



**WINTER GARDEN • A charming little city with a juicy past.**

## COMMERCIAL PLANS SUBMITTAL CHECKLIST

\_\_\_\_\_ APPLICATION SIGNED AND NOTARIZED

\_\_\_\_\_ POWER OF ATTORNEY FOR EACH SUB-CONTRACTOR LISTED ON APPLICATION

\_\_\_\_\_ NOTICE OF COMMENCEMENT

\_\_\_\_\_ PLAN REVIEW FEE (50% OF THE BUILDING PERMIT FEE)

\_\_\_\_\_ CONTRACTOR AND SUB-CONTRACTORS MUST BE REGISTERED WITH THE CITY OF WINTER GARDEN. THERE IS A \$15 ADMINISTRATION FEE TO REGISTER. WE REQUIRE A COPY OF THE STATE LICENSE, BUSINESS TAX RECEIPT, GENERAL LIABILITY, AND WORKERS COMPENSATION.

\_\_\_\_\_ SITE PLAN APPROVAL LETTER (NEW COMMERCIAL BUILDINGS ONLY)

\_\_\_\_\_ 3 SETS OF BUILDING PLANS SIGNED AND SEALED BY A FLORIDA ARCHITECT/ENGINEER TO INCLUDE:

\_\_\_\_\_ 1 COPY OF CD CONSISTING OF THE BUILDING PLANS IN TIFF FORMAT 300 DPI (PDF IS ACCEPTABLE)

1. APPROVED SITE PLAN (PAGE WITH THE FOOT PRINT OF THE BUILDING ONLY – COPY OF PLAN IS ACCEPTABLE) STAMPED BY THE PLANNING & ZONING AND ENGINEERING DEPARTMENTS (NEW COMMERCIAL BUILDINGS ONLY)
2. ENGINEER SEALED TRUSS PLANS
3. ELECTRICAL LAYOUT (MUST INCLUDE LOAD CALCULATION AND AIC DATA)
4. PLUMBING AND MECHANICAL LAYOUT
5. ENERGY CALCULATIONS
6. FIRE SPRINKLER PLAN (LAYOUT ONLY-SHOP DRAWINGS SUBMITTED SEPARATELY)
7. LIFE SAFETY PLAN
8. 3 COPIES OF THE PRODUCT APPROVAL SPECIFICATION SHEET