



**Town of Longboat Key
Planning, Zoning and Building Department**

501 Bay Isles Road
Longboat Key, Florida 34228
941-316-1966
941-316-1970 FAX

**BUILDING PERMIT REVIEW CHECKLIST
FOR NEW COMMERCIAL**

All applications for a Building Permit must be completed by the Contractor of Record, an Architect or Engineer authorized by the Fee Owner of the property, or the Fee Owner themselves for Owner-Builder/Contractor Exemption applications.

New Commercial includes, but may not be limited to: Hotel, House of Worship, Multi-Family, Office, Public Building, or Restaurant.

The following minimum documentation and plans are required to be submitted in order for your application to be deemed complete for review. Applicant shall initial after each item to assure all necessary paperwork, documents, and plans are included with their submittal package.

NOTE: THE TOWN OF LONGBOAT KEY PLANNING, ZONING & BUILDING DEPARTMENT WILL NOT ACCEPT, OR PROCESS, INCOMPLETE APPLICATIONS. INCOMPLETE APPLICATIONS, INCLUDING THOSE WHO DO NOT INCLUDE ACKNOWLEDGEMENT OF EACH ITEM LISTED (CHECKED) WILL NOT BE DATE STAMPED FOR PROCESSING FOR TIME LIMITATION PLAN REVIEW/PERMITTING PURPOSES.

Please include one (1) original, or certified copy, of each of the following documents in your Building Permit Application submittal:

- A fully completed Town of Longboat Key Building Permit Application **Attached** _____ **N/A** _____
- A signed, notarized copy of the Town of Longboat Key FEMA-NFIP Non-Conversion Agreement **Attached** _____ **N/A** _____
- If there are any special entitlement orders issued from the Town of Longboat Key (i.e., Site Development Plan Order, Outline Development Plan, Variance, etc.), the State of Florida Department of Environmental Protection (FDEP), or the Army Corps of Engineers (ACOE), please attach a certified copy of the recorded document(s) **Attached** _____ **N/A** _____
- A Construction Drawing Elevation Certificate on a current FEMA approved Form **Attached** _____ **N/A** _____
- A current (within one year), signed and sealed **Engineered Drainage Plan**. This should have sufficient spot topographic elevation information, with flow arrows, to determine compliance with Town of Longboat Key Ordinances, as well as our National Pollution Distribution Elimination System (NPDES) Program. The NPDES Best Management Practices (BMP) proposed for any given project shall be shown on this proposed engineered drainage plan as well. The BMP proposed for any project will be maintained throughout the duration of the project and building inspections may not be performed if your selected NPDES-BMP is not installed as required at the time of inspection **Attached** _____ **N/A** _____
- Provide a copy of the approved Site Plan and Site Development Plan Order, Special Exception, or Variance approved by the Town of Longboat Key for your project **Attached** _____ **N/A** _____

For Engineered Plans, two (2) complete, individual collated sets of signed and sealed plans, along with supporting documentation, are required as a minimum for a new Commercial Building Permit Application. If possible, please ensure the signed and sealed plans are folded for each packet.

Please include the following documentation with your submittal (if not applicable, then insert 'N/A'):

- A current signed and sealed topographic/boundary survey with the Flood Zone(s) specifically delineated/shown **Attached** _____ **N/A** _____
- A current Geotechnical Report (Soils report) **Attached** _____ **N/A** _____
- A copy of the approved Site Plan and Site Development Plan Order that includes the approved Civil Engineered Utility Site Plan, with the proposed building, including all required setback dimensions clearly shown from all property lines, as well as the proposed top of bottom floor shown to compare against what is listed on the proposed Construction Drawing Elevation Certificate **Attached** _____ **N/A** _____
- A construction Staging Plan. This will include the location of the construction access point and road surface, construction material storage, porta potty, sewer cap off, temporary water source and meter, parking for construction workers, contact person on-site in the event of citizen complaints regarding any site related issues throughout construction **Attached** _____ **N/A** _____
- A completed Building Code Analysis to verify allowable heights and areas are complied with based upon the Occupancy Classification declared by the design professional of record for the proposed Construction Type **Attached** _____ **N/A** _____
- Verify the Design Criteria: 150 mph (3 second gust), Risk Category II, Wind Exposure D, Internal Pressure +/- 0.18, Components and Cladding per Notice of Acceptance (NOAs) is noted on the plans
- Verify the Construction Type, Occupancy Classification and Building Height are listed on the cover sheet. **Attached** _____ **N/A** _____
- The contractor's firm name, qualifying individual, physical address for their place of business, phone number, and email address must be listed on the cover sheet of the plans **Attached** _____ **N/A** _____
- Fully dimensioned Foundation (pile layout) Plan **Attached** _____ **N/A** _____
- Fully dimensioned floor plan(s) **Attached** _____ **N/A** _____
- Window and door schedule(s) cross referenced on the floor plan **Attached** _____ **N/A** _____
- Fully dimensioned Overall Dimensioned Roof Layout Plan(s) **Attached** _____ **N/A** _____
- Typical wall section from top of the foundation to the top of the roof(s) **Attached** _____ **N/A** _____
- Breakaway wall section(s) **Attached** _____ **N/A** _____
- Elevator Manufacturer's Installation Specifications (if applicable) **Attached** _____ **N/A** _____
- Commercial Energy Calculations, Manual J, and Input Data Summaries for each system in the conditioned spaces **Attached** _____ **N/A** _____
- Include a Comprehensive Notice of Acceptance (NOA) Schedule on the submitted plans to include all proposed Florida Product Approvals, or Miami-Dade NOAs, for products being used on this project. Provide one (1) set of installation specifications for the field set of plans **Attached** _____ **N/A** _____
- Four (4) elevations – these must show the 1) existing grade; 2) Base Flood Elevation (BFE); 3) Design Flood Elevation; (DFE) 4) electric meter and air-conditioner locations; 5) proposed lowest Finished Floor Elevation (or proposed lowest horizontal structural member for V-Zone); and 6) Daylight Plane, and the overall proposed height of the structure measured from the selected DFE to the highest point of the structure – FEMA and Zoning **Attached** _____ **N/A** _____

- Stair and railing details or shop drawings per Florida Building Code (FBC) requirements
Attached _____ N/A _____

If the Fee-Owner is using a Private Provider, the Town of Longboat Key will require additional forms to be completed and submitted with your application. Please contact the Planning, Zoning and Building Department at 941-316-1966 to obtain these forms.