



**BUILDING AND ZONING DIVISION
CHECKLIST FOR COMMERCIAL BUILDING
ALTERATIONS / RENOVATIONS**

FBC-2017

Date: _____ Type Construction: I II III IV V

Building Location: _____

Type Occupancy: _____ Occupancy Classification: _____

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

Existing Total Floor Area Entire Building: _____ Improvement Area: _____

Zone District _____ Flood Zone: _____ Fire District: _____

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 e s	N o	<i>Please do not write in shaded areas.</i>	Y e s	N o
		<i>Staff use</i>		
		1. Four complete sets of plans and specifications		
		2. Site plan(s) - 4 (May require landscape plan.) Dimensioned site plans including (not needed for street/ROW vacation certificates of appropriateness, or historic designation applications): • Title block including North arrow, date of preparation, owner's name, subdivision, lot & block • Number of off-street parking spaces, required and provided, including handicapped spaces		
		3. Architectural plan(s)/sections/elevations - finished floor elevations • Seal and signature of the architect who prepared the plans (Architect required if construction valuation is \$25,000 or over) • Building and structure heights and elevations • Exterior material types and finishes		
		4. Health Department Approval (Restaurant). If alcoholic beverages are proposed, write the type of beverages here:		
		5. Transportation concurrency letter from Engineering Department		
		6. Site lighting plan including location, type, height and intensity pattern of all exterior lights, if applicable		
		7. Height and type of fencing and walls, existing and proposed		
		8. Refuse and collection areas including screening and dumpster locations		
		9. Locations of doors and windows (if replacing (NOA's) Notice of Acceptance and Installation Instructions required).		
		10. Structural plans		
		11. Fire resistive assemblies/Life Safety Plan		
		12. Sprinkler plans - Riser diagram calculations		
		13. Fire alarm system; heat/smoke detectors		
		14. Mechanical plan(s)		
		15. Energy compliance forms		
		16. Plumbing plan(s)		
		17. Handicapped facilities		
		18. Electrical plan(s)		
		19. Roofing specifications, NOA's (Notice of Acceptance)		
		20. Zoning Data Block (May be required) - (See Zoning Division)		
		• Density calculations (if applicable)		
		• Minimum lot area required, and minimum lot area provided		
		• Minimum lot width required, and minimum lot width provided		
		• Maximum lot coverage allowed, and lot coverage provided		
		• Minimum yard setbacks required, and yard setbacks provided		
		• Maximum height allowed, and height provided		
		• Total floor area of all structures		
		• Present use and Proposed use		
		FEMA information required: (If property in Flood Zone, fill out a thru g)		
		(a) Flood Zone minimum plans information checklist		
		(b) V-Zone construction certificate		
		(c) Contract		
		(d) Cost breakdown backup required (Exp. Sub Bids, Materials Cost Breakdown)		
		(e) Full appraisal		
		(f) Flood Zone - Affidavit/Contractor		
		(g) Flood Zone - Affidavit/Property Owner		