



COMMERCIAL BUILDING GUIDE

*Customer Guidelines
For Construction Documents
For Commercial & Multi-Family Projects
(more than two dwelling units)*

City of St. Petersburg

Construction Services & Permitting Division

- *This packet contains checklists designed to help you submit the forms and written plans necessary to receive a permit.*
- *We have listed items normally needed, but due to the individual nature of most projects, additional information may be requested.*
- *Locate the checklists appropriate for your project and fill them out **completely**.*
- *Only **completed** applications can be accepted and processed.*

Revised October 2004



Commercial Customer Building Guidelines

for Commercial & Multi-Family Projects (more than two dwelling units)

City of St. Petersburg Construction Services & Permitting Division

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The following checklists will help you submit the forms and plans required to obtain a permit.

Reminder: Incomplete submittals/plans will not be accepted.

1)	Completeness Checklist & Maps: additional reviews may be needed <u>prior</u> to your submittals for a permit IF your project is located in certain geographical areas of the City such as a Community Redevelopment Area (CRA) Neighborhood Design Review Area (NDR), or require other non-City governmental approvals. Maps of these areas are included.	1-3
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Completeness Checklist

Additional reviews may be required prior to submittal of plans for review

There are a number of issues which might affect your review process. The staff at the Development Review Services counter will be able to answer specific questions about these requirements. The following checklist identifies the most common of these:

- ✓ Property located within a **Neighborhood Design Review (NDR)** area (see attached map).
- ✓ **Historic Designation** as Landmark, Landmark Site, or property within a Historic District (see Urban Design & Historic Preservation Division on the 8th floor).
- ✓ Property located within a **Community Redevelopment Agency (CRA)** area (see attached map).
- ✓ **Community Residential Home** proposal (commonly referred to an **ECLF** or **ALF**).
- ✓ If property is to be utilized for a **use that requires more parking**, as well as some changes of use, this may trigger the need for staff to review a parking plan to insure that adequate parking is provided. Some of these uses include, but are not limited to:
 - retail/office/studio space to restaurant use;
 - warehouse or storage use to wholesaling and/or distribution;
 - most industrial uses to service/repair establishments;
 - residential to community residential home; or,
 - single family to multi-family.
- ✓ Selling or serving alcoholic beverages requires additional approvals.
- ✓ If a proposed project/addition/ancillary equipment does not meet the requirements of the City Code (per Zoning district), then a **variance** from various City boards may be required (e.g. small single family/commercial = Board of Adjustment; large commercial/multifamily = Environmental Development Commission). This review process typically takes about four to six weeks once a completed application is submitted.
- ✓ Sometimes a project involves a special or conditional use which requires **Special Exception/Site Plan** Review by the EDC. These uses are not permitted principal uses, but require a public hearing to determine if the proposed site can adequately accommodate the proposed use, and that such use will not have an adverse impact to the surrounding area. Such uses may include but are not limited to:
 - Schools;
 - Churches;
 - Commercial recreation (bowling alley, video games, golf facilities, sports facilities); Community residential homes over 14 clients;
 - Government/community uses;
 - Automotive sales lots;
 - Car washes;
 - Drive-through facilities;
 - Social service agencies;
 - Kennels;
 - Veterinarians;
 - Temporary employment and temporary labor offices;
 - Outdoor sales and display;
 - Bed and breakfast establishments;
 - Clubs (community service and private); and,
 - Outdoor storage yards.
- ✓ Review and approval from several agencies outside the City government may also be required:
 - Southwest Florida Water Management District (SWFWMD);
 - Florida Department of Transportation (FDOT);
 - Florida Department of Environmental Protection (FDEP);
 - Florida Department of Children and Families;
 - Pinellas County Water and Navigation Control Authority;
 - Pinellas County Health Department; and,
 - Pinellas County Highway Department.

Enterprise Zone

SALES TAX CREDIT FOR JOB CREATION

The Program:

Allows a monthly sales and use tax credit to businesses located in the E.Z. on wages paid to new employees who have been employed by the business for at least 3 full calendar months and are residents of the E.Z. The credit can be either 5%, 10%, or 15% of the wages paid to new permanent part-time or full-time employees.

