



BUILDING AND ZONING DIVISION
CHECKLIST FOR COMMERCIAL BUILDING
ALTERATIONS / RENOVATIONS

FBC-2023

Date: _____ Type Construction: I II III IV V

Building Location: _____

Type Occupancy: _____ Occupancy Classification: _____

Occupant Load _____ Specific Uses (e.g. Retail sale of sporting goods): **Use separate sheet of paper if necessary.** _____

Existing Total Floor Area Entire Building: _____ Improvement Area: _____

Zone District: _____ Flood Zone: _____ Fire District: _____

Contractor: _____ Phone: _____

Architect: _____ Phone: _____

Engineer: _____ Phone: _____

THE FOLLOWING INFORMATION IS REQUIRED BY THE CITY OF SARASOTA BUILDING DIVISION. THE INFORMATION PRESENTED IS ONLY A MINIMUM REQUIREMENT FOR PLANS EXAMINATION, AND DOES NOT RELEASE THE DESIGNEE IN ANY WAY FROM THE RESPONSIBILITY OF TOTAL COMPLIANCE WITH ALL APPLICABLE CODES. APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL REQUESTED INFORMATION IS SUBMITTED.

BLUEPRINTS MUST BE 24" x 36"

YES	NO		YES	NO
		PLEASE DO NOT WRITE IN SHADED AREAS.		
Staff	Use			
		1. Digital submission through the City's portal or by paper in person four complete sets of plans and specifications		
		General cover sheet • Building Address • Title block including North arrow, date of preparation, owner's name, subdivision, lot & block. • Contractor information • All Design Professional's information: Civil Engineer, Architect, MEPF Engineers, Landscape Engineers • Life Safety Plan: Per FBC 107 Construction type, Occupancy type, Occupancy class, Occupancy load, Egress, Change of Occupancy, Specific uses, Fire resistive assemblies, Height, elevation. • Site plan • Number of off-street parking spaces, required and provided, including handicapped spaces		
		3. Architectural plan(s) Per FBC 107.3.5 • Seal and signature of the Architect who prepared the plans (Architect required if construction valuation is \$25,000 or over) Per FS 481.229(c), 489. • Building Code analysis: Construction type, Occupancy type, Occupancy class, Occupancy load, Egress, is this a change of uses, Fixture calculation, Flood zone. On existing layout and proposed layout documents. • Existing and proposed layouts. • Areas to be Demolished, Copy of an Asbestos survey if removing 160sqft of material per FBC 105.9, Check with Sarasota County Department of health. • Building and structure heights and elevations • Exterior material types and finishes, sections/elevations - finished floor elevations		
		4. Health Department Approval (Restaurant). If alcoholic beverages are proposed, write the type of beverages here:		
		5. Transportation concurrency letter from Engineering Department		
		6. Site Plan: Site lighting plan including location, type, height and intensity pattern of all exterior lights, if applicable with Photometric plan		
		7. Height and type of fencing and walls, existing and proposed and a Lot Drainage plan		
		8. Locations of doors and windows (if replacing (NOA's) Notice of Acceptance required). Current Product approval Front Page or List number on plans.		
		9. Structural plans Signed and Sealed FS471.		
		10. MEP Plans by a division II contract if under the requirements or design professional meeting FS471/ Files should be separate and file name starting in plain language, Civil, Arch, etc.		
		11. Mechanical plan(s) with Energy compliance forms		
		12. Electrical plan(s)		
		13. Plumbing plan(s)		
		14. ADA requirements		
		15. Sprinkler shop Drawings – Layout, Riser diagram, calculations, By fire sprinkler Contractor		
		16. Fire alarm shop drawings; By Fire Alarm Contractor		
		18. Roofing specifications, NOA's (Notice of Acceptance)		
		19. Civil requirements if apply • Site plan, property lines, lots, blocks, subdivisions, fences, walls, • Grading, landscaping, pathway, parking lots, drainage, existing conditions, utility's location, building placement. • Provide a drainage plan • Drainage calculations		

		- Water/Sewer availability - Refuse and collection areas including screening and dumpster locations		
		20. Zoning Requirements		
		Zoning Data Block (May be required) - (See Zoning Division)		
		Density calculations (if applicable)		
		Minimum lot area required, and minimum lot area provided		
		Minimum lot width required, and minimum lot width provided		
		Maximum lot coverage allowed, and lot coverage provided		
		Minimum yard setbacks required, and yard setbacks provided		
		Maximum height allowed, and height provided		
		Total floor area of all structures		
		Present use and Proposed use		
		21. FEMA information required: (If property in Flood Zone A or V, fill out a thru g)		
		Fill out FEMA forms		
		(a) Framing and Floor and Wall finish schedule. Must be water resistant for a min. of 72 Hrs.		
		(b) V-Zone Design Certificate if in a V Zone		
		(c) Signed Contract by Builder and Owner		
		(d) Substantial Improvement / Substantial Damage forms (On the City's Website)		
		(e) Full Appraisal or Property Appraisers Building Value		
		(f) Survey showing the Flood Zone and the Flood Zone line location		
		(g) If an elevation Cert. is provided It must have NAVD Elevations		
		22. Public Art, Commercial Renovation projects with a construction value of \$1,000,000 or more must contribute to public art. See City web site		
		23. Correction to comments or Changes - Provide a transmittal form. - A narrative should be provided with correction giving brief detail of correction or change. - Correction file names shall be the same as the original file name plus Rev #		
		24. Impact fees for existing uses if wanting credits. A copy of the property appeaser card for all existing structures.		