

Okeechobee County Community Development

1700 NW 9th Avenue, Suite A, Okeechobee, FL 34972

Phone (863) 763.5548

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

SUBMIT THREE (3) INDIVIDUAL SETS OF ALL COPIES WITH YOUR APPLICATION

IN THE ORDER SHOWN BELOW:

ONLY COMPLETE PERMIT APPLICATION PACKAGES WILL BE ACCEPTED

NOTE: SEPARATE PERMITS REQUIRED FOR ELECTRIC, PLUMBING, MECHANICAL & LP GAS

____ 1. Completely filled out building permit application, **including driveway dimensions**. Application must be signed and notarized. Parcel ID number must be on the permit. **Incomplete applications cannot be accepted.**

____ 2. Completed subcontractor permit applications: **Mechanical, Plumbing, Electric, LP Gas, Roofing and Driveways.**

____ 3. If using septic tank, Health Department permit or letter of approval; for all others, authorization letter from OUA or privately owned and operated sewage treatment plant.

____ 4. Copy of recorded Notice of Commencement if total job value is \$2,500 or more.

____ 5. Copy of recorded deed or tax receipt showing current ownership of property.

____ 6. A signed Driveway Connection Permit from the Road and Bridge Department.

____ 7. Notarized statement of authorization from property owner/agent if parcel is leased.

____ 8. Site/plot plan including: any new construction, additions, improvements or repairs of any kind with dimensions.

____ 9. Floor plan to include square footage of commercial building and intended use.

____ 10. Energy Performance Index (EPI), Manual J Calculations – Residential.

____ 11. Truss Layout and Engineering

____ 12. Construction plans including, but not limited to: Indicate on drawings design criteria: Residential 2020 Building Code, 7th Edition, Risk Category II; Wind Speed 140 or 150 depending on location (see Figure 1609A); Use of structure; and Type of structure.

____ 13. **All product approval and installation details** (All items listed in FBC 107.3.5) must be either: Shown on the signed, sealed and dated building plans and include the product name; Florida (or Miami-Dade) product approval number **AND** method of installation on the following: all windows, doors, exterior doors (including garage doors), roofs, skylight, panel walls, structural components, shutters, new and innovative new products etc...

____ 14. Initial Plan Review Fee (\$150) Check, Cash or Credit Card.

BEFORE A CONCRETE INSPECTION CAN BE SCHEDULED, SUBMIT TO THE BUILDING DEPARTMENT:

____ 15. Form Board Survey.

____ 16. If your project is in a flood zone you will need a Construction Elevation Certificate and if you are pouring concrete for a project in a flood zone you will also need a 1st Pour Elevation Certificate.

____ 17. Original soil compaction test, certified by an engineer licensed by the State of Florida. (Note: Email accepted for first inspection; ORIGINAL REQUIRED PRIOR TO FINAL INSPECTION.)

____ 18. Termite spray for perimeter.

BEFORE A FINAL INSPECTION & C/O CAN BE SCHEDULED, SUBMIT:

____ 19. Original Finished Floor Elevation or Flood Elevation Certificate NAVD from a surveyor licensed by the State of Florida. Note that the finished floor elevation must be 18" above the crown of the adjacent road and must be above the base flood elevation or meet minimum septic tank elevation, whichever is greater.

____ 20. Final approval from the Health Department on septic tank.

____ 21. Termite spray for perimeter.

____ 22. Final signature on Driveway Permit from Road and Bridge.

____ 23. Landscape requirements must be met.

____ 24. Pay Solid Waste, Fire and EMS Assessment Collection Fee or provide a copy of tax valorem assessment before Certificate of Occupancy can be issued (fee determined at time of final inspection).

____ 25. Original Soil Compaction Test.