

**CITY OF MELBOURNE, FLORIDA**  
**Minimum Plan Requirements for Commercial buildings**

<b>WIND BORNE DEBRIS AREA</b>		<b>Items to be Included – Each Box Shall be Circled as Applicable</b>			
City of Melbourne is located in a wind borne debris area					
<b>THE FOLLOWING REQUIREMENTS APPLY</b>					
1.	Plywood shutters may be used but must be a minimum 7/16-inch thick, precut with anchorage system in place before the final building inspection. One panel must be installed at final inspection, all other panels properly identified and on site. <u>Plans include plywood shutter details and anchoring details (*1 &amp; 2 Story R3 &amp; R4 only 1609.1.2 Exception 1).</u>	Yes	No	<u>NA</u>	*
2.	Approved shutters certified to meet impact tests. Shutters may be roll down, panel, accordion or other approved design type. <u>Plans include FL product approval and installation instructions.</u>	Yes	No	<u>NA</u>	1609.1.2
3.	Approved impact resistant windows and doors certified to meet impact tests. <u>Plans include FL product approval and installation instructions.</u>	Yes	No	NA	1609.1.2
<b>SPECIAL FLOOD HAZARD AREA</b>		<b>Items to be included – Each Box Shall be Circled as Applicable</b>			
PROPERTY IS DETERMINED TO BE IN FLOOD ZONE _____					
IS THE PROPOSED STRUCTURE LOCATED IN A SPECIAL FLOOD HAZARD AREA (SFHA)?					
<b>IF YES, THE FOLLOWING REQUIREMENTS APPLY</b>					*1612.3 All
1.	City of Melbourne Floodplain Management Code and minimum standards under the National Flood Insurance Program require new construction, substantial improvements and remodeling projects to be protected from flood damage. Refer to the Floodplain Management Code in Chapter 13, Article IX of the City of Melbourne Code of Ordinance.	Yes	No	NA	*
2.	The building owner, and only the building owner, shall sign a flood zone affidavit, which will indicate the minimum floor elevation required based on the City of Melbourne Floodplain Management Code.	Yes	No	NA	*
3.	If any portion of a parcel is located in a SFHA, the entire parcel shall be deemed to be located in the SFHA and must meet all the requirements of the City of Melbourne Flood Prevention and Protection Regulations. Alternatively, the applicant may submit a sealed survey, which clearly delineates the special flood hazard area. If the sealed survey indicates that the entire structure is located outside of the SFHA, the Floodplain Management Code will not apply.	Yes	No	NA	*
4.	<u>Include a plan note, which states:</u> "Structure is located in a special flood hazard area, an elevation certificate must be submitted to the building department before requesting the Certificate of Occupancy."	Yes	No	NA	*
5.	Foundation drawings must include the floor elevation of all areas of the building.	Yes	No	NA	*
6.	If any portion of the structure is located within the designated floodway or within a velocity zone, sealed engineering studies must be submitted prior to issuing the building permit. Refer to the Floodplain Management Code in Chapter 13, Article IX of the City of Melbourne Code of Ordinances.	Yes	No	NA	*
<b>REQUIRED DOCUMENTS</b>		<b>Items to be Included – Each Box Shall be Circled as Applicable</b>			
<b>MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION</b>					
1.	Florida Energy Efficiency Forms: Provide two (2) complete sets.	Yes	No	NA	107.3.5
2.	One complete set of "approved for construction" civil plans approved by the City of Melbourne Engineering Department. Note: "approved for construction" plans must be submitted prior to permit issuance. Site requirements will include: 1. Parking A. Fire Access B. Vehicle Loading C. Driving/Turning Radius D. Handicap Parking and Accessible Route 2. Fire Hydrant/Water Supply 3. Does proposed structure comply with <b>F.B.C Chapter 5?</b> 4. Finished floor elevation matches approved site plan. Finished floor elevation is ____ N.G.V.D. 5. Location of specific tanks, water lines, and sewer lines.	Yes	No	NA	107.2.5
3.	Copy of City of Melbourne Tree Permit / Erosion Sedimentation Permit	Yes	No	NA	City Code
