows certified to meet impact tests. Plans must include manufacturer, model number, installation instructions and copy of impact test data.

**FIRE RESISTANCE CONSTRUCTION REQUIREMENTS SHALL BE SHOWN AND INCLUDE THE FOLLOWING COMPONENTS**

- Fire resistant separations.
- Fire resistant protection for type of construction.
- Protection of openings and penetrations of rated walls.
- Listed assemblies of rated walls, floor/ceiling and shaft enclosure (testing number).
- Fire blocking and draftstopping.
- Calculate fire resistance.
- Door and window schedule and their listing (rated assemblies).

**FIRE SUPPRESSION SYSTEM**

- Early warning.
- Fire sprinklers.
- Smoke evacuation system schematic.
- Fire suppression system requires a separate permit.

**LIFE SAFETY SYSTEM SHALL BE DETERMINED AND SHALL INCLUDE THE FOLLOWING**

- Occupant load and egress capacities.
- Early warning.
- Standpipe.
- Smoke control.

<input type="checkbox"/> Stair pressurization.
<input type="checkbox"/> System schematic.
<input type="checkbox"/> Life safety plan.
<b>OCCUPANCY LOAD/EGRESS REQUIREMENTS INCLUDE THE FOLLOWING</b>
<input type="checkbox"/> Occupant load and egress capacities.
<input type="checkbox"/> Means of egress (exit access, exits and exit discharge).
<input type="checkbox"/> Stair construction and protection.
<input type="checkbox"/> Emergency lighting and exit signs.
<input type="checkbox"/> Specific occupancy construction requirements.
<input type="checkbox"/> Horizontal exit/exit passageway.
<input type="checkbox"/> Door sizes.
<b>STRUCTURAL REQUIREMENTS SHALL INCLUDE THE FOLLOWING</b>
<input type="checkbox"/> Structural design criteria clearly indicated, i.e. wind loading, floor and roof live and dead loads.
<input type="checkbox"/> Building envelope (shearwall locations, etc.).
<input type="checkbox"/> Structural calculations (new structure).
<input type="checkbox"/> Wall sections.
<input type="checkbox"/> Floor systems.
<input type="checkbox"/> Soil conditions/analysis.
<input type="checkbox"/> Post columns and beams.
<input type="checkbox"/> Foundation details.
<input type="checkbox"/> Roof system details.
<input type="checkbox"/> Threshold inspection plan and report (shoring drawing if applicable).
<input type="checkbox"/> Stair details to include tread and riser, handrail and guardrail.
<input type="checkbox"/> Hurricane tie downs, anchors and connector details.
<b>MATERIALS SHALL BE REVIEWED AND SHALL AT A MINIMUM INCLUDE THE FOLLOWING</b>
<input type="checkbox"/> Wood.
<input type="checkbox"/> Steel.
<input type="checkbox"/> Aluminum.
<input type="checkbox"/> Glass.
<input type="checkbox"/> Masonry.
<input type="checkbox"/> Gypsum board/plaster.
<input type="checkbox"/> Type of insulation.
<input type="checkbox"/> Concrete.
<input type="checkbox"/> Plastic.
<input type="checkbox"/> Roofing.
<b>ACCESSIBILITY REQUIREMENTS SHALL INCLUDE THE FOLLOWING</b>
<input type="checkbox"/> Site requirements showing handicapped parking.
<input type="checkbox"/> Accessible route.
<input type="checkbox"/> Vertical accessibility.
<input type="checkbox"/> Drinking fountains.
<input type="checkbox"/> Toilet and bathing facilities.
<input type="checkbox"/> Equipment.
<input type="checkbox"/> Special occupancy requirements.
<input type="checkbox"/> Fair housing requirements.
<input type="checkbox"/> Maneuvering clearances.
<input type="checkbox"/> Ramp rise and run.
<b>INTERIOR REQUIREMENTS SHALL INCLUDE THE FOLLOWING</b>
<input type="checkbox"/> Interior finish (flame spread/smoke development).
<input type="checkbox"/> Light and ventilation.
<input type="checkbox"/> Sanitation.
<b>PLUMBING PLANS SHALL INCLUDE THE FOLLOWING</b>
<input type="checkbox"/> Designer name and seal shall be on all plans (if applicable).

