



NEW COMMERCIAL
PLANS REVIEW CHECK-LIST

ADDRESS: _____
Number Street City State Zip Code

- Completed Building Permit Application
- Completed Plans Review Application
- Completed Notice of Commencement Application
- Completed Notice to Owner Application
- Completed Certificate of Concurrency Form
- 2 Sets of sealed drawings with proper wind-load certification.
- Method of Termite Treatment Statement
- 2 Sets of Site Plans
- 2 Sets of Metal Building plans –If applicable–
- 2 Sets of Truss Layout drawings
- 2 Sets of Energy sheets
- 2 Sets of Specific Florida Product approval numbers
- SRIA approval Stamps, if building on Pensacola Beach
- Other: _____

For Office Use Only

Date: / / Time: : am. : pm

Verified by: _____



COMMERCIAL ALTERATION
PLANS REVIEW CHECKLIST

ADDRESS: _____
Number Street City State Zip Code

- Completed Building Permit Application
- Completed Plans Review Application
- Completed Notice of Commencement Application
- Completed Notice to Owner Application
- 2 Sets of sealed drawings to include –If applicable– the following attachments:
 - Demolition Plan
 - Floor Plan
 - Plumbing Plan
 - Mechanical Plan
 - Electrical Plan
 - Truss Plans
- Scope of Work
- Specific Florida Product approval numbers -
- SRIA approval Stamps. –If applicable–
- Other _____

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**FIRE SYSTEMS
PLANS REVIEW CHECKLIST**

ADDRESS: _____
Number Street City State Zip Code

FIRE SAFETY – FIRE SUPPRESSION

- Completed Fire Sprinkler Application
- 3 Sets of Sealed Drawings
- Current Fire Hydrants Flow Data Sheet
- Hydraulic Calculations Sheets
- Other _____

FIRE ALARM SYSTEM

- Completed Fire Alarm Application
- 3 Sets of Sealed Drawings
- Fire Alarm Agent Card
- Other _____

HOOD SUPPRESSION

- Completed Hood Suppression Application
- 3 Sets of Sealed Drawings
- Other _____

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Verified by: _____



NEW RESIDENTIAL
PLANS REVIEW CHECK-LIST

ADDRESS: _____
Number Street City State Zip Code

- Completed Building Permit Application
- Completed Plans Review Application
- Completed Notice of Commencement Application
- Completed Notice to Owner Application
- 2 Sets of sealed drawings with proper wind-load certification.
(Anything 400 sq. ft. or greater) With the following applicable attachments:
- Site plan – Drainage must be shown
- Florida Energy forms
- Truss layout drawing
- Specific Florida Product approval numbers -
Metal roofs require Manufacturer Installation Attachments.
- Termite Protection Statement
- Method of Protection of openings Statement
- SRIA approval Stamps, if building on Pensacola Beach
- Benchmark survey, except on X zone
- Other _____

For Office Use Only

Date: / / Time: : am. - pm

Verified by: _____



RESIDENTIAL ALTERATION
PLANS REVIEW CHECK-LIST

ADDRESS: _____
Number Street City State Zip Code

- Completed Demolition and/or Building Permit Application
- Completed Plans Review Application
- Completed Notice of Commencement Application
- Completed Notice to Owner Application
- 2 Sets of sealed drawings with proper wind-load certification.
(Anything 400 sq. ft. or greater) With the following applicable attachments:
- Site plan – Drainage must be shown
- Florida Energy forms
- Truss layout drawing
- Specific Florida Product approval numbers -
Metal roofs require Manufacturer Installation Attachments.
- Termite Protection Statement
- Method of Protection of openings Statement
- SRIA approval Stamps, if building on Pensacola Beach
- Benchmark survey, except on X zone
- Other _____

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