



**CITY OF MELBOURNE
FLORIDA
Minimum Plan Requirements for Commercial Buildings**

WIND BORNE DEBRIS AREA		Items to be Included – Each Box Shall be Circled as Applicable		
City of Melbourne is located in a wind borne debris area				
THE FOLLOWING REQUIREMENTS APPLY				
1.	Option 1: Building may be designed as partially opened. This means that the buildings design allows it to withstand the internal pressure build up when an opening is breached. <u>Plans include a note stating: “This structure has been designed as a partially opened structure in accordance with Florida Building Code section 1606.”</u>	Yes	No	N/A
2.	Option 2: 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.</u>	Yes	No	N/A
3.	Option 3: Approved shutters certified to meet impact tests. Shutters may be roll down, panel, accordion or other approved design type. <u>Plans include manufacturer, model number, installation instructions and copy of the impact test data for proposed shutters.</u>	Yes	No	N/A
4.	Option 4: Approved impact resistant windows and doors certified to meet impact tests. <u>Plans include manufacturer, model number, installation instructions and copy of the impact test data for proposed impact resistant windows.</u>	Yes	No	N/A
SPECIAL FLOOD HAZARD AREA		Items to be included – Each Box Shall be Circled as Applicable		
PROPERTY IS DETERMINED TO BE IN FLOOD ZONE				
IS THE PROPOSED STRUCTURE LOCATED IN A SPECIAL FLOOD HAZARD AREA (SFHA)?				
IF YES, THE FOLLOWING REQUIREMENTS APPLY				
1.	City of Melbourne Flood Prevention and Protection Regulations 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 Flood Prevention and Protection Regulations in Chapter 13 of the City of Melbourne Code of Ordinance.	Yes	No	N/A
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 Flood Prevention and Protection Regulations.	Yes	No	N/A
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 Flood Prevention and Protection Regulations will not apply.	Yes	No	N/A
4.	<u>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.”</u>	Yes	No	N/A
5.	Foundation drawings must include the floor elevation of all areas of the building.	Yes	No	N/A
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 Flood Prevention and Protection Regulations in Chapter 13 of the City of Melbourne Code of Ordinances.	Yes	No	N/A
REQUIRED DOCUMENTS MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION		Items to be Included – Each Box Shall be Circled as Applicable		
1.	Copy of the recorded deed (if metes and bounds) or legal description	Yes	No	N/A
2.	Florida Energy Efficiency Forms: Provide two (2) complete sets.	Yes	No	N/A
3.	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 Table 600 F.B.C.? 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	N/A
4.	Copy of City of Melbourne Tree Permit / Erosion Sedimentation Permit	Yes	No	N/A
5.	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. NOTE: Septic tank/well is not an option. If sanitary sewer is available, the plumbing systems shall be connected to the available system.	Yes	No	N/A
6.	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	N/A

PLANS AND SPECIFICATIONS New Commercial Building (Items 1 – 18)		Items to be Included – Each Box Shall be Circled as Applicable		
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 2007 Florida Building, Plumbing, Mechanical, Fuel Gas, Energy Efficiency, Accessibility, and 2005 National Electrical Codes, and the 2006 NFPA 101 Life Safety 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. 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.	Yes	No	N/A
2.	The following information related to wind loads shall be shown on the construction plans: <ul style="list-style-type: none"> ◇ Basic wind speed, mph, (km/hr). ◇ Wind importance factor and building category. ◇ Wind exposure – if more than one (1) wind exposure is utilized, the wind exposure and applicable wind direction shall be indicated. ◇ The applicable internal pressure coefficient. ◇ Components and Cladding. The design wind pressures in terms of psf, (kN/m2) to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional. 	Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
3.	Occupancy group and special occupancy shall be noted as determined by Chapter 3 and 4 .	Yes	No	N/A
4.	Minimum type of construction shall be noted as determined by Table 500 .	Yes	No	N/A
5.	Fire resistant construction requirements shall be shown and shall include the following components: <ul style="list-style-type: none"> ◇ Fire resistant separations. ◇ Fire resistant protection for type of construction. ◇ Protection of openings and penetrations of rated walls. ◇ Listed assemblies of rated walls, floors/ceilings, and shaft enclosures. ◇ Fire blocking and draftstopping. ◇ Calculated fire resistance. ◇ Door and window schedule and their listing. (rated assemblies). 	Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
6.	Fire suppression systems: <ul style="list-style-type: none"> ◇ Early warning. ◇ Fire sprinklers. ◇ Standpipes. ◇ Smoke evacuation systems schematic. ◇ Submittal shall include all fire suppression permitting paperwork. 	Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
7.	Life Safety systems shall be determined and shall include the following requirements: <ul style="list-style-type: none"> ◇ Occupant load and egress capacities. ◇ Early warning. ◇ Smoke control. ◇ Stair pressurization. ◇ Systems schematic. ◇ Life safety plan review completed using NFPA 101 by fire safety inspector. 	Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
8.	Occupancy Load/Egress Requirements including the following: <ul style="list-style-type: none"> ◇ Occupancy load (gross and net). ◇ Means of egress (exit access, exits, and exit discharge). ◇ Stair construction and protection. ◇ Emergency lighting and exit signs. ◇ Specific occupancy construction requirements and horizontal exits/exit passageways. ◇ Doors. 	Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
9.	Structural requirements shall include the following: <ul style="list-style-type: none"> ◇ Design Loads. ◇ Wind load requirements. ◇ Building envelope. ◇ Structural calculation (if required). ◇ Wall section. ◇ Floor systems. ◇ Structural design criteria clearly indicated (i.e., wind loading, floor and roof live and dead loads). ◇ Soil conditions/analysis. ◇ Posts columns and beams. ◇ Foundation details. ◇ Roof systems. ◇ Threshold inspection plan. ◇ Stair system details. ◇ Fastener schedule. 	Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A
		Yes	No	N/A

