

POLK  
COUNTY

# Customer Guide to Permitting

- **Commercial**
- **Industrial**
- **Multi Family**
- **Trade**
- **One and Two Family**



Building and Codes Division



# **THIS GUIDE ANSWERS THE QUESTIONS BELOW**

What Type Of Permit Requests Or Plans Are Exempt From Plans Review?

What Application Documents Are Required Prior To Plans Review?

What Supporting Plan Documentation Must I Submit With My Plans?

What Are The Minimum Plan Sheets/Documents Required?

What Should Be Represented On the Plan Sheets (Plan Criteria) And How?

What Documents Are Required Prior To Permit Issuance?

## Plan Review Exemptions

Plans examination by the building official shall not be required for the following work:

1. Replacing existing equipment such as mechanical units, water heaters, etc.
2. Reroofs
3. Minor electrical, plumbing, and mechanical repairs
4. Annual maintenance permits
5. Prototype plans
  - Except for local site adaptations, siding, foundations, and/or modifications
  - Except for structures that require waiver
6. Manufactured buildings plan except for foundations and modifications of buildings on site.

## Submittal Plan Documents Required Guide

Construction documents, a statement of special inspections, and other data shall be submitted with each application for a permit. The construction documents shall be prepared by a registered design professional where required by Chapter 471, Florida Statutes or Chapter 481, Florida Statutes.

**At a minimum the following shall be submitted for Commercial, Industrial, Multi Family, Trade, One and Two Family Residential:**

- Site Plan
- Foundation Plan
- Floor/Roof Framing Plan or Truss Layout
- All Exterior Elevations
- Floor Plan

# **Plan Requirements and Supporting Permit Documentation**

## **Based on Application Types**

### **Commercial/Industrial**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)
- All items A thru E as listed under “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade” in this document (if applicable)
- Full Size scaled set of Construction Plans and Site Plans
- Product Approval Spec Sheet
- DPBR Approved Construction Plans when applicable
- Tax ID (Parcel ID Number)
- Water/Sewer Service Documentation/Septic Tank Approval
- Supplement for Commercial Industrial (as required)
- Copies of regulatory permits (DEP, WMD, FDOT, etc.)
- Deed (Owner Builder if applicable) – Can be printed from Property Appraiser’s website
- Construction Waste and Setback Form
- Notice of Commencement (due before first inspection)
- Primary Contractor - Contact and Licensing Information
- Subcontractors - Contact and Licensing Information
- **Additional Documents may be required** - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

### **Demolition**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)
- Full Size scaled set of Construction Plans and Site Plans
- Site Plan
- Asbestos Statement of Fact Form
- Construction Waste and Setback Form
- Deed (Owner Builder if applicable) - Can be printed from Property Appraiser’s website
- Notice of Commencement (due before first inspection)
- Primary Contractor - Contact and Licensing Information
- Subcontractor(s) - Contact and Licensing Information
- Tax ID (Parcel ID Number)

### **Driveway**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)

## **Electrical**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)
- Item A and B as listed under “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade” in this document if applicable when amperage exceeds 200 amp/voltage exceeds 240 volts.
- Full Size scaled set of Construction Site Plans if applicable
- Tax ID (Parcel ID Number)
- Deed (Owner Builder if applicable) - Can be printed from Property Appraiser’s website
- Notice of Commencement if required (due before first inspection)
- Primary Contractor - Contact and Licensing Information
- Additional Documents may be required - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

## **Electrical Fire Alarm**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)
- Item A and B as listed under “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade” in this document
- Tax ID (Parcel ID Number)
- Supplement for Commercial Industrial
- Notice of Commencement if required (due before first inspection)
- Primary Contractor - Contact and Licensing Information
- Additional Documents may be required - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

## **Fire Sprinkler/Alarm/Underground/Suppression**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)
- All applicable item A and B as listed under “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade” in this document
- Full Size scaled set of Construction Site Plans if applicable
- Tax ID (Parcel ID Number)
- Building permit number if applicable
- Notice of Commencement if (due before first inspection)
- Primary Contractor - Contact and Licensing Information
- Additional Documents may be required - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