The Limitations:

The credit amount is limited to the amount of tax due on each monthly return. No refund or carryforward credit is allowed. This credit is not available if the E.Z. Corporate Income Tax Credit for Job Creation is taken. The credit can be claimed for up to a limit of \$1,500 in wages per month per employee. Applicants may submit for 12 consecutive months per employee.

The Process:

Form DR-15JZ must be submitted to the E.Z. Coordinator for approval within 4 months after the new employee is hired. The business must complete one form for each new employee. The business must submit the approved credit application with the state DR-15C (Sales Tax Certificate) due the 1st of each month.

CORPORATE INCOME TAX CREDIT FOR JOB CREATION

The Program:

Allows a state corporate income tax credit to businesses located in the E.Z. on wages paid to new employees who have been employed by the business for at least 3 full calendar months and are residents of the E.Z. The credit can be 5%, 10%, or 15% of the wages paid to new permanent part-time or full-time employees.

The Limitations:

A five year carry forward provision is available for any unused portion of past credits. This credit is not available if the E.Z. Sales Tax Credit for Job Creation is taken. The credit can be claimed for up to a limit of \$1,500 in wages per month per employee. The federal tax burden may increase since the state tax liability is reduced. The credit amount must be added back to Florida taxable income.

The Process:

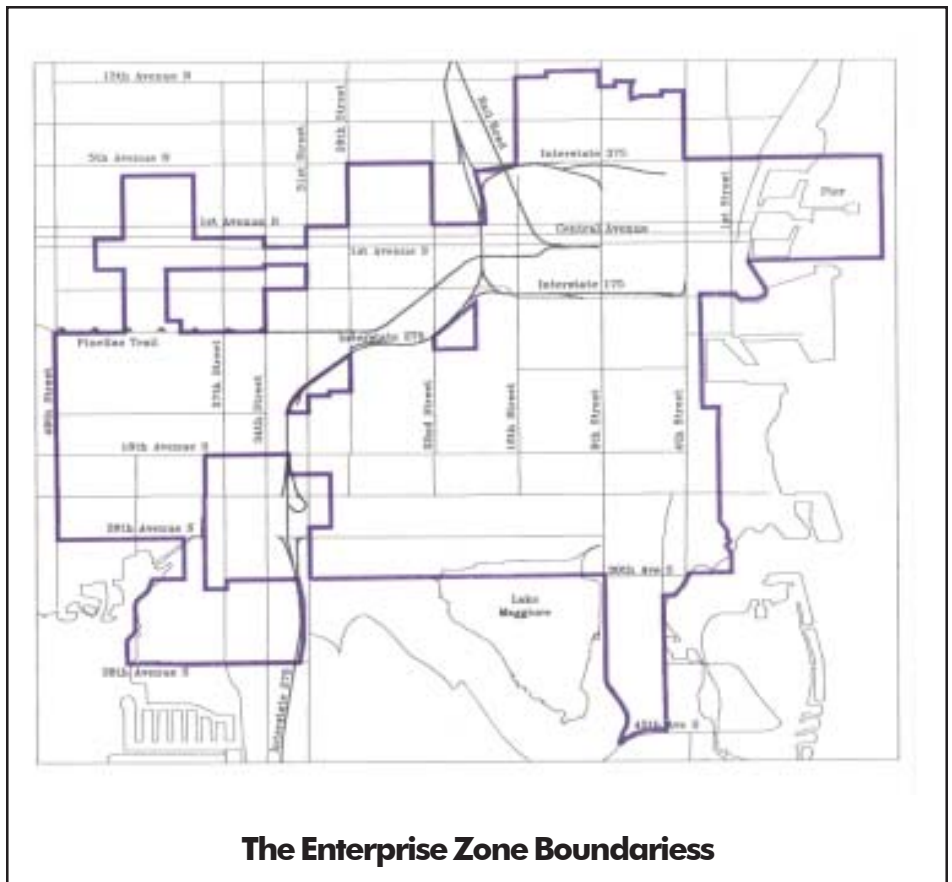
Form F-1157Z must be submitted to the E.Z. Coordinator for approval. The business must complete one form for each new employee. The business must submit the approved credit application with its income tax return, attached to the corporate return form (F-1120).

