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
- 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 (Based on Scope of Work shown on plans)
- 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 (use permit calculator)
- 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***

Last Rev. 08/10/2017