



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"

Y E S	N O	PLEASE DO NOT WRITE IN SHADED AREAS.	Y E S	N O
Staff	Use			
		1. Five complete sets of plans and specifications		
		2. Site plan(s) - 5 (May require landscape and Drainage plan.) Dimensioned site plans including (not needed for street/ROW vacation certificates of appropriateness, or historic designation applications): - Title block including North arrow, date of preparation, owner's name, subdivision, lot & block - Number of off-street parking spaces, required and provided, including handicapped spaces		
		3. Architectural plan(s)/sections/elevations - finished floor elevations - Seal and signature of the Architect who prepared the plans (Architect required if construction valuation is \$25,000 or over) - Building and structure heights and elevations - Exterior material types and finishes		
		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 lighting plan including location, type, height and intensity pattern of all exterior lights, if applicable		
		7. Height and type of fencing and walls, existing and proposed and a Lot Drainage plan		
		8. Refuse and collection areas including screening and dumpster locations		
		9. Locations of doors and windows (if replacing (NOA's) Notice of Acceptance and Installation Instructions required). Front Page that has the Building Code date		
		10. Structural plans Signed and Sealed		
		11. Fire resistive assemblies/Life Safety Plan		
		12. Sprinkler plans - Riser diagram calculations		
		13. Fire alarm system; heat/smoke detectors; two way communication		
		14. Mechanical plan(s)		
		15. Energy compliance forms		
		16. Plumbing plan(s)		
		17. Handicapped facilities		
		18. Electrical plan(s)		
		19. Roofing specifications, NOA's (Notice of Acceptance)		
		20. 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		
		FEMA information required: (If property in Flood Zone A or V, fill out a thru g)		
		(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		