SALES TAX REFUND FOR BUILDING MATERIALS

Allows a refund on the sales tax paid on the purchase of building materials used to rehabilitate real property located in the E.Z. From completion of construction (the date the inspector signs the final inspection), the applicant has up to 6 months to apply. Only the property owners are eligible, not the contractor. This incentive also applies to homeowners.

The Limitations:

The total amount of the sales tax refund must be at least \$500, but no more than the lesser of \$5,000 or 97% of the tax paid per parcel of property. If 20% or more of the permanent full-time employees of the business are residents of the E.Z. the refund will be no more than the lesser of \$10,000 or 97% of the tax paid per parcel. Applicants can apply for this only once per parcel.



The Enterprise Zone Boundaries

SALES TAX REFUND FOR BUILDING MATERIALS (continued)

The Process:

Form DR-26 and a Building Materials Sales Tax Refund application certified by the E.Z. Coordinator must be filed within six months after the improvements are certified by the building inspector as being substantially complete. The applicant must submit receipts, and certification form completed by the building inspector.

SALES TAX REFUND FOR BUSINESS EQUIPMENT & MACHINERY

The Program:

Allows a refund on the sales tax paid on the purchase of certain business equipment, which is used exclusively in the E.Z. such as office equipment and furniture, warehouse equipment etc. The sales tax refund is 97% of the 6% sales tax paid on the purchase of qualifying equipment.

The Limitations:

The sales tax refund must be at least \$100, but no more than the lesser of \$5,000 or 97% of the tax paid. If 20% or more of the permanent, full-time employees of the business are residents of the E.Z., the refund will be no more than the lesser of \$10,000 or 97% of the tax paid. The equipment must be kept in the E.Z. for 3 years.

The Process:

Form DR-26 and a Business Machinery & Equipment Sales Tax Refund application certified by the E.Z. Coordinator must be filed within six months after the business equipment is purchased. Sales tax receipts can be combined for 60 days at a time.

PROPERTY TAX CREDIT

The Program:

Allows new or expanded businesses located in the E.Z. a credit on Florida corporate income tax equal to 96% of ad valorem taxes paid on the property, if the new or expanded business has hired five or more new, full-time employees. Any unused portion of the credit may be carried forward for five years. The credit can be claimed for five years, up to a maximum of \$50,000 annually if 20% or more of the employees are residents of the E.Z., otherwise the credit is limited to \$25,000 annually.

The Limitations:

The federal tax burden may increase since the state tax liability is reduced. The amount of the credit must also be added back to Florida taxable income.

The Process:

The business must file Form 456 with the Pinellas County Property Appraiser's Office by April 1st of the following year (in which the new or expanded property was completed). Form F-1158Z must then be certified by the E.Z. Coordinator. Form F-1158Z, along with validated receipt of ad valorem taxes is attached to the Corporate Income Tax (Form F1120).

COMMUNITY CONTRIBUTION TAX CREDIT

The Program:

Allows businesses anywhere in Florida a 50% credit on the Florida corporate income tax or insurance premium tax for donations to an eligible non-profit corporation conducting a state-approved community development project. The annual amount of the credit is limited to \$200,000 per firm and \$2,000,000 for the state. For each dollar donated, a business may receive a 55.5 cent reduction in Florida tax liability (60 cents from the credit, 5.5 cents from the deductibility of the donation).

The Limitations:

A five year carry forward provision is available for any unused portion of past credits. IRS rules for the valuation of donated goods may require depreciation recapture: therefore, the allowable deduction may be decreased. The federal tax burden may increase since the state tax liability is reduced.

The Process:

The project sponsor submits a proposal for approval. The sponsor then solicits donations from businesses. Participating businesses file a simple form, along with proof of donation. Once the donation has been approved, a copy of the approval letter must be submitted with the state tax return. Additional donations require approval.