## **Fence/Wall**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)
- Items A, B and C if applicable as listed under “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade” in this document
- Full Size scaled set of Construction Site Plans
- Tax ID (Parcel ID Number)
- Supplement for Fence Wall
- Deed (Owner Builder if applicable) – Can be printed from the Property Appraiser’s website
- Construction Waste and Setback Form
- Notice of Commencement (due before first inspection)
- Primary Contractor - Contact and Licensing Information
- Subcontractors - Contact and Licensing Information
- Additional Documents may be required - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

## **Gas**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)
- Items A and E if applicable as listed under “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade” in this document
- Full Size scaled set of Construction Site Plans
- Tax ID (Parcel ID Number)
- Deed (Owner Builder if applicable) – Can be printed from the Property Appraiser’s website
- Notice of Commencement if required (due before first inspection)
- Primary Contractor - Contact and Licensing Information
- Additional Documents may be required - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

## **Mechanical**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)
- Items A and D as listed under “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade” in this document
- Full Size scaled set of Construction Site Plans
- Tax ID (Parcel ID Number)
- Deed (Owner Builder if applicable) – Can be printed from the Property Appraiser’s website
- Notice of Commencement if required (due before first inspection)
- Primary Contractor - Contact and Licensing Information
- Additional Documents may be required - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

## **Miscellaneous (Non-residential Farm Building, Foundation Remediation, Communication Tower)**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)
- Items A and B if applicable as listed under “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade” in this document
- Full Size scaled set of Construction Plan and Site Plans
- Tax ID (Parcel ID Number)
- Supplement for Commercial Industrial
- Deed (Owner Builder if applicable) – Can be printed from the Property Appraiser’s website
- Construction Waste and Setback Form
- Notice of Commencement if required (due before first inspection)
- Primary Contractor - Contact and Licensing Information
- Subcontractors - Contact and Licensing Information
- Additional Documents may be required - Applicant will be notified of other required documents based on scope of work or type of application, ie: flood certificate, letter of authorization, etc.

## **Plumbing**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)
- Items A and C if applicable as listed under “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade” in this document
- Full Size scaled set of Construction Site Plans
- Tax ID (Parcel ID Number)
- Deed (Owner Builder if applicable) – Can be printed from the Property Appraiser’s website
- Notice of Commencement if required (due before first inspection)
- Primary Contractor - Contact and Licensing Information
- Additional Documents may be required - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

## **Pollutant Storage**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)
- Items A, B and G if as listed under “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade” in this document
- Full Size scaled set of Construction Plan and Site Plans
- Tax ID (Parcel ID Number)
- DEP Approval if applicable
- Supplement for Commercial Industrial
- Construction Waste and Setback Form
- Notice of Commencement if required (due before first inspection)
- Primary Contractor - Contact and Licensing Information

- Subcontractors - Contact and Licensing Information
- Additional Documents may be required - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

## **Pools - Commercial**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)
- Commercial Pool Approval Application (if commercial)
- Commercial Pool Resurfacing Requirement Checklist (if applicable and if commercial)
- All items A thru E if applicable as listed under “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade” in this document
- All items under item B in “Plan Criteria Residential 1 and 2” in this document (if Residential)
- Full Size scaled set of Construction Plan and Site Plans
- Tax ID (Parcel ID Number)
- Health Department approval if applicable
- Deed (Owner Builder if applicable) ) – Can be printed from the Property Appraiser’s website
- Construction Waste and Setback Form
- Notice of Commencement if required (due before first inspection)
- Primary Contractor - Contact and Licensing Information
- Subcontractors - Contact and Licensing Information
- Additional Documents may be required - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

## **Re-Roof**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)
- Re-roof Statement of Fact
- Product Approval Spec Sheet
- Tax ID (Parcel ID Number)
- Deed (Owner Builder if applicable) ) – Can be printed from the Property Appraiser’s website
- Construction Waste and Setback Form
- Asbestos Statement of Fact Form
- Notice of Commencement if required (due before first inspection)
- Primary Contractor - Contact and Licensing Information
- Additional Documents may be required - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.



