



COMMERCIAL INTERIOR FINISH CHECKLIST

1. Building permit completed application.
2. Shell permit number.
Note: If the Certificate of Completion has not been issued on the shell building and the Interior Finish contractor is different, an authorization letter from the shell contractor is required.
3. Fire Marshal Review Form.
4. Florida Energy Efficiency Forms: If mechanical equipment is being retrofitted, provide two (2) complete sets of form 506-2017 if applicable.
5. Key plan:
 - A map of the site showing -
 - Surrounding streets
 - Access to the site from the surrounding streets such as driveway(s)
 - If a commercial suite is involved,
 - the position of the building in need of the permit relative to others on the lot and
 - the orientation of the building's front door
 - the location of the suite relative to its neighboring tenants along with either their individual addresses or suite numbers
6. Restaurants are required to submit two (2) copies of plans approved by Department of Business and Professional Regulation Division of Hotel and Restaurants.
7. Two (2) sets of plans signed and sealed by a design professional licensed in the State of Florida.
8. Notice of Commencement: A recorded certified copy of the Notice of Commencement in accordance with Section 713.13 of the Florida Statutes is required to be submitted prior to the first inspection for job valuation \$2,500 and greater.

Note: Impact fees are assessed on new construction. Impact fees must be paid prior to Certificate of Occupancy.