



BUILDING DEPARTMENT COMMERCIAL SUBMISSION CHECKLIST

Effective 09/01/2026

	Documents to be Submitted	Notes
	Building Permit Application – 8 th Edition Florida Building Code	Completed, Signed and Notarized
	Plan Review fee – 50 % of building permit fee as calculated by Building Department	Remaining permit fees due before permit is issued
	Notice of Commencement (NOC) required prior to first inspection for permits with a project cost of \$5,000.	Signed, Notarized and Recorded
	Three – (24" x 36") sets of building plans, including specifications (drawn to scale - see notes below) for the building inspector, fire marshal, and trades. Plans should include architectural, structural, life safety, mechanical, electrical and plumbing drawings, and elevations.	Digital Seal and Signature
	Survey Site Plan or Plot Plan, with noted setbacks. <i>Engineered Final Survey required prior to issuance of Certificate of Occupancy. Properties located in a SFHA – provide elevation certificate if building within floodplain.</i>	Survey signed/sealed by surveyor.
	Truss Engineering Plans and Layout	Signed and Sealed
	Florida Energy Calculations	Signed and Dated
	Florida Product Approval Number(s) for Windows, Doors, and Garage Doors, and Roofing, Soffit & Siding Materials	Signed Cover Sheet Acceptable
	Approved Septic Tank Permit from Polk County Health Department	If Required
	Landscaping and irrigation plans per Dundee LDR Section	Required
	Proof of State Agency Permits (i.e., FDOT, SWFWMD, DEP, etc.)	Required
	ONE (1) CD or Flash Drive required, containing ALL of the above documents	PDF Format

COMMERCIAL PLAN REQUIREMENTS - NOTE: Architectural scale units are based on foot/inch dimensions. Floor plan drawings are usually drawn to the scale of 1/4" = 1'-0" and for very large plans, a scale of 1/8" = 1'-0" may be used. When drawing a small plan or a single room, scales of 3/8" = 1'-0", 1/2" = 1'-0", or 1' = 1'-0" may be used to fit the size of your drawing format.

Engineering scale units of measure are equal to parts per inch and parts per foot. The most common graduations are 10, 20, 30, 40, 50, 60 parts per inch, the graduations vary based on the application.