



COMMERCIAL AND MULTIPLE-FAMILY (3 OR MORE) APPLICATION SUBMITTAL CHECKLIST/REVIEW CRITERIA

11 North Third Street, Jacksonville Beach, FL 32250
building@jaxbchfl.net | ssciotto@jaxbchfl.net

FBC 8TH EDITION (2023)

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Effective Date 1-1-2025

FILING REQUIREMENTS

- a. Completed [Land Development Code Compliance Application](#) Form, if applicable
- b. [FEMA](#) "Construction-Drawings" Elevation Certificate if property is located in a special flood hazard area
- c. Copy of DEP Notice to Proceed (Coastal Construction Control Zone Only), if applicable. One (1) Ledger-sized DEP stamped approved drawings.
- d. Submit [Address Assignment, Change, and/or Verification Application Online](#), if applicable
- e. Completed Tree Removal/Site Clearing Affidavit, if applicable (reference [LDC 34-424](#)).
- f. [Plan review fee](#) payment (check or money order) for projects valued at \$25,000 or greater
- g. Accurate Legal Boundary Survey
- h. Completed [Building Permit Application](#) Form
- i. [Owner-Builder Disclosure Statement](#), if applicable
- j. [Florida Energy Efficiency Compliance Forms](#) – signed by Preparer & Owner/Agent, if applicable
- k. Two (2) sets of [Florida Product Approval Information Sheet](#) – Do NOT include installation instructions
- l. Threshold Building or Special Inspector Credentials and Inspection Plan, if applicable (F.S. 553.71, 553.77, 553.79)
- m. *Three (3) bound sets of Construction Documents*

NEW COMMERCIAL OR MULTIPLE-FAMILY CONSTRUCTION

1. *Architectural Plans* shall be dimensioned and drawn upon suitable material and of sufficient clarity to indicate the nature and extent of the work proposed and legal address. They shall include a code summary indicating occupancy classification, construction type, building height, number of stories etc.
2. *Life Safety Plan* indicating fire protection system, size and location of all portions of the means of egress including the path of the exit discharge to the public way.
3. *Structural Plans* shall be signed and sealed by a State of Florida registered Design Professional and shall provide the information specified in FBC Section 1603
4. Fire Protection, Electrical, Mechanical, Gas, and Plumbing Plans shall be signed and sealed and shall provide the information specified in FBC Section 107.3
5. Exterior wall envelope details shall be provided as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water resistive membrane and details around openings.
6. Design Flood Elevations shall be established in accordance with FBC Section 1612.3.1
7. [Sea Turtle Protection](#) compliant lighting plans, specifications and all glazing [VLT-45% or less] shall be in accordance with City of Jacksonville Beach Ordinance No. 2020-8140
8. [Building height](#) indicated, if applicable and measured as follows:
 - Primary Structure (measured from the crown of the road in front of building to the mean roof height)
 - Accessory Structure (measured from grade to top of highest point of roof)
9. *Site Plan* shall be drawn to scale and in accordance with an accurate boundary survey, including but not limited to the following:
 - a. All existing and proposed improvements are located, dimensioned and labeled by use
 - b. All existing and proposed dimensional zoning setback lines as measured to/from property lines, other structures, and adjacent rights-of-way
 - c. Existing and proposed lot coverage calculations shown as a percentage of all impervious features to total lot area
 - d. Established street grades and proposed finished grades



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NEW COMMERCIAL CONSTRUCTION CONTINUED

