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# OFFICE OF CENTRAL PERMITTING

DADE CITY CENTRAL PERMITTING  
14236 6<sup>TH</sup> Street, Suite 203  
Dade City, FL 33523

LAND O LAKES CENTRAL PERMITTING:  
4111 Land O' Lakes Boulevard, Suite 205  
Land O' Lakes, FL 34639

NEW PORT RICHEY CENTRAL PERMITTING  
8731 Citizens Drive, Suite 230  
New Port Richey, FL 34654

## COMMERCIAL INTAKE MINIMUM REQUIREMENTS




All Applications for Commercial Permits will only be accepted in the New Port Richey Office which became effective on March 2, 2016. We apologize for any inconvenience.


- View the [Notice to Contractors and Builders for Driveway Connection Permits and Building and Site Plan Applications](#)
- **New Code Requirements effective December 31, 2017:** The new 6th edition (2017) of the [Florida Building Code](#) will take effect on December 31, 2017. Permit applications and construction plans submitted after the effective date must demonstrate compliance with the [new code](#).

### New Construction/Building or Addition Requirements:



- Permit Application completed.
- (Include accurate detail of proposed project).
- All documents must have project address.
- 2 copies of site plan that were submitted to Site Development after the first round of comments.
- 2 sets signed and sealed construction drawings meeting minimum plan review requirements of the FBC section 107.3.5.
  - Current Florida Building Code Edition
  - Wind Design Criteria
  - Correct Square footage
  - Life Safety Plan/Egress Requirements

<p><b>*All plans must have address printed (If no address has been assigned, Plans must have Parcel number)</b></p>	<ul style="list-style-type: none"> <li>• Use group classification, occupancy load, type of construction.</li> <li>• 2 copies of energy calculations.</li> <li>• Applicant contact information including email address.</li> <li>• Accurate job value per ICC Building Value Data Table.</li> <li>• Product approval information.</li> <li>• <a href="#">Temporary Commercial Power Request</a></li> </ul>
<p><b>Tenant Build-Out or Remodel</b></p> 	<ul style="list-style-type: none"> <li>• Application fully completed.</li> <li>• All documents must have project address.</li> <li>• 2 copies of site plan or key plan showing exact unit or work area.</li> <li>• 2 sets signed and sealed construction drawings.</li> <li>• Plans must cite compliance with Current Florida Building Code Edition.</li> <li>• Scope of work.</li> <li>• Data code analysis. <ul style="list-style-type: none"> <li>-Use group classification</li> <li>-Occupancy load</li> <li>-Type of construction</li> <li>-Space square footage</li> </ul> </li> <li>• 2 copies of energy calculations.</li> <li>• Applicant contact information including email address.</li> </ul>
<p><b>Restaurant</b></p> 	<ul style="list-style-type: none"> <li>• All requirements above for new building or tenant build-out.</li> <li>• Letter of plan approval from DBPR Hotels and Restaurants.</li> <li>• Health approval required.</li> </ul>
<p><b>Cell Tower (antennas and or/ground equipment)</b></p> 	<ul style="list-style-type: none"> <li>• Application fully completed.</li> <li>• Two copies of building and site plans.</li> <li>• Plan must cite compliance with the current edition of the Florida Building Code.</li> <li>• Structural calculations for antennas – 2 sets. Engineer’s seal on ALL pages or on an index page.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ground work (cabinets requires a separate permit).</li> <li>• \$120 site fee for antennas; \$30 site fee for ground work.</li> <li>• Correct address.</li> </ul>
<p><b>Pool or splash pad</b></p> 	<ul style="list-style-type: none"> <li>• Application completed.</li> <li>• 2 copies of site plan.</li> <li>• 2 sets signed and sealed construction drawings.</li> <li>• Plans must cite compliance with the current edition of the Florida Building Code.</li> <li>• Equipment list.</li> <li>• Make sure occupancy and load are on the plans.</li> </ul>

**Revised 1-3-18**