

City of Okeechobee
Checklist for Commercial Permit Application Submittal

The intent of the City is to be the final permitting agency. Therefore, your permit application must contain the appropriate items listed below. The City will not accept or hold any incomplete applications. Construction documents shall be prepared by a registered design professional where required by Chapter 471, FL Statutes or Chapter 481, FL Statutes.

**FOR NEW BUILDINGS: A PUBLIC SERVICE FEE MUST BE PAID PRIOR TO A
CERTIFICATE OF OCCUPANCY BEING ISSUED.**

ITEMS NEEDED:

- Permit Application
- Notice of Commencement for all projects with an estimated cost greater than \$2500.00.
- Proof of Ownership or property owners notarized authorization
- Certification of Compliance with Florida Energy Code (EPI), submit two copies
- Copy of Contract – exceptions, owner/builder, or contractor building for himself
- Copies of Permits or approvals from the following (if applicable):
 - Okeechobee Utility Authority
 - Okeechobee County Environmental Health Department
 - Florida Department of Transportation
 - Florida Department of Environmental Protection
 - South Florida Water Management District
 - City of Okeechobee Public Works Department (**driveways only**)
 - Other Agencies
- Building Plans-**Submit three copies**
All plans shall include copies of manufacturers installation instructions and product approval as specified in the NRCA Roofing and Water Proofing Manual Fifth Edition for Shingle Roofs and SBS Modified Bitumen Specifications: 3CND/ 3FND/ 3PND

Please provide three copies of the following:

- Site Plan with elevations showing actual setbacks from property of all structures, including location of proposed and existing buildings, septic tank and well if any, access roads. If septic tank, show permit or final approval with construction authorization by Okeechobee County Environmental Health Department, in case of existing septic tanks, as applicable.
- Foundation Plan (**Form Board Survey required before concrete pour**)
- Typical Wall Section
- Side and Front Elevations
- Electrical floor plan, panel schedule, riser diagram, load calculations
- Plumbing isometric
- Design criteria on prints for wind load complying with current FBC, include component and cladding calculations for all exterior walls per Chapter 16 FBC.
- HVAC lay out and Manual "J" load calculations
- Two copies of truss cut sheets by truss manufacturer with sealed cover sheet
- Plans shall show positive and negative pressure at each opening
- Submit product approval sheets, certified testing agency report
- Manufacturer's installation instructions for all windows, doors for wind load complying with current FBC.
- Elevation Certificate, if in flood zone, before a C.O. can be issued.

Please Note: Impervious and Pervious Lot Coverage Calculations MUST be provided with all permit applications for new structures. A permit will not be issued without providing the calculations.