Town of Windermere
Commercial Permit Application Guidelines

All permit application packages must be complete prior to acceptance. A complete application package shall include the following:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the Town of Windermere as certificate holder.
- ☐ Certificate of insurance indicating Worker's Compensation insurance coverage and naming the Town of Windermere as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed, signed, and notarized Property Owner Builder Disclosure Statement Affidavit (if owner is applicant).
- ☐ Approval letter from sanitary sewer provider (if other than the Town of Windermere).
- ☐ Copy of the onsite sewage disposal system construction permit issued by Orange County Health Department for new or existing septic systems, grease interceptors, etc. (if applicable).
- ☐ Orange County Impact Fee Statement.
- ☐ Four (4) paper sets and one (1) electronic set of signed and sealed building construction plans.
- ☐ Two (2) paper sets and one (1) electronic set of signed and sealed site development plans approved by Town of Windermere Development Services.
- ☐ Two (2) paper sets and one (1) electronic set of signed and sealed floor and roof truss engineering.
- ☐ Completed and signed Statewide Product Approval Specification Form.
- ☐ Two (2) copies of the manufacturer's installation instructions for the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding.
- ☐ Three (3) sets of completed and signed energy calculations (signed/sealed if required by Florida Statute or code).
- ☐ State of Florida Division of Hotel and Restaurant approval (if applicable).
- ☐ Florida Department of Environmental Protection Notice of Asbestos Renovation or Demolition (if applicable).
- ☐ State of Florida Notification on Gas Tanks (if applicable).

THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

SITE PLAN

- ☐ All parking and accessible routes
- ☐ Accessible parking space(s) and signage details
- ☐ Accessible entrances
- ☐ Accessible ramps, handrails, guardrails, curb cuts and details
- ☐ All required building exits accessible (not less than 60% if all are not required exits)
- ☐ Areas of rescue assistance
- ☐ Accessible signage

☐ Fire access
☐ Vehicle loading
☐ Driving/turning radius
☐ Fire hydrant/water supply/post indicator valve (PIV)
☐ Location of septic systems (if applicable)
☐ Setbacks/fire separation (assumed property lines)
☐ Utility lines (water, sewer, irrigation
☐ Meters and backflow devices

BUILDING PLAN

☐ Construction documents shall indicate code edition being applied
☐ Page size minimum 11" x 17"
☐ Plans to minimum 1/8"scale
☐ All pages numbered and labeled
☐ Plans signed/sealed and dated by a Florida Design Professional as applicable
☐ Designer information: name, address, registration # on all pages
☐ Reference the currently adopted code editions
☐ Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings, 139 mph ultimate design wind speed for risk category II buildings and 149 mph ultimate design wind speed for risk category III and IV buildings
- Ultimate design wind speed (Vult)
- Nominal design wind speed (Vasd)
- Risk category
- Exposure category
- Enclosure classification
- Internal pressure coefficient
- Component and cladding design wind pressures in terms of psf
- Structural Calculations, if necessary

☐ Threshold Inspection Plan (for threshold buildings)
☐ All areas dimensioned and use noted
☐ Corridors
☐ Shafts and elevator hoistways
☐ Stair location/guardrails/handrails
☐ Partition denotations and schedule
☐ Door locations, sizes, door and hardware schedule
☐ Window locations, sizes and schedule
☐ Tempered glass locations
☐ Attic ventilation and access
☐ Air barrier requirements
☐ Interior finish ratings and schedule
☐ Light and ventilation
☐ Sanitation
☐ Elevators
☐ Escalators
☐ Lifts
☐ Roof coverings

Construction type design criteria:

☐ Type of construction denoted (per table 503)
☐ Occupancy group classification denoted for building and rooms/areas

☐ Gross square footage – Net square footage calculations
☐ Building height
☐ Percentage of exterior openings calculations
☐ Classification of hazard of contents (if applicable)

