



NEW COMMERCIAL BUILDING CHECKLIST

1. Building permit completed application.
2. Fire Marshal Review Form.
3. Copy of recorded deed (if metes and bounds) or legal description.
4. Florida Energy Efficiency Forms: Provide two (2) complete sets of form 506-2017. Energy Form 402-2017 or 405-17 is required for apartment buildings.
All sheets shall contain the signatures of the person whom performed the calculations. Provide two (2) copies of load calculations.
5. One (1) complete set of “Approved for Construction” civil plans approved by the Site Intake Section.
6. A map of the site showing -
 - a. Surrounding streets
 - b. Access to the site from the surrounding streets such as driveway(s)
 - c. If a building is involved,
 1. the position of the building in need of the permit relative to others on the lot and
 2. the orientation of the building’s front door
7. Restaurants are required to submit two (2) copies of plans approved by Department of Business and Professional Regulation Division of Hotel and Restaurants.
8. Two (2) sets of plans signed and sealed by a design professional licensed in the State of Florida.
9. Sanitary sewer/water receipt: If other than Hillsborough County Utilities, provide a copy of the paid receipts from the supplying utility company. If sanitary service is not available, provide a copy of the septic tank permit. Contact Hillsborough County Health Department @ 307-8000 for information.
Note: Septic tank /well is not an option, if facilities are available the plumbing systems shall be connected to the available services.
10. Two (2) copies of Shop drawings if applicable. Required for Pre-Engineered Metal Buildings. Shop drawings shall be signed and sealed by a design professional.
11. State Health Department permit if applicable is required to install water distribution systems serving multiple buildings.
12. Flood Affidavit signed by the owner and notarized if applicable. Only required if property is located in a Special Flood Hazard Area.
13. 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.

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