4.	Sanitary sewer/water receipt: If other than City of Melbourne utilities, provide a copy of paid receipt or memo from supplying utility indicating building permits may be issued, or an exemption letter indicating that facilities are not available. If sanitary sewer/water service is not available, provide a copy of septic tank permit/well permit. This information must be provided prior to release of permit. <b>NOTE:</b> Septic tank/well is not an option. If sanitary sewer is available, the plumbing systems shall be connected to the available system.	Yes	No	NA	City Code
5.	Prior to the first steel inspection two (2) copies of pre-engineered building shop drawings shall be submitted for approval. Shop drawings shall be signed and sealed by a design professional and shall indicate the design criteria clearly; i.e., wind loading, floor and roof live and dead loads etc.	Yes	No	NA	107.3.5
<b>PLANS AND SPECIFICATIONS</b>		<b>Items to be Included – Each Box Shall be Circled as Applicable</b>			
<b>New Commercial Building (Items 1 – 18)</b>					
1.	Plans and specifications: Two (2) copies of drawings to scale with sufficient clarity and detail to indicate the nature and scope of work. Such drawings shall contain information, in the form of notes or otherwise, as to the quality of materials, where the quality is essential to conforming with the technical codes of the <b>Florida Building, Plumbing, Mechanical, Fuel Gas, Energy Efficiency and Accessibility Codes Fifth Edition (2014); the 2011 National Electrical Codes, and the 2012 Florida Fire Prevention Code.</b> Such information shall be specific, and the technical codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used as a substitute for specific information. All drawings, specifications, and accompanying data shall bear the name and signature of the person(s) responsible for the design. Plans shall include a floor plan, foundation plan, wall sections, floor/roof system plan or truss layout, and all exterior elevations. <b>NOTE:</b> All structural plans shall be signed and sealed by a design professional. <b>NOTE:</b> A separate title block indicating the name, address, telephone number and registration or license number of the person responsible for each system or design must be included on each submitted construction drawing.	Yes	No	NA	107

2.	The following information related to wind loads shall be shown on the construction plans:	Yes	No	NA	1609.1
	◇ Basic wind speed, mph.....	Yes	No	NA	T1609.7(2)
	◇ Wind importance factor and building category.....	Yes	No	NA	1609.4
	◇ Wind exposure – if more than one (1) wind exposure is utilized, the wind exposure and applicable wind direction shall be indicated.....	Yes	No	NA	T1609.6.2
	◇ The applicable internal pressure coefficient.....	Yes	No	NA	T1609.2
◇ Components and Cladding. The design wind pressures in terms of psf to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional.	Yes	No	NA	*	
3.	Occupancy group and special occupancy shall be noted as determined by *Chapter 3 and 4.	Yes	No	NA	*
4.	Minimum type of construction shall be noted as determined by *Table 503.	Yes	No	NA	*
5.	Fire resistant construction requirements shall be shown and shall include the following components:	Yes	No	NA	705.1
	◇ Fire resistant separations.....	Yes	No	NA	T601
	◇ Fire resistant protection for type of construction.....	Yes	No	NA	714.1/716.1
	◇ Protection of openings and penetrations of rated walls.....	Yes	No	NA	Chapter 7
	◇ Listed assemblies of rated walls, floors/ceilings, and shaft enclosures.....	Yes	No	NA	718.1
	◇ Fire blocking and draftstopping.....	Yes	No	NA	722.1
	◇ Calculated fire resistance.....	Yes	No	NA	T716.5
◇ Door and window schedule and their listing. (rated assemblies).	Yes	No	NA		
6.	Fire suppression systems:	Yes	No	NA	907
	◇ Early warning.....	Yes	No	NA	903
	◇ Fire sprinklers.....	Yes	No	NA	905
	◇ Standpipes.....	Yes	No	NA	910
	◇ Smoke evacuation systems schematic.....	Yes	No	NA	
◇ Submittal shall include all fire suppression permitting paperwork.	Yes	No	NA		
7.	Life Safety systems shall be determined and shall include the following requirements:	Yes	No	NA	1004
