**Valencia College**

**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 Valencia College as certificate holder.
* Certificate of insurance indicating Worker’s Compensation insurance coverage and naming the Valencia College as certificate holder.
* Three (3) paper sets of signed and sealed building construction plans.
* 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