

## City of Oviedo

### Commercial Shell Building Permit Application Guidelines

All permit application packages must be complete prior to acceptance. A complete application package shall include the following:

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- Site specific notarized power of attorney if the person submitting the application is not the license holder.
- Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- Completed, signed, and notarized Owner Builder Statement Affidavit (if owner is applicant).
- Approval letter from sanitary sewer provider (if other than the City of Oviedo).
- Copy of the onsite sewage disposal system construction permit issued by Seminole County Health Department for new or existing septic systems, grease interceptors, etc. (if applicable).
- Seminole County Impact Fee Statement.
- Four (4) sets signed and sealed building construction plans.
- Two (2) sets signed and sealed site development plans approved by City of Oviedo Development Services.
- Two (2) sets signed and sealed floor and roof truss engineering.
- Completed and signed Statewide Product Approval Specification Form.
- Two (2) copies of the manufacturer's installation instructions for the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding.
- Three (3) sets of completed and signed energy calculations (signed/sealed if required by Florida Statute or code).
- State of Florida Notification on Gas Tanks (if applicable).

Because the main building will be built as a shell only, it will receive a Certificate of Completion. A tenant finish permit is required for each tenant space. The Building Official or his/her designee will classify the type of shell building at the time of plan review as defined below. In accordance with Florida Building Code sections 105 and 110, the Building Official can not issue the Certificate of Occupancy without a permit and inspections for each tenant space. Without a Certificate of Occupancy for each tenant space they can not be legally occupied. A State Certified Contractor is required by law to obtain these permits and pass all required inspections to obtain the Certificate of Occupancy for each tenant space.

**\*Basic Shell Building:** A building complete on the exterior. The interior slab/floor may or may not be placed. The fire suppression and fire alarm systems (if required) must be complete. Plumbing may or may not be stubbed in. The electrical service for the main building must be complete; however the house panel which feeds only the circuits for the main building, fire alarm control panel, required exit signs, emergency lighting and the site electrical will be allowed to be energized with this permit. The building does not have any interior walls unless they are required, by code, a fire resistant corridor, stair or elevator shaft walls. This type of building will require a Certificate of Completion prior to issuance of any tenant build out permits for each tenant space. A Certificate of Completion may be issued prior to completion of site improvements.

**\*Complete Shell Building:** A building designed to accommodate one (1) or more tenants and is complete on the interior and exterior. It must include all required fire suppression and fire alarm systems, all required plumbing drain, waste, vent and potable water piping and fixtures, all required exhaust, heating, ventilation and air conditioning systems and all electrical requirements. The electrical service for the main building must be complete; however the house panel which feeds only the circuits for the main building, required exit signs, emergency lighting and the site electrical will be allowed to be energized with this permit. All site improvements must be complete.

This permit requires Final Inspections to be completed by the Building Services Division, Development Review Division, Fire Department, and Finance Department prior to the issuance of any additional tenant build-out permits.

**THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:**

**SITE PLAN**

- All parking and accessible routes
- Accessible parking space(s) and signage details
- Accessible entrances
- Accessible ramps, handrails, guardrails, curb cuts and details
- All required building exits accessible (not less than ½ if all are not required exits)
- Areas of rescue assistance
- Accessible signage
- Fire access
- Vehicle loading
- Driving/turning radius
- Fire hydrant/water supply/post indicator valve (PIV)
- Location of septic systems (if applicable)
- Setbacks/fire separation (assumed property lines)
- Utility lines (water, sewer, irrigation)
- Meters and backflow devices

**BUILDING PLAN**

- Page size minimum 11” x 17”
- Plans to minimum 1/8“scale
- All pages numbered and labeled
- Plans signed/sealed and dated by a Florida Design Professional
- Designer information: name, address, registration # on all pages
- Reference the Currently Adopted Codes
- Threshold Inspection Plan (for threshold buildings)
- All areas dimensioned and use noted
- Corridors
- Shafts and elevator hoistways
- Stair location/guardrails/handrails
- Partition denotations and schedule
- Door locations, sizes, door and hardware schedule
- Window locations, sizes and schedule
- Tempered glass locations
- Attic ventilation and access
- Air barrier requirements
- Interior finish ratings and schedule

- Light and ventilation
- Sanitation
- Elevators
- Escalators
- Lifts
- Roof coverings

Construction type design criteria:

- Type of construction denoted (per table 503)
- Occupancy group classification denoted for building and rooms/areas
- Gross square footage – Net square footage calculations
- Building height
- Percentage of exterior openings calculations
- Classification of hazard of contents (if applicable)

Structural Design Criteria:

- Basic wind speed (City of Oviedo is designated as 120 MPH three second gust)
- Exposure category
- Opening classification
- Internal pressure coefficient
- Importance factor
- Components and cladding loads
- Floor loads – psf
- Stair loads – psf
- Roof loads – psf
- Balcony loads – psf
- Corridor loads – psf
- Storage loads – psf

Materials to be reviewed shall at a minimum include the following:

- Wood / grade – species
- Steel / type - grade
- Aluminum
- Concrete
- Plastic
- Glass
- Masonry
- Gypsum board and plaster
- Insulating (mechanical)
- Roofing
- Insulation
- Alternate materials

Structural:

- Signed and sealed soil report with a positive conclusion required
- Compaction requirements
- Foundation locations, dimensions and depth specified
- Foundation denotations, schedules and details
- Reinforcing steel, amount, size, grade, spacing, and lap specified
- Footing dowel locations

