



Building Construction Services

18400 Murdock Circle, Port Charlotte, FL 33948

Phone: (941) 743-1201 FAX: (941)743-1213

Toll Free from Englewood (697-2919)

NEW COMMERCIAL PROJECTS PERMITTING PROCESS REQUIREMENTS

- ◆ [Commercial Building Application Packet](#) (includes Building Application and Data Summary Sheet)
- ◆ [Subcontractor Worksheet](#) clearly printed with signatures
- ◆ [Fire Hydrant Affidavit](#)
- ◆ Public Utility Statement
- ◆ [Sewer/Septic Affidavit](#) (Septic permit, if required, or provide name of water & sewer company)
- ◆ Tree paperwork with site plan
- ◆ Copy of FINAL DRC approval letter
- ◆ Approved Storm Water Letter
- ◆ Approved Landscaping Plan
- ◆ Three (3) sets signed & sealed building plans with [Commercial Data Summary Sheets](#) attached.
Also, include the following:
 1. Mechanical materials & methods, equipment schedules, wind load resistance.
 2. Plumbing materials & methods, equipment schedules, isometrics for wastes, vents & potable water and plan views.
 3. Electrical showing electrical calculations per NEC article 220 Branch-Circuit, feeder & service calculations.
- ◆ Three (3) sets of signed and sealed commercial Energy Calculations, signed.
- ◆ Three (3) sets of truss layouts or roof framing plans
- ◆ Two (2) signed and sealed surveys less than one-year old
- ◆ Three (3) sets of site plans showing set backs
- ◆ One (1) site plan for Right Of Way showing culvert area(s)
- ◆ Copy of recorded [Notice of Commencement](#) before issuance of permit
- ◆ Copy of Commercial Design Standards Worksheet

If you have any questions please call the following departments: Permitting – 941.743.1201; Zoning – 941.764.4184; DRC – 941.743.1249; Land Development – 941.743.1263; Addressing – 941.743.1235.