

## COMMERCIAL BUILDING PERMIT PROCESS

After the site review has been approved by the Technical Review Board (TRB) a permit package may be submitted to the Haines City Building Department. A completed permit package includes:

1. Completed Building Permit Application. An application must include the building size, building address and water meter requirements. The application must be signed by the contractor or the building owner.
2. Three complete sets of building plans. Building plans must be raised seal and signed and include the architectural, structural, mechanical, electrical and plumbing drawings.
3. One set of plans on CD in PDF format.
4. Two plot/site plan drawings. Plot/site plan must show setbacks, property lines and building separation.
5. Two sets of structural calculations (as required). Must be raised seal and signed.
6. Two sets of truss engineering (as required). Must be raised seal and signed.
7. Two sets of energy calculations.
8. Department of Health permit if building is serviced by septic system.
9. Notice of Commencement.
10. Estimated water and waste water capacities.
11. Plan review fee will be collected at building permit submittal and remaining fees collected at building permit issuance.

Upon successful review of plans, one set of building plans, one plot/site plan, one set of truss engineering, one set of energy calculations and the CD will be kept on file with the Haines City Building Department. Two sets of building plans, one plot/site plan, one set of truss engineering and one set of energy calculations will be returned to the contractor/owner. One of the sets of building plans along with the plot/site plan, truss engineering and energy calculations will be stamped by the Haines City Building Department for inspector use at the jobsite.

Contractor information is required at application submittal to allow the checking of state and city licensure.