9. e. Flood hazard areas, flood zones, and design flood elevations, including finished floor elevations for existing and proposed improvements
- f. Drainage and Erosion Control, Landscape, and Irrigation plans
- g. Parking and fire access, including FBC Accessibility Code provisions
10. Miscellaneous Approvals – Submitting plans, drawings and specifications approved by the following agencies does not relieve the developer (owner, contractor, engineer, and/or architect) from obtaining permits or approvals from other agencies at the federal, state, or local level.
 - Department of Business and Professional Regulations - Divisions of Hotels and Restaurants
 - State of Florida Department of Agriculture and Consumer Services for grocery stores, convenience stores, retail bakeries, etc.
 - Duval County Public Health Division for certain bars, lounges, pools, and food facilities
 - U.S. Army Corps of Engineers, Environmental Protection Agency, the Department of Environmental Regulation, or the Agency for Health Care Administration
11. Pedestrian Safety plan may be required if working in public occupied space

ADDITIONS / ALTERATIONS / TENANT BUILDOUTS

12. Plans indicate level of alteration and compliance with FBC 2020 Existing Building Code for alterations including proposed use and occupancy classification
13. Additions shall comply with FBC 2020 for new construction.
14. Existing Floor Plan
15. Proposed Floor Plan
16. Mechanical, Electrical, Plumbing plans indicating compliance with FBC Section 107.3
17. Site plan indicating existing and proposed conditions, lot coverage and setbacks

AWNINGS / CANOPIES / PORTICOS / ACCESSORY BUILDINGS

18. Site Plan indicating proposed location and showing all existing and proposed improvements, lot coverage, dimensional setbacks, fire department access in relation to property lines, public right of ways, easements, overhead utility lines or other utility facilities and equipment.
19. Detailed sections, schedules and exterior building elevations.
20. Plans drawn to scale indicating compliance with FBC Chapter 16, windspeed 129 ult.
21. Flame Retardant / Resistance Certificate & Sample of Material
22. Signage, if applicable must be approved by Planning and Zoning

DEMOLITION

23. Site plan identifies any and all structures, buildings, and/or impervious surfaces that are proposed to be demolished, retained, removed, and/or relocated.
24. All utilities must be disconnected. Electrical meters must be removed from the building, water lines cut at the meter extended above grade with hose bibb for fire-dust, sewer line cut and extended above grade and capped.



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DUMPSTER ENCLOSURE

25. Site Plan shows all existing and proposed improvements, lot coverage, dimensional setbacks, fire department access, required/provided parking spaces, etc.
26. Site specific plans, calculations, and details showing:
 - a. The location of the proposed enclosure in relation to property lines, public rights-of-way, easements, overhead and underground utility lines, other utility facilities and equipment, buildings
 - b. Concrete Pad
 - c. Compliance with Public Works requirements
 - d. Plans drawn to scale indicating compliance with FBC Chapter 16 windspeed 129 ult.

FIRE: SPRINKLER / ALARM / UNDERGROUND MAIN / BDA SYSTEMS

27. Engineered sprinkler and riser plans with calculations including Flow Data, all head types and locations along with a riser diagram
28. Hydraulic calculations signed / sealed by a Florida registered Engineer
29. Product cut sheets on all products and devices
30. Alarms must also include battery calculations
31. Underground mains must also include site utility plans identifying pipe sizes and distances
32. Public Safety (BDA)-(DAC) systems must also include shop drawings indicating pathway survivability, battery calculations, DAS system layout and any other ancillary devices
33. Radio survey showing signal strength in all areas of the building
34. Documentation showing FCC compliance, UL listings, documentation of FCC licensed (GROL) technician for survey and maintenance contract for service and monitoring if applicable.

GREASE INTERCEPTOR SYSTEM

35. Site specific plans showing compliance with the City's Fats, Oils and Grease Program (ref. Ordinance No. 2020-8156):
 - a. Site Plan shows location of the proposed system in relation to property lines, public rights-of-way, easements, overhead and underground utility lines, facilities, equipment, and buildings
 - b. Site specific plans, interceptor design, specifications, and details including capacity, food mass/types, wastewater volume, total hours of operation per day, and equipment load factors.

