

CITY OF OCALA
COMMERICAL CHECK LIST

Plans must be submitted electronically.

See ePlan webpage for drawing formats: [ePlan information](#)

(Signed/Sealed by a Registered Architect or Engineer with the State of Florida)

DOCUMENTATION REQUIRED (forms available on Growth Management website):

YES N/A

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Construction Permit Application |
| ☐ | ☐ | Survey (to include layout and dimensioning of building on property) |
| ☐ | ☐ | Flood Elevation Certificate (only if property is located in a flood zone) |
| ☐ | ☐ | Legal Description (to include Lot, Block and Subdivision) |
| ☐ | ☐ | Parcel Account Number |
| ☐ | ☐ | Filed Notice of Commencement (required prior to first inspection) |
| ☐ | ☐ | Letter of Authorization |
| ☐ | ☐ | 911 Address Application |
| ☐ | ☐ | New Commercial Plumbing Quantity Sheet |

LIFE SAFETY PLAN AND BUILDING CLASSIFICATION:

YES N/A

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | BUILDING OCCUPANCY CLASSIFICATION _____ |
|--------------------------|--------------------------|---|

Change of Use: YES _____ NO _____

Change of Use Classification FROM _____ TO _____ (NA)

FOUNDATION PLAN AND DETAILS (to include dowel locations when part of foundation plan)

ROOF / FLOOR FRAMING PLAN, UPLIFT & REACTION CALCULATIONS AND HURRICANE CONNECTOR SCHEDULE

- **Floor Plan** (to include shear-wall segments)

TYPE OF CONSTRUCTION WORK: NEW _____ REMODEL _____ REPAIR _____ ADDITION _____

SCOPE OF WORK _____

EXTERIOR ELEVATIONS (all sides)

BUILDING HEIGHT

WALL SECTION (foundation through roof structure)

PRODUCT APPROVAL SPEC SHEET

PLOT PLAN FOR LOCATION OF THE CONSTRUCTION DUMPSTER (If in the downtown area)

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | MECHANICAL DUCT LAYOUT AND MANUAL N * Energy Code Calculations (must be signed) |
| ☐ | ☐ | ELECTRICAL LAYOUT, RISER DIAGRAM AND LOAD CALCULATIONS |
| ☐ | ☐ | PLUMBING LAYOUT AND RISER DIAGRAM |
| ☐ | ☐ | GAS LAYOUT |

I certify that the application includes all the required items listed above.

I understand that the application will be rejected if any required document is missing or incomplete.

Print Name of Applicant/Contractor

Signature of Applicant/Contractor

Contact Phone #

Date