	◇ Occupant load and egress capacities.....	Yes	No	NA	907
	◇ Early warning.....	Yes	No	NA	1028.6
	◇ Smoke control.....	Yes	No	NA	1022.10
	◇ Stair pressurization.....	Yes	No	NA	Chapter 9
	◇ Systems schematic.....	Yes	No	NA	915
	◇ Two-way radio enhancement.....	Yes	No	NA	
◇ Life safety plan review completed using NFPA 101 by fire safety inspector.	Yes	No	NA		
8.	Occupancy Load/Egress Requirements including the following:	Yes	No	NA	T1004.1.2
	◇ Occupancy load (gross and net).....	Yes	No	NA	1003.1
	◇ Means of egress (exit access, exits, and exit discharge).....	Yes	No	NA	1009.1
	◇ Stair construction and protection.....	Yes	No	NA	1011.1
	◇ Emergency lighting and exit signs.....	Yes	No	NA	1023.1
	◇ Specific occupancy construction requirements and horizontal exits/exit passageways.....	Yes	No	NA	1015.1
◇ Doors.	Yes	No	NA		
9.	Structural requirements shall include the following:	Yes	No	NA	1601
	◇ Design Loads.....	Yes	No	NA	1609
	◇ Wind load requirements.....	Yes	No	NA	1603.1
	◇ Building envelope.....	Yes	No	NA	1603
	◇ Structural calculation (if required).....	Yes	No	NA	1403/2304
	◇ Wall section.....	Yes	No	NA	1907/2308
	◇ Floor systems.....	Yes	No	NA	1601
	◇ Structural design criteria clearly indicated (i.e., wind loading, floor and roof live and dead loads).....	Yes	No	NA	1803
	◇ Soil conditions/analysis.....	Yes	No	NA	2318.3
	◇ Posts columns and beams.....	Yes	No	NA	1801
	◇ Foundation details.....	Yes	No	NA	2308
	◇ Roof systems.....	Yes	No	NA	110.8
	◇ Threshold inspection plan.....	Yes	No	NA	1009
◇ Stair system details.....	Yes	No	NA	2304.9	
◇ Fastener schedule.	Yes	No	NA		
10.	Materials shall be reviewed and shall at a minimum include the following:	Yes	No	NA	2300
	◇ Wood.....	Yes	No	NA	2200
	◇ Steel.....	Yes	No	NA	2000
	◇ Aluminum.....	Yes	No	NA	2400
	◇ Glass.....	Yes	No	NA	2100
	◇ Masonry.....	Yes	No	NA	2500
	◇ Gypsum board/plaster.....	Yes	No	NA	1301.1
	◇ Type of insulation.....	Yes	No	NA	1900
	◇ Concrete.....	Yes	No	NA	2600
	◇ Plastic.....	Yes	No	NA	1500
◇ Roofing.	Yes	No	NA		
11.	Accessibility requirements shall include the following:	Yes	No	NA	501
	◇ Site requirements showing handicap parking and exterior accessible route serving this tenant space.	Yes	No	NA	206
	◇ Accessible route.....	Yes	No	NA	201.1.1
	◇ Vertical accessibility.....	Yes	No	NA	603.1
	◇ Toilet and bathing facilities.....	Yes	No	NA	602.1
	◇ Drinking fountains.....	Yes	No	NA	201
◇ Equipment.....					

	<ul style="list-style-type: none"> <li>◇ Special occupancy requirements.....</li> <li>◇ Fair housing requirements per <b>*ANSI A 117.1 and FHA Design Manual.....</b></li> <li>◇ Maneuvering clearances.....</li> <li>◇ Ramp rise and run.....</li> </ul>	Yes	No	NA	801
		Yes	No	NA	*
		Yes	No	NA	305
		Yes	No	NA	405.1
12	Interior requirements shall include the following:				
	◇ Interior finish (flame spread/smoke development) as determined by <b>F.B.C Chapter 8.....</b>	Yes	No	NA	*
	◇ Light and ventilation.....	Yes	No	NA	1205/1203
	◇ Sanitation.....	Yes	No	NA	1210
13	Plumbing plans shall include the following:				
	◇ Designer name and registration number shall be on all plans.....	Yes	No	NA	107.1
	◇ Minimum number of fixtures as determined by Table 403.1.....	Yes	No	NA	T403.1
	◇ Fixture requirements.....	Yes	No	NA	401
	◇ Potable water supply piping.....	Yes	No	NA	604.1
	◇ Sanitary drainage.....	Yes	No	NA	701.1
	◇ Water heaters and their locations as determined by <b>502 F.P.C.....</b>	Yes	No	NA	502
	◇ Vents.....	Yes	No	NA	901
	◇ Location of water supply lines.....	Yes	No	NA	606
	◇ Grease trap sizes and locations.....	Yes	No	NA	100.3
	◇ Plumbing riser.....	Yes	No	NA	107.3.5
	◇ Roof drainage.....	Yes	No	NA	1105
	◇ Backflow prevention.....	Yes	No	NA	608.1
	◇ Environmental requirements per <b>*Department of Environmental Protection</b>	Yes	No	NA	<b>*DEP</b>
14	Mechanical plans shall include the following:				
	◇ Designer name and registration number shall be on all plans.....	Yes	No	NA	107.1
	◇ Exhaust systems including clothes dryers, kitchen equipment, and specialty equipment systems.....	Yes	No	NA	501.1
