

COMMERCIAL BUILDING PERMIT TYPICAL SUBMITTAL REQUIREMENTS

Listed items may not be exhaustive- based on the scope and nature of the project.

- 1. Plan review fee deposit (calculated at \$1.80/\$1,000 project valuation- MINIMUM \$180 deposit required at time of submittal)**
- 2. Approved Zoning Clearance Form (Please contact City of Minneola Planning & Zoning for these separate requirements)**
- 3. Completed, signed and notarized building permit application.**
- 4. 4 copies of survey.**
- 5. Copy of contractor license, insurance, and business tax receipt for each contractor and sub-contractor.**
- 6. Proof of ownership from the Lake County appraiser's office.**
- 7. Notice of Commencement.**
- 8. 2 complete sets of plans, bearing Florida licensed design professional signature(s), including-but not limited to:**
 - a. Architectural**
 - b. Accessibility**
 - c. Energy**
 - d. Mechanical- including- but not limited to:**
 - i. HVACR**
 - ii. Fuel gas**
 - e. Plumbing**
 - f. Structural**
 - g. Electrical**

NOTE: City of Minneola Planning @ Zoning requires hard copy submittals. Digital submittals are requested (but not required) IN ADDITION TO the hard copies.

- 9. 2 copies of product approval form, including 1@copy of manufacturer's installation instructions.**
- 10. Final plan review and permit fees will be calculated prior to permit issuance.**