



**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 COMMERCIAL ADDITION/ALTERATION**

Any application for Building Permit approval shall be signed and submitted by the Applicant on a form provided by the Town, and in addition shall include at least the following information, unless the Town determines that one or more of the following elements do not apply to the particular application.

**Application for Building Permit Approval for a Commercial Addition/Alteration must include submission of the following:**

**For Addition:**

- A completed Building Permit Application including a complete description of the Alteration/Renovation **Attached** \_\_\_\_ **N/A** \_\_\_\_
- The scope of work (Page 2 of the Building Permit application form) needs to include the square footage of the Addition-and the square footage also needs to be included on the cover sheet of your submitted plans. **Attached** \_\_\_\_ **N/A** \_\_\_\_
- If the structure was built Pre-Firm (prior to July 30, 1971), you will be required to complete a **FEMA Improvement/Repair Application Packet** **Attached** \_\_\_\_ **N/A** \_\_\_\_
- The cover sheet of your submitted plans is required to include the following items:
  - The Florida Building Code (FBC) 2023 Design Criteria
  - Wind Load 150 MPH Risk Factor II
  - Exposure Category D
  - Contractor's Name (Qualifier), including: Contractor's License Number; Company Name (dba); Contractor's Address; Contractor's Phone Number; Contractor's Email; the Owner's Name; and, the Job Site Address
- The Occupancy Classification and Construction Type shall be listed on the plans and application **Attached** \_\_\_\_ **N/A** \_\_\_\_
- A copy of the Land Survey is required to be submitted showing the addition and include all setback dimensions **Attached** \_\_\_\_ **N/A** \_\_\_\_
- Provide a completed Longboat Key Open Space Form **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** \_\_\_\_
- Provide Energy Calculations that include the space of the Addition **Attached** \_\_\_\_ **N/A** \_\_\_\_
- Provide all elevation views that are applicable **Attached** \_\_\_\_ **N/A** \_\_\_\_
- Provide an **existing** and **proposed** fully-dimensioned floor plan of the entire building **Attached** \_\_\_\_ **N/A** \_\_\_\_
- Provide wall section(s), or other specific details, for site-specific construction **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** \_\_\_\_\_
- Provide details for stairs and railings, and include shop drawings (If Applicable) **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_
- Provide Elevator Manufacturer's Installation Speciation's (If Applicable) **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_

**For Alteration:**

- A completed Building Permit Application including a complete description of the Alteration **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_
- If the structure was built Pre-Firm (prior to July 30, 1971), you will be required to complete a **FEMA Improvement/Repair Application Packet** **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_
- The cover sheet of your submitted plans is required to include the following items **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_
  - The Florida Building Code (FBC) 2023 Design Criteria
  - Wind Load 150 MPH
  - Risk Factor II
  - Exposure Category D
  - Contractor's Name (Qualifier), including: Contractor's License Number; Company Name (dba); Contractor's Address; Contractor's Phone Number; Contractor's Email; the Owner's Name; and, the Job Site Address
- The Occupancy Classification and Construction Type shall be listed on the plans and application **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_
- Provide a copy of the Site Development Plan Order, Special Exception, or Variance approved by the Town of Longboat Key for your project **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_
- Provide updated Energy Calculations for the newly created air-conditioned space **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_
- Provide proposed elevation views if news ones are created **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_
- Provide an **existing** and **proposed** fully-dimensioned floor plan of the entire building **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_
- Provide wall section(s), or other specific details, for site-specific construction **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** \_\_\_\_\_
- Provide details for stairs and railings, and include shop drawings (If Applicable) **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_
- Provide Elevator Manufacturer's Installation Speciation's (If Applicable) **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_