CITY OF MELBOURNE, FLORIDA
Minimum Plan Requirements for Commercial Buildings

<table>
<thead>
<tr>
<th>WIND BORNE DEBRIS AREA</th>
<th>Items to be Included – Each Box Shall be Circled as Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Melbourne is located in a wind borne debris area</td>
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</tbody>
</table>

**THE FOLLOWING REQUIREMENTS APPLY**

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 panels properly identified and on site. Plans include plywood shutter details and anchoring details (*1 & 2 Story R3 & R4 only 1609.1.2 Exception 1).
   - Yes
   - No
   - NA
   - *

2. Approved shutters certified to meet impact tests. Shutters may be roll down, panel, accordion or other approved design type. Plans include FL product approval and installation instructions.
   - Yes
   - No
   - NA
   - 1609.1.2

3. Approved impact resistant windows and doors certified to meet impact tests.
   - Yes
   - No
   - NA
   - 1609.1.2

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<tr>
<th>SPECIAL FLOOD HAZARD AREA</th>
<th>Items to be Included – Each Box Shall be Circled as Applicable</th>
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</table>
| IS THE PROPOSED STRUCTURE LOCATED IN A SPECIAL FLOOD HAZARD AREA (SFHA)? | Yes
   - No
   - NA
   - 1612.3

**PROPERTY IS DETERMINED TO BE IN FLOOD ZONE ___________**

**IF YES, THE FOLLOWING REQUIREMENTS APPLY**

- *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. Include a plan note, which states: “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
   - *

**REQUIRED DOCUMENTS MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION**

- 107.3.5

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:
   - Yes
   - No
   - NA
   - 107.2.5

   a. Parking
   b. Fire Access
   c. Vehicle Loading
   d. Driving/Turning Radius
   e. Handicap Parking and Accessible Route
   f. Fire Hydrant/Water Supply

3. Sanitary sewer/water service: 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.
   - Yes
   - No
   - NA
   - City Code

4. 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

<table>
<thead>
<tr>
<th>PLANS AND SPECIFICATIONS New Commercial Building (Items 1 – 18)</th>
<th>Items to be Included – Each Box Shall be Circled as Applicable</th>
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</table>
| 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 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. 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.
   - Yes
   - No
   - NA
   - 107

**NOTE:** All structural plans shall be signed and sealed by a design professional.

**NOTE:** 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.
The following information related to wind loads shall be shown on the construction plans:

- Basic wind speed, mph.................................................................................................................... Yes No NA 1609.1
- Wind importance factor and building category.............................................................................. Yes No NA T1609.7(2)
- Wind exposure – if more than one (1) wind exposure is utilized, the wind exposure and applicable wind direction shall be indicated......................................................................................... Yes No NA 1609.4
- The applicable internal pressure coefficient....................................................................................... Yes No NA T1609.6.2
- Components and Cladding. The design wind pressures in terms of psf to be used for the design of exterior cladding materials not specifically designed by the registered design professional.

Fire resistant construction requirements shall be shown and shall include the following components:

- Fire resistant separations................................................................................................................. Yes No NA 705.1
- Fire resistant protection for type of construction.............................................................................. Yes No NA T601
- Protection of openings and penetrations of rated walls................................................................. Yes No NA 714.1/716.1
- Listed assemblies of rated walls, floors/ceilings, and shaft enclosures........................................ Yes No NA Chapter 7
- Fire blocking and draftstopping...................................................................................................... Yes No NA 718.1
- Calculated fire resistance................................................................................................................ Yes No NA 722.1
- Door and window schedule and their listing. (rated assemblies)................................................... Yes No NA 1716.5

Fire suppression systems:

- Early warning................................................................................................................................ Yes No NA 907
- Fire sprinklers ................................................................................................................................ Yes No NA 903
- Standpipes...................................................................................................................................... Yes No NA 905
- Smoke evacuation systems schematic............................................................................................ Yes No NA 910
- Submittal shall include all fire suppression permitting paperwork.*************************************** Yes No NA

Life Safety systems shall be determined and shall include the following requirements:

- Occupant load and egress capacities.................................................................................................. Yes No NA 1004
- Early warning................................................................................................................................ Yes No NA 907
- Smoke control................................................................................................................................. Yes No NA 1028.6
- Stair pressurization............................................................................................................................ Yes No NA 1022.10
- Systems schematic............................................................................................................................ Yes No NA Chapter 9
- Two-way radio enhancement............................................................................................................ Yes No NA 915
- Life safety plan review completed using NFPA 101 by fire safety inspector................................. Yes No NA