## **Residential 1 and 2**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)
- All items listed under “Plan Criteria For Residential Family 1 and 2” in this document
- Product Approval Spec Sheet
- Tax ID (Parcel ID Number)
- Water/Sewer Service Documentation/Septic Tank Approval
- Deed (Owner Builder if applicable) – Can be printed from the Property Appraiser’s website
- Owner/Builder Disclosure Statement
- Construction Waste and Setback Form
- Asbestos Statement of Fact Form (if applicable)
- Notice of Commencement (due before first inspection)
- Primary Contractor - Contact and Licensing Information
- Subcontractors - Contact and Licensing Information
- Additional Documents may be required - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.
- Minimum plans shall include
  1. Site Plan
  2. Foundation Plan
  3. Floor/Roof Framing Plan or Truss Layout
  4. All Exterior Elevations
  5. Floor Plan (Dimensioned)

## **Tent Over 900 SF**

- Apply for permit via [www.polk-county.net/aca](http://www.polk-county.net/aca)
- Full Size scaled set of Site Plans
- 
- Tax ID (Parcel ID Number)
- Letter of authorization from property owner
- Letter of intent for hours of operation
- Letter of intent for solid waste disposal
- Copy of business license if applicable
- Flame retardant certificate
- Subcontractor - Contact and Licensing Information
- Supplement for Commercial Industrial
- Receipt for rental of port a let or letter of authorization for use of available restroom facilities

# **Guide for Minimum Plan Documents for Commercial/Industrial/Multi Family/Trade, One and Two Family Residential**

Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the Florida Building Code and relevant laws, ordinances, rules and regulations, as determined by the building official.

Construction documents shall show the size, section and relative locations of structural members with floor levels, column centers and offsets fully dimensioned. The design loads and other information pertinent to the structural design required by Sections 1603.1.1 through 1603.1.8 shall be clearly indicated on the construction documents for parts of the building or structure.

**Exception:** Construction documents for buildings constructed in accordance with the conventional light-frame construction provisions of [Section 2308](#) shall indicate the following structural design information:

1. Floor and roof live loads.
2. Basic wind speed (3-second gust), miles per hour (mph) (m/s) and wind exposure.

**1603.1.1 Floor live load.** The uniformly distributed, concentrated and impact floor live load used in the design shall be indicated for floor areas. Use of live load reduction in accordance with Section 1607.10 shall be indicated for each type of live load used in the design.

**1603.1.2 Roof live load.** The roof live load used in the design shall be indicated for roof areas (Section 1607.12).

**1603.1.3 Roof snow load.**

**1603.1.4 Wind design data.** The following information related to wind loads shall be shown, regardless of whether wind loads govern the design of the lateral-force-resisting system of the building:

1. Basic wind speed (3-second gust), miles per hour (m/s).
2. Wind importance factor,  $I_w$ , and building classification from Table 1604.5 or Table 6-1, [ASCE 7](#) and building classification in Table 1-1, [ASCE 7](#).
3. Wind exposure. Where more than one wind exposure is utilized, the wind exposure and applicable wind direction shall be indicated.

4. The applicable enclosure classifications and, if designing with ASCE 7, internal pressure coefficient.
5. Risk Category
6. Components and cladding. The design wind pressures in terms of psf (kN/m<sup>2</sup>) to be used for the selection of exterior components and cladding materials not specifically designed by the registered design professional.

**1603.1.5 Earthquake design data.**

**1603.1.6 Geotechnical Information**

**1603.1.7 Flood design data.**

**1603.1.8 Special loads.** Special loads that are applicable to the design of the building, structure or portions thereof shall be indicated along with the specified section of this code that addresses the special loading condition.

