



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 BUILDING SUBMITTAL CHECKLIST

Note: Some of the requirements on this list may not pertain to interior buildouts

PAPERWORK:

- Notarized application properly completed and signed by license holder.
- Power of attorney or letter of authorization if someone other than the license holder to drop off or pick up the permit.
- Recorded Notice of Commencement
- \$200.00 application fee due at submittal (not required for buildouts)
- Pre-Power Agreement Form signed and notarized by property owner, electrical contractor and general contractor.

PLANS:

- Four (4) complete sets of legible building plans, minimum of 1/8th scale, with a Design statement to include the code, edition, section, and type of standard used for design, and properly signed & sealed by the Design Professional
 - All structural calculations including roof live load, floor live load and method of complying with basic wind speed (3-second gust), wind importance factor and building classification; wind exposure, the applicable enclosure classifications and, if designing with ASCE 7-10, internal pressure coefficient components and cladding.
 - (3) sets of the installation details and test report for all openings in structure.
 - (3) sets of Florida Energy Calculations per FBCEC (6th Edition)
 - (3) sets of properly signed & sealed truss profiles, or if conventionally framed, two sets of sealed calculations.
 - Truss layout with identifiers and connectors clearly labeled, or if conventionally framed show layout with lumber size, grade, species, spacing and uplifts with connectors.
 - For site-built assemblies the designer of record shall provide the attachment and construction requirements on the plans or as an attachment.
 - Foundation plans with details.
 - Elevations with roof and exterior coverings specified
 - Floor plans with details.
 - Cross-sections and/or wall sections showing all different types and height of walls with details.
 - Specific details for stairs, handrails, shear-wall calculations, fire rated assemblies, etc.
 - Mechanical plans: heating, ventilation, and air-conditioning documents for any new building or addition which requires more than a 15-ton-per system capacity which is designed to accommodate 100 or more persons or for which the system costs more than \$125,000
 - Electrical plans: requires an electrical system with a value of \$125,000 or less and requires an aggregate service capacity of 800 amperes (240 volts) on a commercial or industrial electrical system
 - Plumbing plans: plumbing documents for any new building or addition which requires a plumbing system with more than 250 fixture units or which costs more than \$125,000.
 - Life safety plan: path of travel distances to determine required location of exit signs and/or emergency lighting
- All fire alarm, fire protections systems, dedicated fire mains and hydrants, pools, spas, fences walls, signs and detached structures require separate permits.**

PLUMBING SUPPLEMENTAL PLAN REVIEW WORKSHEET
(To be submitted with plans)

1. Has there ever been a structure on this property _____, is one being demolished now? _____, If yes, how many structures _____, use _____
2. Was this building ever connected to water and/or sewer? _____
3. Will you be connecting to an existing water meter (master meter) Yes _____ No _____, in no, what size and how many water meters are you requesting? Size _____ Number _____
4. Will you be requesting a reclaim meter? Yes _____ No _____, if yes, what size meter? _____



CITY OF PORT ORANGE

BUILDING DIVISION FBC 5TH EDITION (2014)

COMMERCIAL UTILITY SERVICELOAD CALCULATIONS

DATE: _____ COMPLETED BY: _____

LOCATION: _____

BUSINESS NAME: _____

OWNER: _____

FIXTURE TYPE	PROPOSED		EXISTING	
	DFU	AMOUNT	DFU	AMOUNT
Automatic clothes washers, commercial	3			
Automatic clothes washers, residential	2			
Bathroom group (1.6 gpf WC)	5			
Bathroom group (>1.6 gpf WC)	6			
Bathtub	2			
Bidet	1			
Combination sink and tray	2			
Dental lavatory	1			
Dental unit or cuspidor	1			
Dishwashing machine, domestic	2			
Drinking fountain	1/2			
Emergency floor drain	0			
Floor drains	2			
Kitchen sink, domestic	2			
Kitchen sink, domestic W/DW	2			
Laundry tray (1 or 2 compartments)	2			
Lavatory	1			
Shower	2			
Sink	2			
Urinal	4			
Urinal, 1 gallon per flush or less	2			
Wash sink (multiple faucets)	2			
Water closet, flushometer tank	4			
Water closet, private (1.6gpf)	3			
Water closet, private (>1.6gpf)	4			
Water closet, public (1.6gpf)	4			
Water closet, public (>1.6gpf)	6			
TOTAL DFU'S				
NET DFU INCREASE				
NET ELU INCREASE				

WATER METER SIZE

SEWER

SPRINKLER METER SIZE

RECLAIMED CONNECT SIZE

DRIANAGE TOTAL SQ FT

FIRE TAP BLD SQ FT

TABLE 709.1 & 709.2
DFU'S FOR UNLISTED FIXTURES

DRAIN OR TRAP SIZE IN INCHES

INCHES	DFU
1¼ OR LESS	1
1½	2
2	3
2½	4
3	5
4	6