



## Addition - Commercial Permit Guidelines

\*Architectural/Engineered sealed plans required

**ADDITIONS ARE NEW CONSTRUCTION AND WILL HAVE IMPACT FEES APPLIED**

**\*\*\*must submit site plan permit prior to building permit submittal\*\*\***

**HOOD AND WALK IN COOLER ARE SEPARATE PERMITS; NOT TO BE INCLUDED IN ADDITION PLANS**

**CGC or CBC may apply for permit.**

- Addition/Remodel application.
- Four (4) sets of plans outlining scope of work.
- Four (4) copies site plan and/or surveys.
  - If parcel on septic need Health Dept Approval letter or stamped site plan.
- Four (4) copies of any additional documents, i.e. window/door NOA, e-calcs, etc..
- Burrowing Owl/Gopher Tortoise Affidavit
- Elevation certificate if located in flood zone (excluding X and 2PACFH).
- FEMA packet if located in flood zone AND elevation certificate is lower than base flood
- NOC if value is \$2500 or greater.

**Description:**

- Business name, condo name, unit #, scope of work (can put scope of work in extended notes area)

**Route to: OFFICE USE ONLY**

Building	Plumbing	Species if Owl, Eagle or Gopher Tortoise
Zoning	Mechanical	
Electric	Fire	Planning (if in CORR, PIRD, or any CRA district).

**Processing: OFFICE USE ONLY**

- Type: Addition w/sewer or septic
- Subtype: Commercial

**Inspections:**

- Will vary depending on scope of work

**Fees:**

- Addition/Remodel Com                      \$76.05 deposit at submittal
- Fire                                                \$7.85/\$1000 or \$40.00 minimum
- SDR                                                \$varies
- Surcharge                                        YES

**Expiration:**

- Six (6) months. Must have approved inspection every 180 days to stay active. Permit automatically extends six (6) months from each approved inspection.

**\*\*\*Building permit cannot be issued until site plan permit is issued\*\*\***