



# BUILDING AND ZONING DIVISION CHECKLIST FOR NEW COMMERCIAL BUILDINGS OR ADDITION

FBC-2014

(OVER 1500 SQUARE FEET REQUIRES ENGINEERING REVIEW)

Building Address: \_\_\_\_\_ Type Construction: I II III IV V

Type Occupancy: \_\_\_\_\_ Occupancy Classification: \_\_\_\_\_ Zone \_\_\_\_\_

District \_\_\_\_\_

Specific Uses (e.g. Retail sale of sporting goods): **Use separate sheet of paper if necessary.** \_\_\_\_\_

Number of **Residential Units** \_\_\_\_\_ Sq. Ft. of each Unit \_\_\_\_\_

Number of **Commercial Units** \_\_\_\_\_ Sq. Ft. of each unit \_\_\_\_\_

Total Floor Area Entire Building: \_\_\_\_\_ Additional Sq. Ft. \_\_\_\_\_

Occupant Load \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Fire District: \_\_\_\_\_

Threshold Building? \_\_\_\_\_ Inspector Name \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

**THE FOLLOWING INFORMATION IS REQUIRED BY THE CITY OF SARASOTA BUILDING DIVISION. THE INFORMATION PRESENTED IS ONLY A MINIMUM REQUIREMENT FOR PLANS EXAMINATION, AND DOES NOT RELEASE THE DESIGNEE IN ANY WAY FROM THE RESPONSIBILITY OF TOTAL COMPLIANCE WITH ALL APPLICABLE CODES. APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL REQUESTED INFORMATION IS SUBMITTED.**

**BLUEPRINTS MUST BE 24" X 36"**

| Y<br>e<br>s | N<br>o | <i>Please check if applicable (Do not write in shaded areas)</i>   | Y<br>e<br>s | N<br>o |
|-------------|--------|--|-------------|--------|
|             |        | 1. <b>Four</b> complete sets of plans and specifications   |             |        |
|             |        | <b>Dimensioned site plans</b> including (not needed for street/ROW vacation certificates of appropriateness, or historic designation applications): <ul style="list-style-type: none"> <li>• Title block including North arrow, date of preparation, owner's name, subdivision, lot and block</li> <li>• Off-street parking and loading layout including typical size and number of spaces by location (parking bays),</li> <li>• Number of off-street parking spaces, required and provided, including handicapped spaces</li> <li>• Height and type of fencing and walls, existing and proposed</li> <li>• Refuse and collection areas including screening and dumpster locations</li> <li>• Current signed/sealed survey, benchmark, location and height</li> </ul> |             |        |
|             |        | <b>Architectural plan(s)/sections/elevations</b> - finished floor elevations <ul style="list-style-type: none"> <li>• Building and structure heights and elevations</li> <li>• Locations of doors and windows</li> <li>• Exterior material types and finishes</li> </ul>   |             |        |
|             |        | 2. <b>Structural plans</b> - signed and sealed   |             |        |
|             |        | 3. Energy Compliance Forms   |             |        |
|             |        | 4. <b>Zoning Data Block</b>  |             |        |
|             |        | <ul style="list-style-type: none"> <li>• Density calculations (if applicable)</li> <li>• Minimum lot area required and minimum lot area provided</li> <li>• Minimum lot width required and minimum lot width provided</li> <li>• Maximum lot coverage allowed and lot coverage provided</li> <li>• Minimum yard setbacks required and yard setbacks provided</li> <li>• Maximum height allowed and height provided</li> <li>• Total floor area of all structures</li> </ul>  |             |        |
|             |        | 5. <b>Landscape plan</b> , including: <ul style="list-style-type: none"> <li>• Name, location, quantity, size and type of existing and proposed vegetation and landscaping</li> <li>• Canopy of trees at maturity</li> <li>• All existing trees 4" DBH or greater on the site, notation of which will remain and those proposed for removal - Tree Permit Required</li> <li>• Irrigation plans</li> </ul>  |             |        |
|             |        | 6. Transportation concurrency letter from Engineering Department   |             |        |
|             |        | 7. <b>Public Art</b> (required for non-residential buildings in the C-CBD, TAD, and government buildings in the G zone districts in Community Redevelopment Area)  |             |        |
|             |        | 8. <b>Attenuation plan</b> - Required if over 1500 sq.ft.  |             |        |
|             |        | 9. If within a "V" Flood Zone -- a "V" Zone Certificate must be completed  |             |        |
|             |        | 10. Soil test report   |             |        |
|             |        | 11. Fire resistive assemblies  |             |        |
|             |        | 12. Sprinkler plans - Riser diagram calculations   |             |        |
|             |        | 13. Fire alarm system; heat/smoke detectors  |             |        |
|             |        | 14. Life safety plan   |             |        |
|             |        | 15. Mechanical plan(s)   |             |        |
|             |        | 16. Electrical plan(s)   |             |        |
|             |        | 17. Plumbing plan(s)   |             |        |
|             |        | 18. Grease traps   |             |        |
|             |        | 19. Handicapped facilities   |             |        |
|             |        | 20. Drainage calculations  |             |        |
|             |        | 21. Water/Sewer availability   |             |        |
|             |        | 22. Roofing specifications   |             |        |
|             |        | 23. Tree survey  |             |        |