



# CITY OF PORT ORANGE

---

COMMUNITY DEVELOPMENT  
1000 CITY CENTER CIRCLE  
PORT ORANGE, FLORIDA 32129  
TELEPHONE 386-506-5602  
FAX 386-506-5699  
www.Port-Orange.org

## COMMERCIAL BUILD-OUT SUBMITTAL CHECKLIST

### PAPERWORK:

- \_\_\_\_\_ Application properly completed and signed by license holder and notarized.
- \_\_\_\_\_ Power of Attorney or letter or authorization if someone other than the license holder to drop off or pick up the permit.
- \_\_\_\_\_ Certified Notice of Commencement
- \_\_\_\_\_ \$200.00 application fee (due at submittal)
- \_\_\_\_\_ Pre-Power Agreement Form: signed and notarized by property owner, electrical and general contractor.

### PLANS:

- \_\_\_\_\_ Four (4) complete sets of legible building plans, minimum of 1/8<sup>th</sup> scale, with a Design statement to include the code, edition, section, and type of standard used for design, with raised seal by the Design Professional.
- \_\_\_\_\_ Layouts for cubicles and fixed furniture with dimensions (including heights)
- \_\_\_\_\_ Floor plans with details
- \_\_\_\_\_ (3) sets of Florida Energy Calculations per FBCEC (6<sup>TH</sup> Edition).
- \_\_\_\_\_ Cross-sections and/or wall sections showing all different types and height of walls with details.
- \_\_\_\_\_ All details for any fire rated assemblies or penetrations including any fire rated door's or glass.
- \_\_\_\_\_ Mechanical plans with ducts, dampers, diffusers and equipment with details. Engineer seal required for any system  $\geq$  15 tons or value of \$125,000. +
- \_\_\_\_\_ Electrical plans with device, circuit, panel locations, meter riser diagram and load calculations. Engineer seal required for any circuit over 800 amps or a value of \$125,000. +.Electrical evaluation required for additional panels and/or any transformer added to existing system
- \_\_\_\_\_ Plumbing plans with fixture locations, piping and plumbing riser (isometric drawing). Engineer seal required for any system  $\geq$  250 fixture units or a value of \$125,000. + **(SEE SUPPLEMENTAL WORKSHEET)**
- \_\_\_\_\_ Location of any new exterior equipment to be installed with tenant improvements.
- \_\_\_\_\_ Location of any exit signs and/or emergency lighting.

**All fire alarm, fire protections systems, signs and detached structures require separate permits.**