Structural Design Criteria:
☐ Ultimate design wind speed (Vult)
☐ Nominal design wind speed (Vasd)
☐ Risk category
☐ Exposure category
☐ Enclosure classification
☐ Internal pressure coefficient
☐ Component and cladding design wind pressures in terms of psf
☐ Structural Calculations, if necessary
☐ Floor loads – psf
☐ Stair loads – psf
☐ Roof loads – psf
☐ Balcony loads – psf
☐ Corridor loads – psf
☐ Storage loads – psf

Materials to be reviewed shall at a minimum include the following:
☐ Wood / grade – species
☐ Steel / type - grade
☐ Aluminum
☐ Concrete
☐ Plastic
☐ Glass
☐ Masonry
☐ Gypsum board and plaster
☐ Insulating (mechanical)
☐ Roofing
☐ Insulation
☐ Alternate materials

Structural:
☐ Signed and sealed soil report with a positive conclusion required
☐ Compaction requirements
☐ Foundation locations, dimensions and depth specified
☐ Foundation denotations, schedules and details
☐ Reinforcing steel, amount, size, grade, spacing, and lap specified
☐ Footing dowel locations
☐ Maximum filled cell spacing
☐ Embedment’s
☐ Slab thickness and reinforcement
☐ Vapor barrier
☐ Termite protection
☐ Relieving arch steel details at pipe penetrations
☐ Brick ledge detail including flashing and weep hole size and spacing
☐ Building materials used
☐ Lintel locations, denotations and schedule

☐ Exterior and interior structural wall sections
☐ Columns
☐ Tie beams
☐ Structural steel size, type, connections
☐ Framing details and fastening
☐ Load path connectors
☐ Floor deck and fastening
☐ Wall sheathing and fastening
☐ Roof deck and fastening
☐ Stair construction
☐ Window and door details, including design pressure of openings
☐ Fastening details for windows and doors, (type, length, and quantity)
☐ Exterior mounted mechanical units fastening methods to meet wind load
☐ Roof and floor framing, truss layout, connector schedule

Fire Protection Requirements:
☐ Fire separation requirements for corridors, elevators, stairways, floors & shafts
☐ Occupancy separation requirements
☐ Tenant separation requirements
☐ Fire resistant protection details for type of construction
☐ Rated requirements for walls, floor-ceiling and roof-ceiling assemblies
☐ Design numbers and details for all rated assemblies
☐ Design numbers and details for all rated penetrations
☐ Rated door and hardware schedules
☐ Fire blocking and draft stopping
☐ Calculated fire resistance
☐ Interior finishes (flame spread/smoke development)

Life Safety:
☐ Occupant load calculations and egress capacities
☐ Special occupancy requirements
☐ Egress plan
☐ Number of exits
☐ Capacity of exits
☐ Arrangement of exits
☐ Travel distance to exits/common path of travel
☐ Stairs construction/geometry and protection
☐ Horizontal exits/exit passageways
☐ Illumination of exits
☐ Exit signs
☐ Emergency lighting
☐ Enclosures
☐ Handrails
☐ Guardrails
☐ Ramps
☐ Early warning systems schematic
☐ Smoke control systems schematic
☐ Stair pressurization systems schematic
☐ Extinguishing requirements
☐ Areas of rescue assistance

Accessibility Building:
☐ Door sizes, hardware schedule
☐ Vertical accessibility
☐ Accessible route dimensions
☐ Maneuvering clearances
☐ Hi-Lo drinking fountain
☐ Equipment clear floor space/reach ranges
☐ Areas of rescue assistance
☐ Signage
☐ ATM machines

Accessibility Restrooms/Bathrooms:
☐ Turning radius
☐ Required floor space for fixtures
☐ Fixture and equipment mounting dimensions
☐ Adaptability

Accessible requirements for special occupancies in addition to general requirements will also be reviewed.