<input type="checkbox"/> Minimum number of fixtures.
<input type="checkbox"/> Fixture requirements.
<input type="checkbox"/> Potable water supply piping.
<input type="checkbox"/> Sanitary and building drain.
<input type="checkbox"/> Water heaters and their locations.
<input type="checkbox"/> Vents.
<input type="checkbox"/> Location of water supply line.
<input type="checkbox"/> Grease trap sizes and location – contact Utilities Department for size of grease traps at (321) 952-3410 or e-mail: <a href="mailto:pbutil@palmbayflorida.org">pbutil@palmbayflorida.org</a> .
<input type="checkbox"/> Plumbing risers.
<input type="checkbox"/> Roof drainage.
<input type="checkbox"/> Backflow preventer.
<input type="checkbox"/> Irrigation.
<input type="checkbox"/> Environmental requirements.
<b>MECHANICAL PLANS SHALL INCLUDE THE FOLLOWING</b>
<input type="checkbox"/> Designer name and seal shall be on all plans (if applicable).
<input type="checkbox"/> Exhaust system including clothes dryers, kitchen equipment and specialty equipment system.
<input type="checkbox"/> Equipment schedule and their locations including rooftop units and GFIs.
<input type="checkbox"/> Duct sizes, insulation R-value, diffuser sizes, return air and plenum locations.
<input type="checkbox"/> Duct closures (UL181 approved tapes, mastic, etc.).
<input type="checkbox"/> Ventilation systems.
<input type="checkbox"/> Chimneys, fireplace and venting.
<input type="checkbox"/> Appliances.
<input type="checkbox"/> Refrigeration.
<input type="checkbox"/> Energy calculations (2-copies, signed and sealed).
<input type="checkbox"/> Make-up air.
<input type="checkbox"/> Combustion air.
<input type="checkbox"/> Boilers.
<input type="checkbox"/> Bathroom ventilation.
<b>GAS PLANS SHALL INCLUDE THE FOLLOWING</b>
<input type="checkbox"/> Designer name and seal shall be on all plans (if applicable).
<input type="checkbox"/> Gas piping layout.
<input type="checkbox"/> Venting.
<input type="checkbox"/> Gas risers diagram, shut off and pipe sizes (isometric).
<input type="checkbox"/> Type of gas.
<input type="checkbox"/> Appliances including BTU's rating.
<input type="checkbox"/> Fireplaces.
<input type="checkbox"/> Chimneys and vents.
<input type="checkbox"/> LP tank locations.
<input type="checkbox"/> Combustion air.
<b>ELECTRICAL PLANS SHALL COMPLY WITH THE NATIONAL ELECTRICAL CODE AND SHALL INCLUDE THE FOLLOWING</b>
<input type="checkbox"/> Designer name and seal shall be on all plans (if applicable).
<input type="checkbox"/> Type, location, grounding and capacity of all service equipment.
<input type="checkbox"/> Location of every proposed outlet including switches.
<input type="checkbox"/> Location, voltage, horsepower, kilowatt or similar rating of every motor or generator.
<input type="checkbox"/> Details of panelboard, switchboard and distribution center showing type and arrangement of switches, over current device and general equipment
<input type="checkbox"/> Panelboard or switchboard schedule showing wattage or amperage and the number of active or branch circuits to be installed and the number of spare or branch circuits for future use.
<input type="checkbox"/> Location of fire systems and exit lighting (emergency systems).
<input type="checkbox"/> Load calculation sheet.
<input type="checkbox"/> Special occupancies.

<input type="checkbox"/> Low voltage.
<input type="checkbox"/> Communication systems.
<b>TERMITE PROTECTION – PLAN MUST SPECIFY TYPE OF TERMITE TREATMENT</b>
<input type="checkbox"/> <b>Soil chemical barrier method</b> <input type="checkbox"/> <b>Other treatment – must specify the proposed method and submit documentation that substantiates the proposed method</b>
<input type="checkbox"/> Include a note on the plan stating: Chemical barrier method shall be completed in accordance with the Florida Building Code.
<input type="checkbox"/> Include a note on the plan stating: A Certificate of Compliance shall be provided to the Building Division before issuance of a Certificate of Occupancy.
<b>EXTERIOR WINDOWS AND DOORS ARE REQUIRED TO MEET THE DESIGN WIND LOAD PRESSURES</b>
<input type="checkbox"/> All exterior windows and glass doors are required to be tested by an approved independent testing laboratory in accordance with the Florida Building Code and shall bear an AMMA or WDMA label identifying the manufacturer, performance characteristics and approved product testing entity.
<input type="checkbox"/> Plan details illustrate that all exterior windows and doors shall be anchored per published manufacturer's recommendations to achieve the design pressure specified.
<input type="checkbox"/> Plan details illustrate that all exterior windows and doors where buck thickness is less than 1 ½ inches, shall be anchored through the jam into the structural substrate.
<input type="checkbox"/> Plan details illustrate that all exterior windows and doors where buck is less than 1 ½ inches or greater, the buck must be attached in a manner that transfers the load directly to the structure. Windows and doors shall be anchored through the jam into the wood buck.
<input type="checkbox"/> Plan details illustrate that the tapered window buck shall extend beyond the interior lip of the window.
<input type="checkbox"/> Plans details illustrate that mullions and adjacent door assemblies are required to be tested or engineered to transfer 1.5 times the designed loads to the rough opening substrate.
<input type="checkbox"/> A complete door and window schedule including manufacturer and model number has been included as part of the construction drawings.
<input type="checkbox"/> Garage door installation details and data indicating compliance with the wind load requirements of the Florida Building Code has been included as part of the construction drawings.