

City of Oviedo

Commercial Permit Application Guidelines

All permit application packages must be complete prior to acceptance. A complete application package shall include the following:

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- Certificate of insurance indicating Worker's Compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- Completed, signed, and notarized Property Owner Builder Disclosure Statement Affidavit (if owner is applicant).
- Approval letter from sanitary sewer provider (if other than the City of Oviedo).
- Copy of the onsite sewage disposal system construction permit issued by Seminole County Health Department for new or existing septic systems, grease interceptors, etc. (if applicable).
- Seminole County Impact Fee Statement.
- Completed and signed Landscape and Irrigation permit application and plans. (For all new commercial building permits requiring site work. See the city Landscape and Irrigation permit application guidelines for requirements.)
- Four (4) sets building construction plans. (Signed/sealed if required by Florida Statute or code.)
- Four (4) sets of state approved manufactured building plans. (As applicable)
- Two (2) sets signed and sealed site development plans approved by City of Oviedo Development Services.
- A copy of a signed and sealed geotechnical report for the site. (As applicable)
- Two copies of the project specifications. (As applicable)
- Two (2) sets signed and sealed floor and roof truss shop drawings. (As applicable)
- Two (2) sets signed and sealed cold formed steel structural wall shop drawings.(As applicable)
- Two (2) sets of signed and sealed structural steel shop drawings. (As applicable)
- Two (2) sets of signed and sealed structural steel roof/floor joists and girders shop drawings. (As applicable)
- Two (2) copies of the elevator manufacturer shop drawings.(As applicable)
- Two (2) signed and sealed copies of the tilt up panel wall shop drawings.(As applicable)
- Two signed and sealed copies of the engineered hollow core concrete plank floor system drawings.(As applicable)
- Two (2) signed and sealed copies of the engineered post tension slab drawings.(As applicable)
- Two (2) copies of the engineered structural stair systems shop drawings.(As applicable)
- Two (2) signed and sealed copies of the exterior awnings, canopies and exterior aluminum metal work shop drawings or provide all structural information for them on the plan to meet wind loads.(As applicable)
- Completed and signed Statewide Product Approval Specification Form.
- Two (2) copies of the manufacturer's installation instructions for the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding.

- Four (4) sets of completed and signed energy calculations (signed/sealed if required by Florida Statute or code).
- Four (4) sets of heating and cooling load calculations.
- Florida Department of Environmental Protection Notice of Asbestos Renovation or Demolition (if applicable).
- State of Florida Notification on Gas Tanks (if applicable).

THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

SITE PLAN

- All parking and accessible routes
- Accessible parking space(s) and signage details
- Accessible entrances
- Accessible ramps, handrails, guardrails, curb cuts and details
- All required building exits accessible (not less than 60% if all are not required exits)
- Areas of rescue assistance
- Accessible signage
- Fire access
- Vehicle loading
- Driving/turning radius
- Fire hydrant/water supply/post indicator valve (PIV)
- Location of septic systems (if applicable)
- Setbacks/fire separation (assumed property lines)
- Utility lines (water, sewer, irrigation)
- Meters and backflow devices

BUILDING PLAN

- Construction documents shall reference the currently adopted code editions
- Page size minimum 11" x 17"
- Plans drawn to minimum 1/8 inch per 1 foot scale
- All pages numbered and labeled
- Plans signed/sealed and dated by a Florida Design Professional as applicable
- Designer information: name, address, registration # on all pages
- Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings, 139 mph ultimate design wind speed for risk category II buildings and 149 mph ultimate design wind speed for risk category III and IV buildings
 - Ultimate design wind speed (Vult), miles per hour
 - Nominal design wind speed (Vasd) as determined in accordance with FBC, Building section 1609.3.1
 - Risk category
 - Wind exposure
 - Applicable internal pressure coefficient
 - Design wind pressures to be used for exterior component and cladding materials not specifically designed by the registered design professional responsible for the design of the structure, psf
 - Structural Calculations, if necessary
- Threshold Inspection Plan (As applicable for threshold buildings)
- All areas dimensioned and use noted
- Corridors

