



Marion County Building Department
 2710 East Silver Springs Boulevard
 Ocala, Florida 34470

Phone: (352) 438-2400 Fax: (352) 438-2401

Website: www.marioncountyfl.org/Building/building_default.aspx

Checklist

Commercial Addition / Alteration

Documents may be copied; signatures must be original

Office Use

	Permit Application	Completed and signed by: Owner - if submitting permit application as Owner/Builder Subcontractor - if one is used (name; signature/email required on permit application) Licensed Contractor - if contractor is submitting permit application Note: Signatures must be notarized if project cost is over \$2,500 (Building Department Service Representatives provide notary services)
	Recorded Warranty Deed	If property owner is new or recently changed, provide one (1) copy of a Recorded Warranty Deed. (Recorded deeds may be obtained at the Marion County Clerk of the Courts Office)
	Site Plans	Three (3) site plans indicating the size, dimensions and locations of the proposed improvements. Indicate the setbacks from all sides of the improvements to the property lines and show the drainage / water run-off plan.
	Engineered Construction Drawings	Two (2) sets of engineered construction drawings; signed and sealed. Plans must include plan view, the elevation drawings of any/all sides being aesthetically changed by the addition, and wall sections from footing to roof. Show existing floor plan and the proposed floor plan labeling all rooms including the intended 'use' of the proposed area, (<u>plans must display means of egress</u>), wall section showing footer to top of roof, bearing walls and shear walls, footings and re-enforcement, roof slope, overhang and method of ventilations mechanical diagram; door and window loads, plumbing plans for bathroom fixtures and drinking appliances for occupant load. Plans must include Life Safety Plan. <u>Electrical Plan</u> to include all fixture planes and devices, electric legend, electric riser diagram and electric load calculation for proposed use, (including interconnected smoke detectors). <u>Plumbing Plan</u> to include fixtures for proposed occupant load. Sanitary riser diagram. Supply, sizing calculations based on fixture units calculations. <u>Mechanical Plan</u> to include duct layout, energy calculations and Manual N.
	Energy Calculations - Form 400 and Manual N	Two (2) copies of Energy Calculations on current Form 400 signed by preparer and Manual N for HVAC
	Product Approval Specification Forms	Two (2) forms for all doors, windows/mullions, siding, roofing, skylights and garage doors; to include the manufacturer's product description and Florida Product Approval Number.
	Construction Lien Law Affidavit	Signed by the owner of the real property or signed by an assigned member thru articles of incorporation.
	Notice of Commencement (NOC)	Projects over \$2,500 require a certified true copy of a NOC. The NOC must be submitted to the Building Department prior to the first inspection. The NOC must be signed by the property owner or an assigned member thru articles of incorporation. (www.sunbiz.org)
	Owner/Builder Affidavit	An owner may submit a permit application for any commercial project valued up to \$75,000. This affidavit must be signed in the presence of a service representative.
	Notarized Authorization Letter / Lease Agreement	If applicant is not legal owner, provide a notarized authorization letter from the property owner or a lease agreement.

I certify that this application includes all of the required items listed above. I understand this packet will be rejected if any required documents are missing or incomplete.

Print Name of Applicant/Contractor

Signature of Applicant/Contractor

Date

For Office Use Only			
Reviewed By: _____	Date: _____	Accepted: _____	Rejected: _____