



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 (7th 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 7TH EDITION (2020)

COMMERCIAL UTILITY SERVICELOAD CALCULATIONS

DATE: _____ **COMPLETED BY:** _____

LOCATION: _____

BUSINESS NAME: _____

OWNER: _____

FIXTURE TYPE	DFU	PROPOSED		EXISTING	
		AMOUNT	DFU	AMOUNT	DFU
Automatic clothes washers, commercial	3				
Automatic clothes washers, residential	2				
Bathroom group (1.6 gpf WC)	5				
Bathroom group (>1.6 gpf WC)	6				
Bathub	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

- DRANAGE** TOTAL SQ FT

- FIRE TAP** BLD SQ FT

TABLE 709.1 & 709.2
DFU'S FOR UNLISTED FIXTURES

DRAIN OR TRAP SIZE IN INCHES	DFU
1¼ OR LESS	1
1½	2
2	3
2½	4
3	5
4	6