



CITY OF MOUNT DORA

**BUILDING & FIRE PREVENTION
CONSTRUCTION SERVICES**

Building & Fire Prevention Construction Services

510 North Baker Street

Mount Dora, FL 32757

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Plan Submittal Guidelines: New Commercial/Multi-Family Occupancy

BFP-053

Project Name: _____ **Permit No:** _____

The plan review process can be a complex and lengthy procedure. However, a well researched, properly prepared set of plans submitted with sufficient details, sections and information necessary to determine compliance with the State of Florida/Mount Dora codes will move quickly through the process and have fewer reasons for rejection. These detailed plans on a job site will also aid the inspection process by reducing delays and the number of re-inspections. The form should be filled out by the designer of record. **This is only a guide.** Depending on the scope of work to be permitted, some items may not apply or more specific information may be required.

BUILDING AND FIRE CODE

PERMIT PACKAGE:

- ___ Completed application
- ___ Utility Connections Form
- ___ A copy of the Lake County Property Appraiser's Property Search Record Card.
- ___ Owner/Builder Affidavit if applicable

FLORIDA ENERGY EFFICIENCY FORM (3 Sets):

- ___ Signed by design professional (when required) and by owner/agent
- ___ Cooling/heating load calculations (Section 503.2.1 FBC, Energy)

LIFE SAFETY PLAN

- ___ Occupant load of each area
- ___ Distances of travel and occupant loads on means of egress components
- ___ Location of smoke compartments
- ___ Location of area of rescue assistance
- ___ Designated fire rated walls and partitions
- ___ Occupancy Classification
- ___ Fixture Layout
- ___ Exits required, exits provided
- ___ Exit capacity required, capacity provided
- ___ Aisle widths required, aisle widths provided
- ___ Common path limits, length proposed
- ___ Dead-end corridor limits, dead end proposed
- ___ Travel distance limit, distance proposed
- ___ Corridor rating required, rating provided
- ___ Exit sign locations including directional
- ___ Emergency Lighting Locations
- ___ Fire extinguisher locations and size

FIRE PROTECTION

- ___ Exit lights, emergency lighting
- ___ Location, type, and size of fire extinguishers
- ___ Standpipe risers
- ___ Smoke control
- ___ Smoke evacuation system schematic
- ___ Lock Box Location

Separate permit and plans required for fire protection system prior to installation.

- ___ Fire Sprinkler System Design Documents per 61G15-32
- ___ Fire Alarm System Design Documents per 61G15-32
- ___ Fire Suppression System Design Documents per 61G15-32

ARCHITECTURAL STRUCTURAL PLANS(2 Sets)

Cover Sheet

- ___ Name of Project
- ___ Design professional name, address, number
- ___ Index of plan sheets with description
- ___ List of codes used in the design process
- ___ Proposed occupancy classification
- ___ Wind Zone
- ___ Type of construction, FBC Table 500
- ___ Risk Category
- ___ Proposed square footages of Tenant space
- ___ Any other information helpful to the permitting/inspection process.
- ___ Building area and height

Floor Plan

- ___ Occupancy & use of each area
- ___ Rated walls designated
- ___ Bearing walls designated
- ___ Exits designated
- ___ Dimensioned areas and corridors

- _____ Special occupancy requirements such as assembly seating layout
- _____ Concrete column location
- _____ Isolated bearing columns, posts located

Foundation Plan

- _____ Slab thickness, reinforcing
- _____ Footing dimensions
- _____ Reinforcing steel grade, size, location, lap, concrete coverage
- _____ Termite protection requirements
- _____ Concrete column locations

Sections

- _____ Cross sections through the building, covered entries, balconies, etc., as needed for clarity
- _____ Interior partitions, rated/non-rated, bearing/non-bearing
- _____ Exterior walls (foundation to roof)
- _____ Fire walls
- _____ Shafts (elevator, stair, chutes, mechanical)
- _____ Stairs, landings
- _____ Ramps
- _____ Fireplace, hearth, mantle