16.	Electrical plans shall comply with the 2005 National Electrical Code and shall include the following:			Yes	No	N/A		
	◇	Designer name and registration number shall be on all plans.			Yes	No	N/A	
	◇	Type, location, and capacity of all service equipment.			Yes	No	N/A	
	◇	The location of every proposed outlet, including switches.			Yes	No	N/A	
	◇	The location, voltage, horsepower, kilowatt, or similar rating of every motor or generator.			Yes	No	N/A	
	◇	Details of panelboard, switchboard, and distribution centers, showing type and arrangement of switches, over-current devices, and general control equipment.			Yes	No	N/A	
	◇	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	N/A	
	◇	The location of fire systems and exit lighting.			Yes	No	N/A	
◇	The load calculation sheet.			Yes	No	N/A		
17.	TERMITE PROTECTION – PLANS MUST SPECIFY TYPE OF TERMITE TREATMENT							
	<ul style="list-style-type: none"> • Soil Chemical Barrier Method • Other treatment – Must specify proposed method and submit documentation, which substantiates the proposed method, is an approved termite protection system or method. 							
	IF CHEMICAL SOIL TERMITE TREATMENT IS USED							
1.	Include a plan note which states: Chemical barrier method shall be completed in accordance with Florida Building Code Chapters / Sections 104 / 1503 / 1816 and 2303.			Yes	No	N/A		
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: <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	N/A		
18.	EXTERIOR WINDOWS & DOORS							
	EXTERIOR WINDOWS AND DOORS ARE REQUIRED TO MEET THE DESIGN WIND LOAD PRESSURES OF CHAPTER 16, FBC 1707.4.1 & 1707.4.3							
	1.	Plans illustrate that all exterior windows and glass doors are required to be tested in accordance with ANSI/AAMA/NWDA 101/IS2 Standard and bear an AAMA or WDMA label identifying the manufacturer, performance characteristics and approved product testing entity. FBC 1707.4.2.1			Yes	No	N/A	
	2.	Plan details illustrate that all exterior windows and doors, shall be anchored per published manufacturer’s recommendations to achieve the design pressure specified. FBC 1707.4.4.1			Yes	No	N/A	
	3.	Plan details illustrate that all exterior windows and doors where buck thickness is less than 1 ½ inches, shall be anchored through the jam into the structural substrate. FBC 1707.4.4.2			Yes	No	N/A	
	4.	Plan details illustrate that all exterior windows and doors where buck thickness is 1 ½ inches or greater, the buck must be attached in a manner that transfers the load directly to the structure. Windows and doors shall be anchored through the jam into the wood buck. FBC 1707.4.4.2			Yes	No	N/A	
	5.	Plan details illustrate that the tapered window buck shall extend beyond the interior lip of the window. FBC 1707.4.4.2			Yes	No	N/A	
	6.	Plan details illustrate that mullions and adjacent door assemblies are required to be tested or engineered to transfer 1.5 times the designed loads to the rough opening substrate. FBC 1707.4.5.1 – 1707.4.5.4			Yes	No	N/A	
	7.	A complete door and window schedule including manufacturer and model number has been included as part of the construction drawings.			Yes	No	N/A	
8.	Garage door installation details and data indicating compliance with the wind load requirements of Section 1606 has been included as part of the construction drawings.			Yes	No	N/A		
PLANNING AND ZONING								
1.	Concurrency approval: Yes No N/A			ARB: Yes No N/A		Yes	No	N/A
2.	SETBACKS/EASEMENTS							
3.		SETBACK	REQUIRED	SHOWN	EASEMENTS			
4.	Front							
5.	Left side							
6.	Rear							
7.	Right side							
8.	Approved as shown (No Encroachments)					Yes	No	N/A
PUBLIC WORKS								
1.	Trash Hauling Permit.					Yes	No	N/A
GENERAL INFORMATION								
1.	Address:			Project Name:				
2.	Permit Number:			Contractor:				
3.	Plans Examiner’s Signature:			Date Completed:				
NOTES:								