- Maximum filled cell spacing
- Embedment's
- Slab thickness and reinforcement
- Vapor barrier
- Termite protection
- Relieving arch steel details at pipe penetrations
- Brick ledge detail including flashing and weep hole size and spacing
- Building materials used
- Lintel denotations and schedule
- Exterior and interior structural wall sections
- Columns
- Tie beams
- Structural steel size, type, connections
- Framing details and fastening
- Load path connectors
- Floor deck and fastening
- Wall sheathing and fastening
- Roof deck and fastening
- Stair construction
- Window and door details, including design pressure of openings
- Fastening details for windows and doors, (type, length, and quantity)
- Exterior mounted mechanical units fastening methods to meet wind load
- Roof and floor framing, truss layout, connector schedule

#### Fire Protection Requirements:

- Fire separation requirements for corridors, elevators, stairways, floors & shafts
- Occupancy separation requirements
- Tenant separation requirements
- Fire resistant protection details for type of construction
- Rated requirements for walls, floor-ceiling and roof-ceiling assemblies
- Design numbers and details for all rated assemblies
- Design numbers and details for all rated penetrations
- Rated door and hardware schedules
- Fire blocking and draft stopping
- Calculated fire resistance
- Interior finishes (flame spread/smoke development)

#### Life Safety:

- Occupant load calculations and egress capacities
- Special occupancy requirements
- Egress plan
- Number of exits
- Capacity of exits
- Arrangement of exits
- Travel distance to exits/common path of travel
- Stairs construction/geometry and protection
- Horizontal exits/exit passageways
- Illumination of exits
- Exit signs
- Emergency lighting

- Enclosures
- Handrails
- Guardrails
- Ramps
- Early warning systems schematic
- Smoke control systems schematic
- Stair pressurization systems schematic
- Extinguishing requirements
- Areas of rescue assistance

Accessibility Building:

- Door sizes, hardware schedule
- Vertical accessibility
- Accessible route dimensions
- Maneuvering clearances
- Hi-Lo drinking fountain
- Equipment clear floor space/reach ranges
- Areas of rescue assistance
- Signage
- ATM machines

Accessibility Restrooms/Bathrooms:

- Turning radius
- Required floor space for fixtures
- Fixture and equipment mounting dimensions
- Adaptability

Accessible requirements for special occupancies in addition to general requirements will also be reviewed.

**PLUMBING PLAN**

- Plumbing plans submitted
- Piping materials
- Piping supports
- Determine minimum plumbing fixtures required based on occupant load calculated per FBC 1004
- Water distribution diagram
- Water hammer arrestors
- Plumbing drain, waste and vent riser diagram
- Grease trap detail
- Grease trap Health Dept. report on existing
- Interceptors
- Roof drains/calculations for flat roofs
- Backflow prevention
- Medical gas
- Oxygen systems
- Environmental requirements

Water Heaters:

- T & P drain
- Air gap

- Pan drain
- Thermal expansion device
- Heat traps
- Mounting platform

### **GAS PLAN**

- Type of gas
- Gas pressure
- Appliances schedule and BTU's
- Chimneys and Vents
- Combustion air
- LP tank size and location (above or below grade)
- Protection requirements

#### Gas Riser Diagram:

- Pipe type
- Pipe sizing
- Total developed length
- Segment lengths
- Appliance locations
- Shut-offs valves

### **MECHANICAL PLAN**

- Mechanical plans submitted
- Energy calculations
- Duct systems and sizing
- Duct supports
- Means for balancing HVAC system
- Diffusers (size and direction)
- CFM requirements
- Ventilation
- Combustion air
- Outdoor air calculations
- Balanced return air
- Make-up air
- Equipment location
- Condensate piping and disposal
- Required platforms and catwalks
- Roof mounted equipment (including equipment and curb anchorage)
- Details and specifications
- Equipment sizing calculations
- Equipment specifications
- Joint sealing methods and product specification
- Air balance table
- Rated penetrations - fire damper details and manufacturer's installation instructions
- Means for automatic fan shutdown
- Kitchen hood, duct plans, fire suppression and specifications
- Bathroom exhaust systems
- Special exhaust systems
- Chimneys, fireplaces and vents

- Other appliances
- Boilers
- Refrigeration
- Bathroom ventilation
- Laboratory

### **ELECTRICAL PLAN**

- Maximum available fault current at service
- AIC rating of equipment
- Voltage and phase of electrical system
- Load calculation
- Electrical service riser diagram indicating overcurrent protection sizes, conductor and conduit types and sizes, number of service disconnecting means, grounding electrode system: bonded to the foundation steel, structural steel, metal piping, size and type, separately derived system or not? (solid neutral or switching)
- Transformer sizes and types if used
- Panel schedules and ratings
- Power plan
- Lighting plan
- Device legend
- Wiring methods and materials
- Feeders and branch circuits, conduit sizes and types
- Grounding conductors
- Exit lights
- Emergency lighting
- Egress lighting
- Signage and disconnecting means location
- Generator type: emergency or standby
- Remote annunciation
- Load shed (if necessary)
- Required receptacle outlets
- GFCI's
- Equipment
- Special occupancies
- Emergency systems
- Communication systems
- Low voltage

### **FIRE PROTECTION/FIRE SUPPRESSION PLAN**

- Early warning smoke evacuation and control
- Sprinkler design criterion (separate permit required)
- Fire alarm design criterion (separate permit required)
- Pre-engineered systems
- Riser diagram
- Standpipes

*These guidelines were compiled to assist the applicant in preparing a commercial shell building permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*