PLUMBING PLAN
☐ Plumbing plans submitted
☐ Piping materials
☐ Piping supports
☐ Determine minimum plumbing fixtures required based on occupant load calculated per FBC 1004
☐ Water distribution diagram
☐ Water hammer arrestors
☐ Plumbing drain, waste and vent riser diagram
☐ Grease trap detail
☐ Grease trap Health Dept. report on existing
☐ Interceptors
☐ Roof drains/calculations for flat roofs
☐ Backflow prevention
☐ Medical gas
☐ Oxygen systems
☐ Environmental requirements

Water Heaters:
☐ T & P drain
☐ Air gap
☐ Pan drain
☐ Thermal expansion device
☐ Heat traps
☐ Mounting platform

GAS PLAN
☐ Type of gas
☐ Gas pressure
☐ Appliances schedule and BTU's
☐ Chimneys and Vents

☐ Combustion air
☐ LP tank size and location (above or below grade)
☐ Protection requirements

Gas Riser Diagram:
☐ Pipe type
☐ Pipe sizing
☐ Total developed length
☐ Segment lengths
☐ Appliance locations
☐ Shut-offs valves

MECHANICAL PLAN
☐ Mechanical plans submitted
☐ Energy calculations
☐ Duct systems and sizing
☐ Duct work clearances at mechanical room (4" minimum)
☐ Duct supports
☐ Means for balancing HVAC system
☐ Diffusers (size and direction)
☐ CFM requirements
☐ Ventilation
☐ Combustion air
☐ Outdoor air calculations
☐ Balanced return air
☐ Make-up air
☐ Equipment location and working clearances (30" wide by 36" deep, 6' high minimum)
☐ Condensate piping and disposal
☐ Required platforms and catwalks
☐ Roof mounted equipment (including equipment and curb anchorage)
☐ Details and specifications
☐ Equipment sizing calculations
☐ Equipment specifications
☐ Joint sealing methods and product specification
☐ Air balance table
☐ Rated penetrations - fire damper details and manufacturer's installation instructions
☐ Means for automatic fan shutdown
☐ Kitchen hood, duct plans, fire suppression and specifications
☐ Bathroom exhaust systems
☐ Special exhaust systems
☐ Chimneys, fireplaces and vents
☐ Other appliances
☐ Boilers
☐ Refrigeration
☐ Bathroom ventilation
☐ Laboratory

ELECTRICAL PLAN
☐ Maximum available fault current at service
☐ AIC rating of equipment
☐ Voltage and phase of electrical system

- ☐ Load calculation
- ☐ Electrical service riser diagram indicating overcurrent protection sizes, conductor and conduit types and sizes, number of service disconnecting means, grounding electrode system: bonded to the foundation steel, structural steel, metal piping, size and type, separately derived system or not? (solid neutral or switching)
- ☐ Transformer sizes and types if used
- ☐ Panel schedules and ratings
- ☐ Power plan
- ☐ Panel locations and working clearances
- ☐ Lighting plan
- ☐ Device legend
- ☐ Wiring methods and materials
- ☐ Feeders and branch circuits, conduit sizes and types
- ☐ Grounding conductors
- ☐ Exit lights
- ☐ Emergency lighting
- ☐ Egress lighting
- ☐ Signage and disconnecting means location
- ☐ Generator type: emergency or standby
- ☐ Remote annunciation
- ☐ Load shed (if necessary)
- ☐ Required receptacle outlets
- ☐ GFCI's
- ☐ Equipment
- ☐ Special occupancies
- ☐ Emergency systems
- ☐ Communication systems
- ☐ Low voltage

FIRE PROTECTION/FIRE SUPPRESSION PLAN

- ☐ Early warning smoke evacuation and control
- ☐ Sprinkler design criterion (separate permit required)
- ☐ Fire alarm design criterion (separate permit required)
- ☐ Pre-engineered systems
- ☐ Riser diagram
- ☐ Standpipes

These guidelines were compiled to assist the applicant in preparing a new commercial permit/plan submittal and may not be complete. The applicant is required to meet all Town of Windermere, state, and federal code requirements. Please be aware that a separate permit is required for any fire sprinkler system and fire alarm system. All site related signs, fences, hardscape features, guard/hand rails, free standing walls, retaining walls, canopies, accessory structures, site electrical and lighting, satellite dishes, dumpster enclosures, irrigation systems, lift stations, and any demolition of structures.