**1603.1.8.1 Photovoltaic Panel Systems.** The dead load of rooftop-mounted photovoltaic panel systems, including rack support systems, shall be indicated on the construction documents.

**1603.1.9 Systems and components requiring special inspections for seismic resistance.** Reserved.

**Fire protection system shop drawings.** Shop drawings for the fire protection system(s) shall be submitted to indicate conformance with this code and the construction documents and shall be approved prior to the start of system installation.

For **roof assemblies** required by the code, the construction documents shall illustrate, describe and delineate the type of roofing system, materials, fastening requirements, flashing requirements and wind resistance rating that are required to be installed. Product evaluation and installation shall indicate compliance with the wind criteria required for the specific site or a statement by an architect or engineer for the specific site must be submitted with the construction documents.

# **Plan Criteria For Commercial, Industrial, Multi Family and/or Trade Guide**

*(This is a guide and not meant as an all-inclusive list of plan criteria.)*

## **A. Building**

1. Site requirements:
  - Parking
  - Fire access
  - Vehicle loading
  - Driving/turning radius
  - Fire hydrant/water supply/post indicator valve (PIV)
  - Set back/separation (assumed property lines)
  - Location of specific tanks, water lines and sewer lines
2. Occupancy group and special occupancy requirements shall be determined.
3. Minimum type of construction shall be determined (see Table 503).
4. Fire-resistant construction requirements shall include the following components:
  - Fire-resistant separations
  - Fire-resistant protection for type of construction
  - Protection of openings and penetrations of rated walls
  - Fire blocking
  - Draftstopping
  - Calculated fire resistance
5. Fire suppression systems shall include:
  - Early warning smoke evacuation systems
  - Schematic fire sprinklers
  - Standpipes
  - Pre-engineered systems
  - Riser diagram Same as above
6. Life safety systems shall be determined and shall include the following requirements:
  - Occupant load and egress capacities
  - Early warning
  - Smoke control
  - Stair pressurization
  - Systems schematic
7. Occupancy load/egress requirements shall include:
  - Occupancy load Gross/Net
  - Means of egress

- Exit access
  - Exit discharge
  - Stairs construction/geometry and protection
  - Doors
  - Emergency lighting
  - Exit signs
  - Specific occupancy requirements
  - Construction requirements
  - Horizontal exits
  - Exit passageways
8. Structural requirements shall include:
- Soil conditions/analysis
  - Termite protection
  - Design loads
  - Wind requirements
  - Building envelope
  - Structural calculations (if required)
  - Foundation
  - Wall systems
  - Floor systems
  - Roof systems
  - Threshold inspection plan
  - Stair systems
9. Materials shall be reviewed and shall at a minimum include the following:
- Wood
  - Steel
  - Aluminum
  - Concrete
  - Plastic
  - Glass
  - Masonry
  - Gypsum board and plaster
  - Insulating (mechanical)
  - Roofing Insulation
10. Accessibility requirements shall include the following:
- Site requirements
  - Accessible route
  - Vertical accessibility
  - Toilet and bathing facilities
  - Drinking fountains
  - Equipment

- Special occupancy requirements
- Fair housing requirements

11. Interior requirements shall include the following:

- Interior finishes (flame spread/smoke development)
- Light and ventilation
- Sanitation

12. Special systems:

- Elevators
- Escalators
- Lifts

13. Swimming pools:

- Barrier requirements
- Spas
- Wading pools

## **B. Electrical**

1. Electrical:

- Wiring
- Services
- Feeders and branch circuits
- Over-current protection
- Grounding
- Wiring methods and materials
- GFCIs

