

CITY OF INVERNESS • COMMUNITY DEVELOPMENT DEPARTMENT

212 W. Main Street, Florida 34450 • 352-726-3401 • DDS@inverness.gov

COMMERCIAL PERMIT CHECKLIST

- ☐ The building permit application filled out with both the property owner and the contractor notarized signatures.
- ☐ Contractor Registration required for General Contractor and all the sub-contractors.
- ☐ The sub-contractor Sub List to be completed by the General Contractor and the sub-contractors on the job.
- ☐ Proof of property ownership, if it's a new owner not yet registered with the Citrus County Property Appraiser, then supply a copy of the recorded deed.
- ☐ Three (3) sets of engineered drawings on 24' X 36' pages. The following must be in the plan set.
 - ☐ The current building Code, electric & fire codes
 - ☐ Building Category Classification
 - ☐ Wind exposure / Basic wind speed
 - ☐ Components and cladding
 - ☐ Type of roof covering
 - ☐ Total square foot of structure
 - ☐ Foundation plan
 - ☐ Fire Sprinklers locations
 - ☐ Fire alarm locations
 - ☐ Knox Box Location
 - ☐ Life Safety
 - ☐ Structural design
 - ☐ Applicable internal pressure coefficient
 - ☐ Flood zone classification
 - ☐ Elevations
 - ☐ Total square foot of porch/entry/garage, etc.
 - ☐ Kitchen plan layout, if applicable
 - ☐ Fire extinguishers locations
 - ☐ Exit signs locations
- ☐ Three (3) sets of Site plan on 24' X 36' pages. The following must be in the plan set.
 - ☐ Show proper setbacks
 - ☐ Parking lots with parking space dimensions
 - ☐ A plan showing the fire truck turning ratio
 - ☐ Landscape plan to include irrigation
 - ☐ Drainage retention area with drainage calculations
 - ☐ Buffers, swales and/or berms
 - ☐ Location of water meter/sewer meter and/or septic
 - ☐ Driveways and rights of way/easements
 - ☐ Show closest fire hydrants
 - ☐ Show back flow preventers/lift stations
 - ☐ Show impervious surface ratio
 - ☐ Location of dumpster with fence enclosures
 - ☐ All structures on property existing & proposed.
 - ☐ Most up to date survey
- ☐ Product approval specification completed with the product approval numbers, manufacturer and product description for the windows, mullions, skylights, exterior doors, garage doors, roofing and underlayment materials, soffits, truss fasteners, steel lintels, et al.
- ☐ Engineered truss/rafter/upload summary sheets and two (2) truss/rafter layouts.
- ☐ HVAC duct layout – three sets with energy calculations
- ☐ Electrical layout, showing smoke detectors and energy calculations.
- ☐ If parcel is located in flood zone area, an elevation certificate will be required prior to construction and a second Elevation certificate will be required to obtain the Certificate of Occupancy.

- Copy of septic tank approved permit, if applicable. The contractor is required to check for water/sewer availability.
- Stormwater management plan and approved Southwest Florida Water Management District permit.
- Florida Department of Transportation approved permit.
- Must show on plan set, fire sprinkler system, fire alarm system, Ansul system, exit signs.
- **Separate permits will be required for fire sprinkler systems, fire alarm systems and range hoods and Ansul systems.**
- Separate permits will be required for signage.
- Separate permits will be required for demolition.
- Notice of commencement is required to be completed and recorded at the Citrus County Clerk of Courts Office.
- Building Inspections are scheduled on Mondays, Wednesdays and Fridays.
- **Fire inspections will not be scheduled in fewer than five (5) business days, please plan accordingly.**
- Failed inspections will be charged \$50.00 and must be paid prior to issuance of Certificate of Occupancy.
- Depending on the nature and scope of the project additional information may be required.

PLEASE CALL 352-726-3401 FOR ALL INSPECTIONS, INCLUDING FIRE INSPECTIONS. PLEASE NOTE THAT WE INSPECT ON MONDAYS, WEDNESDAYS AND FRIDAYS ONLY.

PLEASE ALLOW NO FEWER THAN FIVE (5) BUSINESS DAYS FOR FIRE INSPECTIONS.

PLANS MUST BE ONSITE FOR INSPECTIONS