- Shafts and elevator hoistways
- Stair location/landings/stair sections/guardrails/handrails
- Partition denotations and schedule
- Door locations, sizes, landings, door and hardware schedule
- Window locations, sizes and schedule
- Tempered glass locations
- Attic ventilation and access
- Air barrier requirements
- Insulation types and R-values
- Interior finish ratings and schedule
- Light and ventilation
- Sanitation
- Elevators
- Escalators
- Lifts
- Roof and wall flashings and coverings

Construction type design criteria:

- Type of construction denoted (per table 503)
- Occupancy group classification denoted for building and rooms/areas
- Gross square footage – Net square footage calculations
- Building height
- Percentage of exterior openings calculations
- Classification of hazard of contents (if applicable)

Structural Design Criteria:

- Ultimate design wind speed (Vult)
- Nominal design wind speed (Vasd), as determined in accordance with FBC, Building Section 1609.3.1.
- Risk category
- Wind Exposure
- Applicable internal pressure coefficient
- Design wind pressures to be used for exterior component and cladding materials not specifically designed by the registered design professional responsible for the design of the structure, psf
- Structural Calculations, if necessary
- Floor loads – psf
- Stair loads – psf
- Roof loads – psf
- Balcony loads – psf
- Corridor loads – psf
- Storage loads – psf

Materials to be reviewed shall at a minimum include the following:

- Wood / grade – species
- Steel / type - grade
- Aluminum
- Concrete
- Plastic
- Glass
- Masonry

- Gypsum board and plaster
- Insulating (mechanical)
- Roofing
- Insulation
- Alternate materials

Structural:

- Signed and sealed soil report with a positive conclusion required
- Soil density requirements
- Foundation locations, dimensions and depth specified
- Foundation denotations, schedules and details
- Reinforcing steel, amount, size, grade, spacing, and lap specified
- Footing/wall dowel locations
- Maximum filled cell spacing
- Embedment's
- Slab thickness and reinforcement
- Vapor barrier
- Termite protection
- Relieving arch steel details at pipe penetrations
- Brick ledge detail including flashing and weep hole size and spacing
- Building materials used
- Lintel locations, denotations and schedule
- Exterior and interior structural wall sections
- Columns
- Tie beams
- Structural steel size, type, connections
- Framing details and fastening
- Load path connectors
- Floor deck and fastening
- Wall sheathing and fastening
- Roof deck and fastening
- Stair construction
- Window and door details, including design pressure of openings
- Fastening details for windows and doors, (type, length, and quantity)
- Exterior mounted mechanical units fastening methods to meet wind load
- Roof and floor framing, truss layout, connector schedule

Fire Protection Requirements:

- Fire separation requirements for corridors, elevators, stairways, floors & shafts
- Occupancy separation requirements
- Tenant separation requirements
- Fire resistant protection details for type of construction
- Fire rated requirements for walls, shafts and floor-ceiling and roof-ceiling assemblies
- Design numbers and details for all rated assemblies
- Design numbers and details for all rated penetrations
- Rated door and hardware schedules
- Fire blocking and draft stopping
- Calculated fire resistance
- Interior finishes (flame spread/smoke development)

Life Safety:

- Occupant load calculations and egress capacities
- Special occupancy requirements
- Egress plan
- Number of exits
- Capacity of exits
- Arrangement of exits
- Travel distance to exits/common path of travel
- Stairs construction/geometry and protection
- Horizontal exits/exit passageways
- Illumination of exits
- Exit signs
- Emergency lighting
- Enclosures
- Handrails
- Guardrails
- Stairs
- Ramps
- Landings
- Early warning systems schematic
- Smoke control systems schematic
- Stair pressurization systems schematic
- Extinguishing requirements
- Areas of refuge/rescue assistance

Accessibility Building:

- Door sizes, hardware schedule
- Vertical accessibility
- Accessible route dimensions
- Maneuvering clearances
- Hi-Lo drinking fountain
- Equipment clear floor space/reach ranges
- Accessible mounting dimension details
- Areas of refuge/rescue assistance
- Signage
- ATM machines

Accessibility Restrooms/Bathrooms:

- Turning radius
- Required floor space for fixtures
- Fixture and equipment mounting dimension details
- Adaptability

Accessible requirements for special occupancies in addition to general requirements will also be reviewed.

