



# City of DeLand

*"The Athens of Florida"*

- Building Division -

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## CITY OF DELAND COMMERCIAL PERMIT CHECKLIST

The following is the **MINIMUM** items needed to apply for a new commercial construction permit in the City of DeLand:

- Completed Permit Application
- All other relevant permits from Governmental agencies (if applicable) (FDOT, SJRWMD, County, etc.)

The following information must be included with signed/sealed (by a design professional) plans:

1. Site Requirements
  - Parking
  - Fire Access
  - Vehicle Loading
  - Driving/turning radius
  - Fire hydrant/water supply/Post Indicator Valve (PIV)
  - Set-back/separation (assumed property lines)
  - Location of specific tanks, water lines and sewer Lines
2. Occupancy group and special occupancy requirements shall be determined.
3. Minimum type of construction shall be determined (Table 503)
4. Fire resistant construction 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 calculated fire resistance
5. Fire suppression systems shall include:
  - Early warning smoke evacuation systems Schematic
  - Fire sprinklers
  - Standpipes
  - Pre-engineered systems
  - Riser diagram
  - Same as above.
6. Life Safety systems shall be determined and shall include the following requirements:
  - Occupant load and egress capacities
  - Early warning
  - Smoke control
  - Stair pressurization
  - Systems schematic
7. Occupancy Load/Egress Requirements shall include:
  - Occupancy load
  - Gross
  - Net
  - Means of egress
  - Exit access
  - Exit discharge
  - Stairs construction/geometry and protection doors
  - Emergency lighting and exit signs
  - Specific occupancy requirements
  - Construction requirements
  - Horizontal exits/exit passageways
8. Structural requirements shall include:
  - Soil conditions/analysis
  - Termite protection
  - Design loads
  - Wind requirements
  - Building envelope
  - Structural calculations (if required)
  - Foundation
  - Wall systems
  - Floor systems
  - Roof systems
  - Threshold inspection plan
  - Stair systems
9. Materials shall be reviewed and shall, at minimum include:
  - Wood
  - Steel
  - Aluminum
  - Concrete
  - Plastic
  - Glass
  - Masonry
  - Gypsum board and plaster
  - Insulating (mechanical)
  - Roofing
  - Insulation
10. Accessibility requirements shall include:
  - Site requirements
  - Accessible route
  - Vertical accessibility
  - Toilet and bathing facilities
  - Drinking fountains
  - Equipment
  - Special occupancy requirements
  - Fair housing requirements
11. Interior requirements shall include:
  - Interior finishes (flame spread/smoke develop)
  - Light and ventilation
  - Sanitation
12. Special Systems
  - Elevators
  - Escalators
  - Lifts
13. Swimming Pools:
  - Barrier requirements
  - Spas
  - Wading Pools

## **Electrical**

1. Electrical
  - Wiring
  - Services
  - Feeders and branch circuits
  - Over current protection
  - Grounding
  - Wiring methods and materials
  - GFCI's
2. Equipment
3. Special Occupancies
4. Emergency Systems
5. Communication Systems
6. Low-voltage
7. Load calculations

## **Plumbing**

1. Minimum plumbing facilities
2. Fixture requirements
3. Water supply piping
4. Sanitary drainage
5. Water heaters
6. Vents
7. Roof drainage
8. Backflow prevention
9. Irrigation
10. Location of water supply line
11. Grease traps
12. Environmental requirements
13. Plumbing riser

## **Mechanical**

1. Energy calculations
2. Exhaust systems:
  - Clothes dryer exhaust  $\leq 25'$  or booster
  - Kitchen equipment exhaust
  - Specialty exhaust systems
3. Equipment
4. Equipment location
5. Make-up air
6. Roof-mounted equipment
7. Duct systems
8. Ventilation
9. Combustion air
10. Chimneys, fireplaces and vents
11. Appliances
12. Boilers
13. Refrigeration
14. Bathroom ventilation
15. Laboratory

## **Gas**

1. Gas piping
2. Venting
3. Combustion air
4. Chimneys and vents
5. Appliances
6. Type of gas
7. Fireplaces
8. LP tank location
9. Riser diagram/shut-offs

## **Demolition**

1. Asbestos removal
2. Historic