2. Equipment

3. Special occupancies
4. Emergency systems
5. Communication systems
6. Low voltage
7. Load calculations

## **C. Plumbing**

1. Minimum plumbing facilities

2. Fixture requirements
3. Water supply piping
4. Sanitary drainage
5. Water heaters
6. Vents
7. Roof drainage

8. Back flow prevention

9. Irrigation
10. Location of water supply line
11. Grease traps
12. Environmental requirements
13. Plumbing riser

## **D. Mechanical**

1. [Energy calculations](#)
2. Exhaust systems:
  - Clothes dryer exhaust
  - Kitchen equipment exhaust
  - Specialty exhaust systems
3. Equipment
4. Equipment location
5. Make-up air
6. Roof-mounted equipment
7. Duct systems
8. Ventilation
9. Combustion air
10. Chimneys, fireplaces and vents
11. Appliances
12. Boilers
13. Refrigeration
14. Bathroom ventilation
15. Laboratory

## **E. Gas**

1. Gas piping
2. Venting
3. Combustion air
4. Chimneys and vents
5. Appliances
6. Type of gas
7. Fireplaces
8. LP tank location
9. Riser diagram/shutoffs

## **F. Demolition**

1. Asbestos removal

## **G. Pollutant Storage**

1. Electrical
  - Wiring
  - Services
  - Feeders and branch circuits
  - Over-current protection
  - Grounding
  - Wiring methods and materials
  - GFCIs
  - Equipment
  - Special occupancies
  - Emergency systems
  - Communication systems
  - Low voltage
  - Load calculations
2. Tanks
  - Capacity
  - Quantity
  - In Ground
  - Above Ground
  - Piping
  - Dispensers (Electrical or Gravity)
  - State Agency Approval
3. FBC Design (Wind Speed Design)
  - Slabs
  - Column Pads
  - Foundations
  - Secondary Containment
  - Emergency Electrical Switch

# Plan Criteria for Residential 1 and 2 Guide

*(This is a guide and not meant as an all-inclusive list of plan criteria.)*

## A. Building

1. Site requirements
  - Set back/separation (assumed property lines)
  - Location of septic tanks
2. Fire-resistant construction (if required)
3. Fire Prevention Systems (if required)
4. Smoke/CO detector locations
5. Egress window size and location, stairs construction requirements
6. Structural requirements shall include:
  - Wall section from foundation through roof, including assembly and materials connector tables wind requirements structural calculations (if required)
7. Accessibility requirements: show/identify accessible bath
8. [Energy](#)/Load Calculations (HVAC)
9. Fixture Layout
10. Roof Layout/Truss Layout
11. Equipment Locations
12. Overhead Door cut sheet
13. Electrical Floor Plan
14. Wind Load Criteria
15. Code Design Criteria
16. DBPR Approved Construction Plans when applicable

## B. Pools

1. Site plan – show existing & proposed buildings, pool, pool equipment location, setbacks from property lines, size & sq footage of pool, & location of windows & doors at pool area
2. Pool shell drawings – show reinforcement steel sizes and spacing
3. Pool layout – shape, width, length, depth, steps, swim outs, lights, skimmers, drains & return locations, piping drawings (pipe size, length)
4. Retaining wall details – if applicable
5. Pool deck – reinforcement specifications, bonding grid, safety barriers, deck perimeter edge thickness & reinforcement
6. Pool barrier – show on plans. If pool cage – show size, door, & swing; If fence – show layout & gates
7. Main drain spec sheet
8. Alarm spec sheet
9. Pump spec sheet – HP, Curve, GPM
10. Filter spec sheet
11. Heater spec sheet
12. Child safety barrier spec sheet
13. T.D.H. calculation sheet
14. Total head conversion chart
15. Method of calculation: 1) Simplified 2) Total Dynamic Head 3) Max Flow Capacity



## **Documents Required Prior to Permit Issuance**

*The items below are not required prior to plan review, however they must be submitted prior to any Permit Issuance*

- Copies of regulatory permits (DEP, WMD, FDOT, etc.)
- Construction Waste Form/Setback Form
- Primary Contractor
- Sub-Contractors
- **Additional Documents may be required based on scope of work, type of application** – Applicant (Owner/Builder, Contractor) will be notified of other required documents i.e., flood certificate, letter of authorization, etc.

For questions or additional help, please call 863-534-6080 and ask to speak to the Permit Technician On Call.