Occupancy load/Egress Requirements including the following:

- Occupancy load (gross and net)........................................................................................................ Yes No NA T1004.1.2
- Means of egress (exit access, exits, and exit discharge).................................................................... Yes No NA 1003.1
- Stair construction and protection...................................................................................................... Yes No NA 1009.1
- Emergency lighting and exit signs..................................................................................................... Yes No NA 1011.1
- Specific occupancy construction requirements and horizontal exits/exit passageways................ Yes No NA 1023.1
- Doors............................................................................................................................................. Yes No NA 1015.1

Structural requirements shall include the following:

- Design Loads.................................................................................................................................... Yes No NA 1601
- Wind load requirements................................................................................................................... Yes No NA 1609
- Building envelope............................................................................................................................ Yes No NA 1603.1
- Structural calculation (if required).................................................................................................... Yes No NA 1403/2304
- Wall section..................................................................................................................................... Yes No NA 1907/2308
- Floor systems.................................................................................................................................. Yes No NA 1803
- Soil conditions/analysis................................................................................................................... Yes No NA 1905
- Posts columns and beams.............................................................................................................. Yes No NA 1301.1
- Foundation details............................................................................................................................ Yes No NA 2004.9
- Roof systems................................................................................................................................ Yes No NA 2308
- Threshold inspection plan................................................................................................................ Yes No NA 1001
- Stair system details.......................................................................................................................... Yes No NA 1009
- Fastener schedule............................................................................................................................. Yes No NA 1500

Materials shall be reviewed and shall at a minimum include the following:

- Wood............................................................................................................................................ Yes No NA 2300
- Steel................................................................................................................................................ Yes No NA 2200
- Aluminum...................................................................................................................................... Yes No NA 2000
- Glass............................................................................................................................................... Yes No NA 2400
- Masonry........................................................................................................................................ Yes No NA 2100
- Gypsum board/plaster.................................................................................................................... Yes No NA 2500
- Type of insulation............................................................................................................................. Yes No NA 1301.1
- Concrete......................................................................................................................................... Yes No NA 1900
- Plastic............................................................................................................................................ Yes No NA 2600
- Roofing......................................................................................................................................... Yes No NA 1500

Accessibility requirements shall include the following:

- Site requirements showing handicap parking and exterior accessible route serving this tenant space. Yes No NA 501
- Accessible route............................................................................................................................... Yes No NA 206
- Vertical accessibility........................................................................................................................ Yes No NA 201.1.1
- Toilet and bathing facilities............................................................................................................. Yes No NA 603.1
- Drinking fountains.......................................................................................................................... Yes No NA 602.1
- Equipment..................................................................................................................................... Yes No NA 201

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 *
1. Include a plan note which states: Chemical barrier method shall be completed in accordance with Florida Building Code Chapters 1503.7, 1816, and 2304.11. Yes No NA NEC 230

2. Include a plan note which states: 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: “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.” Yes No NA NEC 408
FLORIDA PRODUCT APPROVAL FOR COMPONENTS & CLADDING

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.

<table>
<thead>
<tr>
<th>Component</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>1609</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Panel Walls</td>
<td></td>
<td></td>
<td>NA</td>
<td>1609</td>
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<tr>
<td>2. Exterior Doors</td>
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<td>3. Roofing Products</td>
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<td>4. Skylights</td>
<td></td>
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<td>5. Windows</td>
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<td>6. Shutters</td>
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<td>7. Structural Components</td>
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<td>8. Impact Protective Systems</td>
<td></td>
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PLANNING AND ZONING

<table>
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<tr>
<th>Component</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Concurrency approval:</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>ARB:</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Approved Site Plan</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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PUBLIC WORKS

<table>
<thead>
<tr>
<th>Component</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1. Trash Hauling Permit.</td>
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GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
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<tbody>
<tr>
<td>Address</td>
<td>Project Name:</td>
</tr>
<tr>
<td>Permit Number:</td>
<td>Contractor:</td>
</tr>
<tr>
<td>Plans Examiner’s Signature:</td>
<td>Date Completed:</td>
</tr>
</tbody>
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NOTES:

Revised 10/27/15