



**BUILDING
NEW – ADDITION – ALTERATION
SUPPORTING DOCUMENTS & PLANS CHECKLIST**

SUPPORTING DOCUMENTS	
DUE AT SUBMITTAL	<input type="checkbox"/> Permit Application with property address, strap number, job name, job valuation, property owner, contact information for plan comments, and contractor information (may list as "Out to Bid"). NOTE: If the owner is acting as his/her own contractor, Florida Statute 489.103(7) requires the owner to <u>personally appear</u> to sign the application. Notary service is provided free of charge. <input type="checkbox"/> Letter of Intent completed and signed by business owner (on our form). Commercial Only <input type="checkbox"/> One (1) set of drawings/plans, specifications, energy calculations, etc. which conform to the below checklist. <input type="checkbox"/> Payment of all Plan Review Fees (refer to Permit Application Fee Calculators on City's website www.cityftmyers.com) Visit our website at www.cityftmyers.com/1650/Electronic-Permits/ to learn about our Customer Self Service Portal .
DUE AT ISSUANCE	<input type="checkbox"/> Current Contractor Registration with The City of Fort Myers (separate registration form). <input type="checkbox"/> Subcontractor worksheet (Electrical, Plumbing, Mechanical, and Roofing), as determined based on the scope of work. <input type="checkbox"/> Debris affidavit completed and signed by contractor or owner-builder (on our form). <input type="checkbox"/> Asbestos Affidavit completed and signed by contractor or owner-builder (on our form) (For Alterations and Additions Only) <input type="checkbox"/> Proof of ownership if different from Public Records of Lee County (due to a recent sale of property). A recorded deed is acceptable proof of ownership.
DUE BEFORE 1 ST INSP.	<input type="checkbox"/> Certified copy of the Notice of Commencement signed by property owner, lessee, or agent of either, and notarized, (on our form) for all jobs in excess of \$2,500 as required per Florida Statute 713.135(d).

BUILDING PLANS

- Provide statement of compliance on all plans to read substantially as follows:
 "These plans were prepared and shall comply with the following:
 - **Seventh Edition (2020) Florida Building Code, Building, Plumbing, Mechanical, Fuel Gas and/or Existing Building**
 - **Seventh Edition (2020) Florida Fire Prevention Code (if applicable)**
 - **2017 National Electric Code**
 - **The City of Fort Myers Code of Ordinances**
 - **Florida Department of State, Administrative Code**
 - **2020 Florida Statutes"**
- Building Data Table, to include:
 - a. Occupancy classification of the building and all areas of the building which have mixed occupancy. This is determined from Chapter 3 of the FBC.
 - b. Type of construction: Type I through Type VI. This is determined from Chapter 6 of the FBC. Include whether or not the construction type is protected or unprotected.
 - c. Height and area of the entire building. Also, the area of any parts of the building divided into tenant spaces or different occupancy classifications as applicable to the project. If a height and/or area modification is to be used, provide the calculation(s) **Commercial Only**
 - d. Sprinkled or unsprinkled.
- Key plan showing the entire building and area of change, if any.
- Demolition drawings, if applicable. Indicate specifically what is and what is not load-bearing.
- For roof assemblies required by the code, the construction documents shall illustrate, describe, and delineate:
 - a. Type of roofing system.
 - b. Materials.
 - c. Fastening requirements.
 - d. Wind resistance rating required for installation.
 - e. Flashing requirements
 - f. Product evaluation and installation shall indicate compliance with the wind criteria required for the specific site or a statement by an architect or engineer for the specific site must be submitted with the construction documents.
- Floor plan(s) showing:
 - a. Dimensions of corridors, doors, rooms, stairs, etc.
 - b. Labeling of use of all rooms and areas.
 - c. Hourly rating of fire rated assemblies of fire-rated partitions and/or firewalls. **Commercial Only**
 - d. Gross area between fire-rated partitions or fire walls as applicable. **Commercial Only**
 - e. Travel distance to exits. **Commercial Only**
 - f. Egress calculations including exit widths and capacities.
 - g. Occupant load calculations. **Commercial Only**
 - h. Seating, if applicable. **Commercial Only**
 - i. Provide locations of fire extinguishers. **Commercial Only**
- Door schedule, including rating, label type, and hardware.