PLUMBING PLAN

- Plumbing plans submitted
- Piping materials
- Piping supports
- Determine minimum plumbing fixtures required based on occupant load calculated per FBC 1004

- Water distribution diagram
- Water hammer arrestors
- Plumbing drain, waste and vent riser diagram
- Grease interceptor/trap detail
- Onsite Sewage Disposal System Health Dept. report on existing or copy of permit for new
- Interceptors
- Roof drains/calculations for flat roofs
- Backflow prevention
- Medical gas
- Oxygen systems
- Environmental requirements

Water Heaters:

- T & P drain
- Air gap
- Pan drain
- Thermal expansion device
- Heat traps
- Mounting platform

GAS PLAN

- Type of gas
- Gas pressure
- Appliances schedule and BTU's
- Chimneys and Vents
- Combustion air
- LP tank size and location (above or below grade)
- Protection requirements

Gas Riser Diagram:

- Pipe type
- Pipe sizing
- Total developed length
- Segment lengths
- Appliance locations
- Shut-offs valves

MECHANICAL PLAN

- Mechanical plans submitted
- Energy calculations
- Heating and cooling load calculations
- Duct systems and sizing
- Duct work clearances at mechanical room (4" minimum)
- Duct materials
- Duct supports
- Means for balancing HVAC system
- Diffusers (size and direction)
- CFM requirements
- Ventilation
- Combustion air
- Outdoor air calculations

- Balanced return air
- Make-up air
- Equipment location and working clearances (30” wide by 36” deep, 6’ high minimum)
- Condensate piping and disposal
- Required platforms and catwalks
- Roof mounted equipment (including equipment and curb anchorage)
- Details and specifications
- Equipment specifications
- Joint sealing methods and product specification
- Air balance table
- Rated penetrations - fire damper details and manufacturer’s installation instructions
- Means for automatic fan shutdown
- Kitchen exhaust hood, duct plans, fire suppression and specifications
- Bathroom exhaust systems
- Special exhaust systems
- Chimneys, fireplaces and vents
- Other appliances
- Boilers
- Refrigeration
- Toilet room and Bathroom ventilation
- Laboratory

ELECTRICAL PLAN

- Electrical site plan
- Maximum available fault current at service
- AIC rating of equipment
- Voltage and phase of electrical system
- Load calculation
- Electrical service riser diagram indicating overcurrent protection sizes, conductor and conduit types and sizes, number of service disconnecting means, grounding electrode system: bonded to the foundation steel, structural steel, metal piping, size and type, separately derived system or not? (solid neutral or switching)
- Transformer sizes and types if used
- Panel schedules and ratings
- Power plan
- Panel locations and working clearances
- Lighting plan
- Device legend
- Wiring methods and materials
- Feeders and branch circuits, conduit sizes and types
- Grounding conductors
- Exit lights
- Emergency lighting
- Egress lighting
- Signage and disconnecting means location
- Generator type: emergency or standby
- Remote annunciation
- Load shed (if necessary)
- Required receptacle outlets
- GFCI’s

- AFCI's
- Equipment
- Special occupancies
- Emergency systems
- Communication systems
- Low voltage

FIRE PROTECTION/FIRE SUPPRESSION PLAN

- Early warning smoke evacuation and control
- Sprinkler design criterion (separate permit required)
- Fire alarm design criterion (separate permit required)
- Pre-engineered systems
- Riser diagram
- Standpipes

These guidelines were compiled to assist the applicant in preparing a new commercial permit/plan submittal and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements. Please be aware that a separate permit is required for any fire sprinkler system and fire alarm system. All site related signs, fences, hardscape features, guard/hand rails, free standing walls, retaining walls, canopies, accessory structures, site electrical and lighting, satellite dishes, dumpster enclosures, irrigation systems, lift stations, and any demolition of structures.