

Okeechobee County Community Development Department
1700 NW 9th Avenue, Suite A - Okeechobee, FL 34972
Phone (863) 763-5548 Fax (863) 763-5276

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST
SUBMIT THREE (3) INDIVIDUAL SETS OF ALL COPIES WITH YOUR
APPLICATION IN THE ORDER SHOWN BELOW:

ONLY COMPLETE PERMIT PACKAGES WILL BE ACCEPTED

NOTE: SEPARATE PERMITS REQUIRED FOR ELECTRIC, PLUMBING, MECHANICAL & LP GAS

- ___ 1. Completely filled out building permit application, *Including Driveway Dimensions* . Application must be signed and notarized. Parcel ID number **must** be on the permit. *Incomplete applications cannot be accepted* .
- ___ 2. Completed subcontractor permit applications: **Mechanical, Plumbing, Electric & when applicable LP Gas and Driveways.**
- ___ 3. If using septic tank, Health Department permit or letter of approval; for all others, authorization letter from OUA or privately owned and operated sewage treatment plant
- ___ 4. Copy of recorded Notice of Commencement if total job value is \$2,500 or more
- ___ 5. **If Owner Builder Permit**, then an **Owner/Builder Affidavit** must be filled out and notarized
- ___ 6. Copy of recorded deed or tax receipt showing current ownership of property
- ___ 7. A Signed Driveway Permit from Road & Bridge
- ___ 8. Notarized statement of authorization from property owner/agent if parcel is leased.
- ___ 9. Site/plot plan including: Any new construction, Additions, Improvements or repairs of any kind with dimensions.
- ___ 10. For **Commercial permits**, floor plan to include square footage of commercial building and intended use.
- ___ 11. Energy Performance Index (EPI), Manual J Calculations - Commercial
- ___ 12. Truss layout & Engineering
- ___ 13. Construction plans including, but not limited to: Indicate on drawings design criteria: Residential 2017 Florida Building Code, 6th Edition, Risk Category II; Wind Speed 140 or 150 depending on location (see Figure 1609A); Use of structure; and Type of structure.
- ___ 14. **All Product Approval & Installation details** (All items listed in FBC 107.3.5) must be either: Shown on the signed, sealed & dated building plans and include the product name; Florida (or Miami-Dade) Product Approval Number **AND** method of installation on the following: All windows, doors, exterior doors (including garage doors), roofs, skylight, Panel Walls, Structural Components, Shutters, New and Innovative new products etc...
- ___ 15. If your project is in a flood zone you will need a construction elevation certificate and if you are pouring concrete for a project in a flood zone you will also need a 1st pour elevation certificate.
- ___ 16. Form Board Survey
- ___ 17. Initial Plan Review Fee (\$150) **Check or Cash - NO CREDIT CARDS**
Before a concrete inspection can be scheduled, submit:
- ___ 18. Original sub compaction test, certified by an engineer licensed by the State of Florida. (NOTE: Fax accepted for first (1st) inspection; ORIGINAL REQUIRED PRIOR TO FINAL INSPECTION.)
- ___ 19. Termite spray for perimeter
Before a final inspection & C/O can be scheduled submit:
- ___ 20. Original Finish Floor Elevation or Flood Elevation Certificate NAVD from a surveyor licensed by the State of Florida. **Note** that the finished floor elevation must be 18" above the crown of the adjacent road and must be above the base flood elevation or meet minimum septic tank elevation whichever is greater.
- ___ 21. Final approval from Health Department on septic tank.
- ___ 22. Termite spray for perimeter
- ___ 23. Final signature on Driveway Permit from Road & Bridge.
- ___ 24. Landscape Requirements must be met
- ___ 25. Pay Solid Waste, Fire & EMS Assessment Collection Fee or provide copy of tax valorem assessment before CO can be issued (fee determined at time of final inspection)
- ___ 26. Original soil compaction test