- Window schedule, including fire-rating, positive and negative wind load pressures, emergency escape requirements, etc.
- Door and window cut-sheets for all doors and windows located in exterior walls. Cut-sheets shall show compliance with a required wind loads, include a fastener schedule with installation specifications, indicate the positive and negative pressures, and whether it is or is not impact resistant.
- Details of all stairs, handrails, guardrails, etc.
- Detailed wall sections for all walls and roofs (including exterior slab elevations at exit)
- Details of approved listings for all rated assemblies including testing laboratory, design number, etc. This includes walls, floors, floor/ceiling assemblies, columns, beams, girders, trusses, arches, roofs, ceilings, roof/ceiling assemblies, etc. as applicable to the project. Details of fire-stopping methods at rated assembly penetrations. **Commercial Only**
- Elevation drawings for all building elevations. If the percentage of openings in exterior walls is restricted by Table 704.8 of the Florida Building Code, provide verification of compliance. **Commercial Only**
- Primary and secondary roof drainage details and calculations as applicable to the project. **Commercial Only**
- Mechanical plan**, as applicable to the project:
 - a. Duct layout showing supply and return ducts.
 - b. Equipment location. Dead loads from placement of equipment must be accounted for on any structural details as applicable (i.e. truss loading).
 - c. Installation specification showing size, gauge of sheet metal, registers, diffusers, dampers, return air smoke detection equipment, drains, etc. as applicable to the project **Commercial Only**
 - d. Wind load compliance details of all equipment to be located outside of the building envelope.
 - e. Energy calculations
- Electrical plan**, as applicable to the project: **Commercial Only**
 - a. Plan to show all receptacles.
 - b. Lighting, including emergency lighting.
 - c. Exit signs.
 - d. Luminaire schedule.
 - e. Fault current analysis.
 - f. Elevation of equipment if in a flood zone.
 - g. Load calculations, etc.
 - h. Smoke Detector Location **1 & 2 Family Only**
- Plumbing plan**, as applicable to the project:
 - a. Fixture location
 - b. Isometric (riser diagram) **Commercial Only**
 - c. Fixture count calculations **Commercial Only**
 - d. Backflow prevention **Commercial Only**
 - e. Thermal expansion provisions, etc. **Commercial Only**
 - f. Water heaters **Commercial Only**
 - g. Grease traps (inside building) **Commercial Only**
- Wind Design Data**. The following information related to wind loads shall be shown on the construction drawings, regardless of whether wind loads govern the design of the lateral-force-resisting system of the building:
 - a. Basic wind speed (3-second gust), miles per hour (m/s)
 - b. Wind importance factor, I_w , and building category
 - c. Wind exposure – if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated.
 - d. The applicable enclosure classifications and if designing with ASCE 7 internal pressure co-efficient.
 - e. Components and Cladding. The design wind pressures in terms of psf (kN/m^2), to be used for the selection of exterior component and cladding materials not specifically designed by the registered design professional.
- In accordance with Florida Statute 553.79, any building which is greater than three stories or 50 feet in height, or which has an assembly occupancy classification that exceeds 5,000 square feet in area and an occupant content of greater than 500 persons shall be required to submit a threshold inspection plan including shoring and re-shoring plans at the time of submittal.

SITE PLAN

- Raised seal boundary survey of the parcel, showing current conditions. **(For Additions and New Buildings Only - No drawings will be reviewed for new construction or additions unless this items is provided)**
- Architectural Master Site Plan showing *(no civil engineered drawings)*:
 - a. North arrow and scale.
 - b. Building location and setbacks to property lines and other structures.
 - c. Any easements on or immediately adjacent to the parcel.
 - d. Parking space locations, dimensions, calculations, etc. **Commercial Only**
 - e. Flood zone designation and proposed finished floor elevation.
 - f. Inside and outside turning radii. **Commercial Only**
 - g. Accessible routes, sidewalks, crosswalks, as applicable to the project. **Commercial Only**
 - h. Lot coverage calculations.
 - i. Water, sewer locations, and location of specific tanks.
 - j. Stormwater calculations location, details, and calculations as applicable to project. Stormwater runoff direction(s) and receiving body of water name.

