



City of Ft. Pierce
COMMERCIAL BUILDING REMODEL PERMIT SUBMISSION CHECKLIST
Only complete submission packages will be accepted for review

A COMPLETE SUBMISSION WILL INCLUDE ALL OF THESE DOCUMENTS. IT SHALL INCLUDE 1 SET OF PAPER DOCUMENTS AND 3 CD'S

ITEM #	ITEM	COMMENTS
1	CD's must be labeled as shown.	a. Project Address:
2		b. Project Name:
3	Label must be a typed label designed for use on a CD and properly applied.	c. Type of Project: New commercial, commercial Renovation, Commercial addition, New Multi-Family w/ #_____Units, Multi-Family Renovation, Multi-Family Addition w/ #_____Units
4	Plan pages must be saved to the disk to match plan page numbers. Items 5-18 must be saved to the CD as named below.	d. Purpose of Submittal: Building Permit submittal, Revision submittal. e. Plan Date or Revision Date f. Parcel Number
5	Building Permit Application	Completed and Signed original and Copied on the CD's
6	Site Plan	
7	Building Construction Drawings	Complete Set Construction (Paper 24" x 36") with pages saved to match page numbers in PDF format on the CD's . Cover Sheet of plans must conform to <i>Building Plans Cover Sheet Requirements</i> .
8	Energy Calculations	If applicable
9	Manual J or N as design requires	If applicable
10	Product Approval for Windows	If applicable
11	Product Approval for Doors	If applicable
12	Product Approval for Roofing	If applicable
13	Truss Layout	If applicable
14	Truss Calculations	If applicable
15	Wind load Compliance	If applicable
16	Specification Manual	If applicable
17	Fire Sprinkler, suppression or alarm plans	If applicable Must conform to the minimum requirements of NFPA or FBC Code section. These may be submitted separately, however the plans submitted must indicate which standard will be applied.
18	Fire Stop Components cut sheets (Penetrations & Collars)	If applicable