	◇ Equipment schedule and their locations including rooftop and GFIs.....	Yes	No	NA	303
	◇ Duct lay out and insulation r-value.....	Yes	No	NA	603
	◇ Duct closures (UL 181 approved tapes, mastic...etc.).....	Yes	No	NA	<b>603.9</b>
	◇ Ventilation systems.....	Yes	No	NA	401
	◇ Chimneys, fireplaces, and venting.....	Yes	No	NA	801
	◇ Appliances.....	Yes	No	NA	901
	◇ Refrigeration.....	Yes	No	NA	1101
	◇ Energy calculations (2 copies).....	Yes	No	NA	107.3.5
	◇ Make up air.....	Yes	No	NA	501.4
	◇ Combustion air.....	Yes	No	NA	701
	◇ Boilers.....	Yes	No	NA	1001
	◇ Bathroom ventilation.....	Yes	No	NA	T403.3
15	Gas plans shall include the following:				
	◇ Designer name and registration number shall be on all plans.....	Yes	No	NA	107.1
	◇ Gas piping layout.....	Yes	No	NA	107.3.5
	◇ Venting.....	Yes	No	NA	502
	◇ Gas riser diagram/shut-offs and pipe sizes.....	Yes	No	NA	401
	◇ Type of gas.....	Yes	No	NA	301.7/602
	◇ Appliances (include B.T.U. rating).....	Yes	No	NA	303
	◇ Fireplaces.....	Yes	No	NA	602
	◇ Chimneys and vents.....	Yes	No	NA	501
	◇ L P tank locations.....	Yes	No	NA	<b>NFPA 58</b>
	◇ Combustion air.....	Yes	No	NA	<b>304</b>
16	Electrical plans shall comply with the <b>2011 National Electrical Code</b> and shall include the following:				
	◇ Designer name and registration number shall be on all plans.....	Yes	No	NA	107.1
	◇ Type, location, and capacity of all service equipment.....	Yes	No	NA	NEC 230
	◇ The location of every proposed outlet, including switches.....	Yes	No	NA	
	◇ The location, voltage, horsepower, kilowatt, or similar rating of every motor or generator.....	Yes	No	NA	NEC 430
	◇ Details of panelboard, switchboard, and distribution centers, showing type and arrangement of switches, over-current devices, and general control equipment.....	Yes	No	NA	NEC 408
	◇ Panelboard or switchboard schedules showing wattage or amperage and the number of active or branch circuits to be installed, and the number of spare or branch circuits for future use.....	Yes	No	NA	NEC 240
	◇ The location of fire systems and exit lighting.....	Yes	No	NA	907 /1011
	◇ The load calculation sheet.....	Yes	No	NA	NEC 220
17	<b>TERMITE PROTECTION – PLANS MUST SPECIFY TYPE OF TERMITE TREATMENT</b>				
	<ul style="list-style-type: none"> <li>• Soil Chemical Barrier Method</li> <li>• Other treatment – Must specify proposed method and submit documentation, which substantiates the proposed method, is an approved termite protection system or method.</li> </ul>				
	<b>IF CHEMICAL SOIL TERMITE TREATMENT IS USED</b>				
	1. <u>Include a plan note which states:</u> Chemical barrier method shall be completed in accordance with Florida Building Code Chapters / <b>Sections 1503.7 / 1816 and 2304.11.</b>	Yes	No	NA	*
	2. <u>Include a plan note which states:</u> A certificate of compliance must be issued to the building department by a licensed pest control company before a certificate of occupancy will be issued. The certificate of compliance shall state: <i>“The building has received a complete treatment for the prevention of subterranean termites. The treatment is in accordance with the rules and laws of the Florida Department of Agriculture and Consumer Services.”</i>	Yes	No	NA	<b>1816.1</b>

18	<b>FLORIDA PRODUCT APPROVAL FOR COMPONENTS &amp; CLADDING</b>						
	City of Melbourne – Risk Category I=140 Vult II=150 Vult III or IV=160 Vult. Exposure Category B, C, or D selected by designer of record.						
	1.	Panel Walls	Yes	No	NA	1609	
	2.	Exterior Doors	Yes	No	NA	1609	
	3.	Roofing Products	Yes	No	NA	1609	
	4.	Skylights	Yes	No	NA	1609	
	5.	Windows	Yes	No	NA	1609	
	6.	Shutters	Yes	No	NA	1609	
	7.	Structural Components	Yes	No	NA	1609	
8.	Impact Protective Systems	Yes	No	NA	1609		
<b>PLANNING AND ZONING</b>							
1.	Concurrency approval: Yes No N/A	ARB: Yes No N/A	Yes	No	N/A		
2.	Approved Site Plan		Yes	No	N/A		
<b>PUBLIC WORKS</b>							
1.	Trash Hauling Permit.		Yes	No	N/A		
<b>GENERAL INFORMATION</b>							
1.	Address:	Project Name:					
2.	Permit Number:	Contractor:					
3.	Plans Examiner's Signature:	Date Completed:					
<b>NOTES:</b>							

Revised 10/27/15