- k. Hydrant location(s), water supply, PIV (Post Indicator Valve). **Commercial Only**
- l. Zoning classification and existing use of all surrounding parcels.
- m. Fire lanes as required **Commercial Only**
- n. Type of construction.
- Drainage Map and Erosion Control Plan showing:
 - a. Existing and proposed drainage for the property and abutting parcels, which shall include flow paths, drainage feature (including, but not limited to, detention/retention facilities, pipes, inlets, outfall structure, swales, etc.) elevations (existing and proposed) on the parcel and 40' into abutting parcels.
 - b. Areas of disturbance and acreage.
 - c. BMP's (best management practices) and installation details

ADDITIONAL INFORMATION

- Separate permits required for:
 - a. Fire alarm, Fire sprinkler, standpipes, underground fire lines, hood suppression, etc. from the Fire Prevention division prior to commencement of related work.
 - b. Build-Out and/or Renovation of each unit in Shell or Multi-Tenant Building, detached structures, demolition of entire structures (one permit per building/structure), shutters, awnings, pool/screen enclosures, fences, walls, dumpster enclosures, retaining walls, radio/tv antenna/satellite dish, construction trailers, office/sales trailers, signs, hoods, walk-in coolers, walk-in freezers, generators, irrigation/sprinklers, grease interceptors (outside), gas lines, site improvements, etc. from the Building division
- Windows/Doors: If NOT being installed size for size, indicate on plans how that opening is going to be increased or decreased to accommodate the new window/door. **NOTE:** If enclosing an existing opening, indicate in job description on permit application that the improvement is a renovation/alteration to the structure.
- Tempered Glazing Requirements:
 - a. Windows within a 24" arc of any door jamb.
 - b. Exposed area of an individual pane greater than 9 square feet.
 - c. Bottom edge of glass in less than 18 inches from floor.
 - d. Windows in a wall enclosing a hot tub, sauna, bathtub, or shower
 - e. Windows 60 inches or less horizontally from the bottom tread of a stairway where the glass is 60 inches from the floor.
 - f. Windows adjacent to stairways, landings, and ramps, within 36 inches of a walking surface when the exposed surface of the glass is less than 60 inches above the plane of the adjacent walking surface.
- Windows and Doors must comply with the wind load requirements of Section 1609 of the FBC (Commercial Only)
- Windows/Doors: If 25% of the aggregate area of glazing is being replaced, wind borne debris protection (impact glass, shutters, storm panels) are required on those openings being replaced. (1 & 2 Family Dwellings Only)
- Requirements during construction: **Commercial Only**
 - a. Fire lanes shall be provided at the start of the project and shall be maintained throughout construction
 - b. In all buildings over one story in height, at least one stairway shall be provided that is in usable condition at all times and meets the requirements of NFPA 101.
 - c. A water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material accumulates. There shall be no delay in the installation of fire prevention equipment (NFPA 241)
 - d. Where underground water mains and hydrants are to be provided, they shall be installed, completed and in service prior to construction work (NFPA 241)
 - e. Standpipes shall be installed when the progress of the construction is not more than 50 feet in height above grade.
 - f. At least one fire extinguisher also shall be provided in plain sight on each floor at each usable stairway as soon as combustible material accumulates (NFPA 241)

Note: Penalties for non-compliance with technical codes:

F.S. 553.80(2) (b) With respect to evaluation of **design professionals' documents**, if a local government finds it necessary, in order to enforce compliance with the Florida Building Code and issue a permit, to reject design documents required by the code three or more times for failure to correct a code violation specifically and continuously noted in each rejection, including, but not limited to, egress, fire protection, structural stability, energy, accessibility, lighting, ventilation, electrical, mechanical, plumbing, and gas systems, or other requirements identified by rule of the Florida Building Commission adopted pursuant to chapter 120, the local government shall impose, each time after the third such review the plans are rejected for that code violation, **a fee of four times the amount** of the proportion of the permit fee attributed to plans review.

(c) With respect to inspections, if a local government finds it necessary, in order to enforce compliance with the Florida Building Code, to conduct any **inspection** after an initial inspection and one subsequent re-inspection of any project or activity for the same code violation specifically and continuously noted in each rejection, including, but not limited to, egress, fire protection, structural stability, energy, accessibility, lighting, ventilation, electrical, mechanical, plumbing, and gas systems, or other requirements identified by rule of the Florida Building Commission adopted pursuant to chapter 120, the local government shall impose **a fee of four times the amount** of the fee imposed for the initial inspection or first re-inspection, whichever is greater, for each such subsequent re-inspection.

The City of Fort Myers reserves the right to require additional information or documentation as necessary to complete the review and permitting process per Florida Statute 553.79.