MECHANICAL / COMMERCIAL EXHAUST HOOD AND SUPPRESSION

36. Plans must indicate location, attachments, ventilation, calculations, equipment layout and fire suppression. (Type 1 requires fire suppression drawings).
37. Manufacturer specifications and cut sheets for all kitchen equipment, suppression system, equipment, nozzles, piping and valves.
38. Shop drawings showing design and layout of grease duct connecting the hood to exhaust termination.



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ANTENNA / TELECOMMUNICATIONS TOWER EQUIPMENT

39. Technical System Design Parameters
 - a. Antenna make and model
 - b. Antenna centerline mounting heights
 - c. Licensed frequency(s) of operation
 - d. System technology
 - e. Required signal level(s) for system operation
 - f. Subscriber unit specifications
40. Certification by Professional Engineer
41. System Standards
42. Microwave Links
43. Broadcast Service
44. RF Radiation and RF Engineer Certification

SIGNS

45. Site Plan shows:
 - a. Lot frontage and linear building frontage on all streets and public rights-of-way
 - b. The location in feet and inches of the proposed sign in relation to property lines, public rights-of-way, easements, overhead utility lines, other utility facilities and equipment, buildings
 - c. The number, sign type, location and surface area of all other existing signs on the same property
 - d. Accurate boundary survey required for free-standing signs, if applicable
46. Site specific plans, calculations, and details showing:
 - a. Sign dimensions and elevations, drawn to scale
 - b. Maximum and minimum height of proposed sign as measured from finished grade
 - c. Dimension of the supporting members of the sign
 - d. Applicable windload and electrical specifications, including illumination type, placement, and hours of illumination
 - e. For all wall mounted signs, the façade elevation with dimensions, drawn to scale. Windows and doors and other openings shall be delineated and dimensions shown

SITE CLEARING / MODIFICATIONS TO APPROVED LANDSCAPE PLAN

47. Site Plan showing Tree survey showing all protected trees (their location, common or botanical names and calipers) and preserved areas
48. Site engineering plans showing proposed and existing improvements, including structures, paving (vehicular use area), grade changes, water retention areas, utilities, easements, street right-of-ways, etc.
49. Landscape plans and specifications including all calculations showing compliance with the landscape requirements. This part shall include identification of all protected trees proposed for removal as well as mitigation procedure and tree protection methods during construction.
50. Other plans and documents, as it may be necessary for the reviewer to determine compliance with the zoning code requirements.

Within 48 hours prior to clearing, the contractor shall submit a national pollutant discharge elimination system (NPDES) permit to the [Florida Department of Environmental Protection](https://www.fdep.com/) (FDEP).

NOTE: Modification to existing landscaping may be allowed but it cannot allow an overall reduction of the minimum requirements.



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PARKING LOT RESTRIPIING OR ALTERATIONS

51. Site Plan show all existing and proposed improvements, lot coverage, dimensional setbacks
52. Calculations for required and provided parking; show parking spaces and/or off-street parking spaces with typical dimensions including angle, width and length of stalls and aisles, curbing, wheel stops, delineated accessible parking spaces (dimensions to scale)

PUBLIC SWIMMING POOL

53. Swimming Pool Application Package Online or at City Hall

GREEN (SUSTAINABLE) ENERGY SYSTEMS

54. Green (Sustainable) Energy Application Package Online or at City Hall

WINDOW/DOOR/SIDING REPLACEMENT AND DEBRIS PROTECTION

55. Completed Window/Door/Siding/Debris Protection Application with Product Approval Information
56. Completed Window/Door/Siding/Windborne Debris Protection Diagram and depict the location of existing openings, required egress and fire-rated components, if applicable
57. Existing window water proofing, wrap and finish details, if applicable
58. [Sea Turtle Protection](#) lighting plans and specifications, if applicable. All glazing [VLT-45% or less] shall be in accordance with City of Jacksonville Beach Ordinance No. 2020-8140.

