

**CITY OF FORT WALTON BEACH
BUILDING PERMIT CHECKLIST**

COMMERCIAL/MULTI-FAMILY (4 units+) BUILDINGS

NEW CONSTRUCTION OR ADDITION

JOB ADDRESS _____

JOB DESCRIPTION _____ (Type of work)

SUBMITTED BY _____ # _____
(Please print) (Telephone No.)

_____ Completed Demolition Permit Application (EPA ASBESTOS REGULATIONS APPLY).

_____ Completed Building Permit Application, including construction cost.

_____ Three (3) Copies of a recent survey, one sealed.

_____ Five (5) complete sets of Civil Plans with; Site plan, Stormwater Management Plan (grading and drainage plan), drainage calculations (2 sets), Utility Plan, Detail & Spec. Sheets prepared by Florida Reg. Engineer.

_____ The Site plan (Plot Plan, see attached) shall be drawn to scale showing the following:

_____ Setbacks (from property lines),

_____ Dimensions of new structure or addition (building footprint(s),

_____ Off-street parking and loading spaces, including Florida Accessibility Code compliance, parking spaces, walkways, ramps, etc.

_____ Sidewalks (proposed or existing),

_____ Solid Waste container location,

_____ Lot coverage calculations/open space requirement,

_____ Ingress/egress points to public/private ROWs,

_____ Adjacent highway median cuts/landscape revisions,

_____ Proposed free-standing sign locations (signs require separate permit and fee),

_____ Fences/walls or other buffer areas,

_____ Proposed finished floor elevation (FFE) based on NGVD ('29) and finished grade elevation at property corners and curb.

_____ Two (2) complete sets of Building Plans prepared and sealed by an engineer or architect designed in strict accordance with Sec. 104.3.1.1 of the Florida Building Code which include:

_____ Construction drawings of: foundation plan, floor plan, wall sections (footing to roof), framing plan, roof plan, elevations, truss engineering, connector load details, shear wall details, floor framing detail, plumbing riser plan, electrical power plan, mechanical systems, fire protection system, and fire-rated assemblies (2 sets).

SEE REVERSE FOR MORE ITEMS

CITY OF FORT WALTON BEACH

_____ Wind loads, including calculations, live loads, dead loads, occupancy classification and occupant load prepared by Florida Reg. Engineer (2 sets).

_____ Energy Code Compliance Forms sealed by Florida Reg. Engineer or Architect (2 sets).

_____ Landscape Plan (with shallow well and irrigation system plan) prepared by Florida Reg. Landscape Architect or Nurseryman. (2 sets)

_____ Concurrency Documentation shall be submitted and approved by city staff prior to the issuance of a building permit (2 sets).

_____ Notice of Commencement (NOC), must be on-file prior to first inspection. (construction value in excess of \$2,500)(1 copy of recorded NOC).

Your Building Permit Application will be reviewed by the following City Departments with comments via separate memo: (Fire, Building, Zoning, Utilities and Public Works). Submittal of the above documentation does not mean your permit is approved. Final approval for a building permit must be obtained from All applicable City Departments. Federal or State of Florida approvals may also be required.

Major Development within the Community Redevelopment Area will require approval by the CRA Board of Commissioners and the City Council.

SETBACKS - PRINCIPAL STRUCTURE ONLY

	REQUIRED	PROPOSED	STAFF APPROVED
FRONT			
SIDE			
SIDE			
REAR			

If you need further assistance please call **Kelly Scott**, Building Permit Technician at your earliest convenience at (850) **833-9605** or Linda Carnley, Building Official at (850) 833-9599; or Fax. 850-833-9926.

FAILURE TO PROVIDE ANY OF THE REQUIRED DOCUMENTATION WILL DELAY THE REVIEW AND APPROVAL OF YOUR PROJECT.

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SEE REVERSE FOR MORE ITEMS