



CITY OF  
**MARATHON**, FLORIDA  
 Building Department

### Commercial Building Permit Application Checklist

The following information is required to be submitted for a Commercial Building Permit Application. Please make sure that all required information is included in the application package. All incomplete applications will not be accepted.

Applicant Name: \_\_\_\_\_ Reviewed By Applicant: \_\_\_\_\_  
 (Initial after completion)

Street Address: \_\_\_\_\_ RE Number: \_\_\_\_\_

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST			
	Required	Initialed	Waived (city use)
<b>Building Permit Application( Applications must be complete)</b> (Contact the Building Department for licensing requirements at 289-4113)			
<b>Proof of Ownership</b> - A copy of the <b>current</b> property record card or recorded warranty deed.			
<b>Legal Description of Property</b> - Parcel / <b>RE#</b> , subdivision, lot & block.			
<b>Sealed survey</b> showing the natural grade, before any fill is placed on the lot. No fill may be placed until a building permit is issued for the structure.			
<b>Letter of Authorization for Agent</b> , if using an agent.			
<b>A Current Vegetation Survey or Habitat Evaluation Index</b> . Include current photo. (Vegetated lots only)			
<b>Existing Buildings must indicate level of construction per 2010 FL. Existing Building Code</b>			
<b>All state, county and federal permits are the Owners responsibility</b> (if the application includes a dock, boatlift, or multiple building sewer connections).			
<b>FEMA Flood Elevation Certificate</b> based on construction drawings prepared by a registered land surveyor or professional engineer or the lowest proposed floor elevation may be shown on the <b>SIGNED</b> and <b>SEALED</b> plans.			
<b>FKEC Electric meter location letter</b> in addition to electric meter location stamp on signed and sealed plans, and also solar or genset installations.			
<b>FKA Water Service</b> and/or Irrigation Meter Service coordination letter stating that the water utility has reviewed the signed, sealed plans, and approves the available capacity for the new or re-development.			
<b>Three sets of signed and sealed plans AND one digital set (CD or DVD only, no flash drives)</b> . All structural plans must be signed and sealed by a Florida licensed engineer or architect and comply with FBC Section 1603. Plans must be stapled together (minimum size 24"x30"-drawn to scale) All plans must include the following:			
<b>Civil Site Plan</b> which includes storm water calculations with location of required drainage swales, and/or other engineered structures, direction of water flow, elevations (existing and proposed), and volume of proposed fill.			
All landscape plans for required buffers, buffer yards and street trees must be shown on the site plan along with the exterior lighting plans.			
Paved Driveway Connections crossing the City right-of-way must be shown along with the parking layout. Parking requirements are also dependant on usage of property. If connecting to US 1, a separate <b>FDOT permit is required</b> prior to submittal to the City. <b>Indicate the material</b> used for parking lot (pavers, asphalt etc.)			
Setbacks must be indicated from the furthestmost extension of the development to each property line and (if applicable), to the <b>MHWL</b> or to the most landward extent of mangroves.			
Flood proofing and flood panels will be required for buildings below base flood elevation (BFE).			

<b>COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST Cont.</b>			
	Required	Complete	Waived (city use)
Site requirements must show: Parking, driving/turning radius, fire lane access, gated area access (EVAC), fire hydrant/water supply/post indicator valve (PIV), Set back/separation (assumed property lines), location of specific tanks, water lines, sewer lines, and overall height from existing grade on crown of road.			
<b>Commercial Buildings:</b>			
<b>Occupancy Group</b> and Special Occupancy Requirements shall be shown on lead sheet.			
<b>Minimum Type of Construction</b> - Shall be shown on lead sheet.			
<b>Fire-Resistant Construction</b> - Requirements shall include the following components: Fire-resistant separations, fire-resistant protection for type of construction, protection of openings and penetrations of rated walls, fire blocking and draft stopping and calculated fire resistance shall be shown on lead sheet.			
<b>Fire Suppression Systems</b> - Shall include: Early warning smoke evacuation systems, schematic fire sprinklers, standpipes, pre-engineered systems, and riser diagram.			
<b>Life Safety Plan</b> - Shall include the following: Occupant load and egress capacities, early warning, smoke control, stair pressurization, knox install and location, systems schematic, and paths of egress and exits.			
<b>Interior Requirements</b> - Shall include the following: Interior finishes (flam spread/smoke development), light and ventilation, and sanitation.			
<b>Special Systems</b> - Elevators, escalators, and lifts.			
<b>Swimming Pools</b> - Barrier requirements for public pools			
<b>Floor Plans</b> - Showing size and arrangement of all rooms with use of each designated			
<b>Front, side and rear elevations</b> - Showing existing grade from MSL, floor and roof heights.			
<b>Electrical for Commercial Buildings:</b> Wiring, services, feeders and branch circuits, over current protection, grounding, wiring methods and materials, GFCI's, equipment, special occupancies, emergency systems, communication systems, low voltage, and load calculations, gensets, and transfer switches.			
<b>Plumbing for Commercial Buildings:</b> Minimum Plumbing facilities, water supply piping, sanitary drainage, irrigation, grease traps, ad plumbing riser.			
<b>Mechanical for Commercial Buildings:</b> Energy calculations, exhaust systems: kitchen equipment exhaust, ventilation, and boilers.			
<b>Gas for Commercial Buildings:</b> Gas piping and LP tank location and anchoring.			
<b>Demolition for Commercial Buildings:</b> Asbestos removal (DEP) and proof of abandonment for septic system and proof of connection to City Wastewater			
<b>Notice of Acceptances (NOA's) or Florida Product Approvals</b> for windows, doors, hurricane shutters, and all roofing materials (must be site and placement specific)			
Two copies of <b>preliminary Manufactured Roof Truss drawing</b> , if applicable, with certified drawings to follow.			

NOTES:

1. If new commercial development is being built, square footage is needed and must enter CBPAS. Contact Planning Department for application to enter and or transfer.

**CITY OF MARATHON BUILDING DEPARTMENT**

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