GENERATOR OR OTHER GAS-FUELED APPLIANCES

59. *Site Plan** showing location, dimensions and distance of proposed generator and existing openings in structure (windows, doors, vents, etc.).
60. Foundation details indicating size, reinforcement, type and elevation in NAVD if located in a special flood hazard area.
61. Electrical riser diagram and load calculation for feeder and service loads per manufacturers' specifications and NEC 220. **electrical service meter/main disconnect location must be permanently labeled indicating an alternate source is connected to the electric system**
62. Isometric and plan view of gas piping to the generator and connection of gas piping to the existing system.

DUNE WALKOVER AND MARINE STRUCTURES(BOAT LIFTS, SEAWALLS)

63. *Site Plan** with cross sections showing all proposed work including a signed/sealed boundary survey, landscape and irrigation plans.
64. Detailed construction drawings, including plan, elevation and section views. Guardrail locations, as applicable.
65. Manufacturer's specifications for composite/grate/other specialty decking.
66. Dune protection, maintenance and restoration plans, if applicable.
67. Pedestrian/public safety plan, if applicable.
68. Copy of appropriate FDEP, ACOE and/or SJRWMD permit with supporting documents.



Building Division
904.247.6235

BUILDING PERMIT APPLICATION

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APPL# _____

LOCATION	Job Address _____	OWNER OF RECORD	Name _____
	Parcel ID No. _____		Address _____
	Tenant Name _____		City _____ State _____
	Lot/Block _____		Zip _____ Phone _____
	Subdivision _____		E-Mail _____
SCOPE OF WORK	Total Value of Work (trade systems, materials, and labor) \$ _____ Work Area _____ Sq Ft		
	Alternative Plan Review and/or Inspection Services (separate form required)		
	Engineer of Record _____ Architect of Record _____		
	EXISTING USE OF BUILDING	PROPOSED USE OF BUILDING	IMPROVEMENT TYPE
			☐ Addition () Attached () Detached ☐ Alteration () Interior () Exterior ☐ New Building or Structure ☐ Occupancy OR Tenant Change ☐ Repair/Replacement
CONTRACTOR OF RECORD	DETAILED DESCRIPTION		
CONTRACTOR OF RECORD	Company Name _____ DBA Name _____		
	Qualifier Primary Name _____ License Number _____		
	License Location _____		
	Mailing Address _____		
	Phone _____ E-Mail _____		
	Inspection Contact E-Mail _____		

TREE REMOVAL/SITE CLEARING AFFIDAVIT: I certify all protected trees or any tree retained for tree mitigation or conservation credit will be protected prior to the issuance of a permit and/or during construction. No trees will be removed, damaged or destroyed without first obtaining a permit (tree removal/site clearing permit application form and tree survey required).

OWNER'S AFFIDAVIT and ELECTRONIC SUBMISSION STATEMENT: Application is hereby made to obtain a permit to do the work as indicated above and I certify that no work has commenced and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction, whether specified herein or not. I understand that additional permits are required for **Electrical, Plumbing, Signs, Pools, Mechanical, Driveway, Green Energy, Roofing, etc.** and additional approvals may be required from other entities. Issuance of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local laws. Furthermore, if the cumulative cost of improvements to the real property above exceeds more than 50% of the fair market value then the entire structure must conform to all current requirements of the Land Development Code and Florida Existing Building Codes. Unless owner builder exemption is elected, I certify the contracting firm listed above is authorized to obtain a building permit for the work described herein.

In lieu of signed, sworn and notarized signatures of the property owner, agent and/or contractor and under penalty of perjury, I declare that I have read and examined this application and all of the foregoing information is true and correct. Payment of required permit fees will make this application valid and binding to the same force and effect as handwritten signatures and that I may be required to provide traditional signatures at a later date.

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. SAID RECORDED NOTICE MUST BE POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. CONSULT WITH YOUR LENDER OR AN ATTORNEY IF YOU INTEND TO OBTAIN FINANCING.

Print Name

Date