Framing

- _____ Walls
- _____ Floor/ceiling framing plan
- _____ Ramps, landings, stairs, framing plan

Details

- _____ Window and door manufacturer's installation
- _____ Guardrail, handrail and anchoring methods
- _____ Knee wall sections with anchoring
- _____ Penetration of fire walls (tested assembly designated)
- _____ Fire dampers (tested assembly designated)
- _____ Fire blocking, draftstopping
- _____ Copies of original tested assemblies (UL, USG, etc.)
- _____ bearing column, posts
- _____ Skylights
- _____ Elevators (including interior car dimensions)
- _____ Concrete beams

Schedules, Tables

- _____ Door, windows (size, type, location key, fire rating, glazing type, hardware, etc.)
- _____ Headers, beams
- _____ Interior finish type and Class A, B, or C
- _____ Connector/anchors schedule with current manufacturer, type, nail sizes and amount, uplift capacity

Specifications

- _____ Design parameters
- _____ Design structural dead loads (roof, floor, concentrated, etc.)

Miscellaneous

- _____ Tested installation documents for all doors, windows, garage doors, sky-lights, louvers, etc.
- _____ Pre-Engineered Trusses

FLORIDA ACCESSIBILITY CODE

- _____ Vertical accessibility
- _____ Maneuvering clearances at doors
- _____ Detail of accessible facilities showing clear floor space, turning radius, fixture elevations, grab rails
- _____ Height of drinking fountain, telephone, etc.
- _____ Audible and visual alarms
- _____ Table of accessible room required and proposed for transient lodging
- _____ Assembly occupancy (auditorium, restaurant, etc.) seating and aisle layout
- _____ Counter heights
- _____ Details to indicate compliance with specific occupancy requirements (business, medical care, libraries, etc.)

ELECTRICAL

- _____ Engineer signed/sealed plans if required by F.S. 471.003
- _____ Maximum available fault current at the service disconnect
- _____ AIC rating of breakers/fuses, panel board bracing
- _____ Metering equipment
- _____ Main over current protection
- _____ Number of service disconnects
- _____ Voltage of the electrical system
- _____ Phase of the system
- _____ Separate derived systems
- _____ Load descriptions
- _____ Branch circuit and equipment requirements
- _____ Conductor size and type
- _____ Conduit size and type
- _____ Conduit percentage of fill
- _____ Grounding methods and conductor sizes
- _____ Location of new / existing exit / emergency

GAS

- _____ Gas piping isometric, type of gas used
- _____ Length of pipe to the most remote outlet
- _____ Pipe section with type, size, lengths and shut-off valves
- _____ Btu/cfh load of each appliance
- _____ Table used to size the system
- _____ Regulator size / working pressures

PLUMBING

- _____ Engineer signed/sealed plans if required by F.S. 471.003
- _____ Sanitary and water supply risers (isometrics) with pipe size, vent sizes, clean-outs, etc.
- _____ Water heater location, installation detail, size, thermal expansion control, safety pan
- _____ Relieving arch detail or pipe sleeved
- _____ Calculation on occupancy and number of facilities required
- _____ Indirect waste detailed or indicated
- _____ Interceptor and separator details
- _____ Floor drain details including trap seal

MECHANICAL

- _____ Engineer signed/sealed plans if required by F.S. 471.003
- _____ Equipment specifications (manufacturer, SEER, kw, Btu, cfm, unit weight, etc.)
- _____ Duct layout, type, insulation, installation, turning vanes, volume dampers
- _____ Grill sizes, cfm's
- _____ Condensing unit and air handler locations keyed to each other,
- _____ Condensate waste location and/or detail
- _____ Installation details for air handlers and roof top units including anchoring details
- _____ Fire damper location, type and details
- _____ Exhaust systems
- _____ Duct detector, remote annunciator locations
- _____ Smoke detection system
- _____ Statement of compliance with ASHRAE 62

- _____ * * Kitchen hood system, details, exhaust, make-up air
- _____ * * Stand Alone Walk-In Coolers/Freezers. Listing. Details, manual

*** * Requires a separate permit**