

**CITY OF OCALA**  
**COMMERICAL CHECK LIST**

**Plans must be submitted electronically.**

**See ePlan Applicant Guide for drawing formats: <https://ocalaeplans.com/projectdox/>  
(Signed/Sealed by a Registered Architect or Engineer with the State of Florida)**

**DOCUMENTATION REQUIRED (forms available on Growth Management website):**

**YES N/A**

- Construction Permit Application
- Survey (to include layout and dimensioning of building on property)
- Flood Elevation Certificate (only if property is located in a flood zone)
- Legal Description (to include Lot, Block and Subdivision)
- Parcel Account Number
- Filed Notice of Commencement (required prior to first inspection)
- Letter of Authorization
- 911 Address Application
- New Commercial Plumbing Quantity Sheet

**LIFE SAFETY PLAN AND BUILDING CLASSIFICATION:**

**YES N/A**

- BUILDING OCCUPANCY CLASSIFICATION \_\_\_\_\_

Change of Use: YES \_\_\_\_\_ NO \_\_\_\_\_

Change of Use Classification FROM \_\_\_\_\_ TO \_\_\_\_\_ (NA)

**FOUNDATION PLAN AND DETAILS** (to include dowel locations when part of foundation plan)

**ROOF / FLOOR FRAMING PLAN, UPLIFT & REACTION CALCULATIONS AND HURRICANE CONNECTOR SCHEDULE**

- Floor Plan (to include shear-wall segments)

**TYPE OF CONSTRUCTION WORK: NEW \_\_\_\_\_ REMODEL \_\_\_\_\_ REPAIR \_\_\_\_\_ ADDITION \_\_\_\_\_**

**SCOPE OF WORK** \_\_\_\_\_

**EXTERIOR ELEVATIONS** (all sides)

**BUILDING HEIGHT**

**WALL SECTION** (foundation through roof structure)

**PRODUCT APPROVAL SPEC SHEET**

**PLOT PLAN FOR LOCATION OF THE CONSTRUCTION DUMPSTER** (If in the downtown area)

- MECHANICAL DUCT LAYOUT AND MANUAL N \* Energy Code Calculations (must be signed)
- ELECTRICAL LAYOUT, RISER DIAGRAM AND LOAD CALCULATIONS
- PLUMBING LAYOUT AND RISER DIAGRAM
- GAS LAYOUT

**I certify that the application includes all the required items listed above.**

*I understand that the application will be rejected if any required document is missing or incomplete.*

\_\_\_\_\_  
Print Name of Applicant/Contractor

\_\_\_\_\_  
Signature of Applicant/Contractor

\_\_\_\_\_  
Contact Phone #

\_\_\_\_\_  
Date