**FOR ADDITIONAL INFORMATION - Department of Economic Development and Property Management
(813) 393-7100 or St.Petersburg@SearchSmart.USF.edu**

Commercial Plan Review Application Checklist

For Commercial & Multi-Family Projects (more than two dwelling units)

City of St. Petersburg Construction Services & Permitting Division

**The following is a checklist of documentation required when submitting plans for review. All items on the checklist, that pertain to your project, must be completed for the application to be processed.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- 1. If any other agency/board approval is required, that approval MUST be submitted with the application and this check list. It is the responsibility of the applicant to verify this information. WE CANNOT ACCEPT PLANS UNTIL REVIEWED AND APPROVED BY ALL OTHER AGENCIES / BOARDS. EXAMPLES: EDC, HEALTH DEPT., BOA, CRA, SWIFTMUD, HOTEL AND RESTAURANT COMMISSION.
- 2. Building Permit Application and completed worksheets. (plumbing, gas, mechical, electrical, roof, fire alarm, fire sprinkler, landscape, parking/paving, underground utilities)
- 3. Notice of Commencement Form (needed prior to first inspection)
- 4. Three (3) completed sets of ENERGY FORMS - signed/sealed
- 5. Legal description and property I.D. number (PIN) - (call 582-7652)
- 6. Letter showing the Florida Accessibility Code cost breakdown - signed/sealed
- 7. ADA Design affidavit from design professional (A/E)
- 8. Special Inspection Affidavit/Request form. (If threshold building)
- 9. Site Plan Sheet - (see separate Site Plan Checklist) All Submittals
- 10. If in flood zone provide Substantial Improvement Package (Form SIP)
- 11. Minimum of three (3) complete sets of construction plans (minimum size of 11"x17"), containing the following information:
 - A) Designers Name
 - B) Company Name
 - C) Business Address
 - D) Phone and FAX Numbers
 - E) Type of Construction
 - F) Protected/Unprotected
 - G) Sprinkled/Unsprinkled
 - H) Existing/Proposed Occupancy
 - I) Total Square Footage Breakdown
 - J) Number of Stories
 - K) Building Height
 - L) Floor Elevations
 - M) Complete Page Index
 - N) Single or Multiple Tenant (show each tenant space)
 - O) Job Address and Unit Number
 - P) Completed Plumbing Checklist
 - Q) Completed Electrical Checklist
 - R) Completed Gas Checklist
 - S) Completed Mechanical Checklist
 - T) Completed Fire Checklist
 - U) Site Plan
 - V) Landscape Plan

Commercial Plan Review Application Checklist continued...

- 12. Each construction set shall have a COVER SHEET containing the following information with the specific page noted:
 - A) Designers Name
 - B) Company Name
 - C) Business Address
 - D) Phone and Fax Numbers
 - E) Type of Construction
 - F) Protected/Unprotected
 - G) Sprinkled/Unsprinkled
 - H) Existing/Proposed Occupancy
 - I) Total Square Footage and Breakdowns
 - J) Number of Stories
 - K) Building Height
 - L) Complete Page Index
 - M) Single or Multiple Tenant (show each tenant space)
 - N) Job Address & Unit Number
 - O) Calculations for Minimum Plumbing Fixtures and Handicapped Requirements
 - P) Site Plan
 - Q) Landscape Plan

NOTICE: *When all City review comments are completed, the plans examiner coordinating the review will contact the applicant/representative to come in and pick up and discuss the comments.*

Commercial Site Plan Requirements Checklist

For Commercial & Multi-Family Projects (more than 2 dwelling units)

City of St. Petersburg Construction Services & Permitting Division

Some items on the following checklist may not be relevant to your project, (for example: preservation areas, retention ponds, etc.). However, **ALL** site plans are **REQUIRED** to show (at minimum): Setbacks, Property Lines, North Arrow, Parking, Roads, Alleys, Fences/Walls, and must be **DRAWN TO SCALE**, (not smaller than 1"=50').

- Setbacks from property lines to structures
- Lot Lines and/or Property Lines
- North Arrow
- Off-street parking spaces, curbing, wheel stops, driveways, ingress/egress, points, delineated and handicapped parking spaces (dimensions to scale)
- Label streets/roads
- Easements with dimension
- Buffer walls, fencing with elevations and height
- Show all existing and proposed structures (show square footage and current/proposed uses)
- Signs: existing and proposed
- Indicate all above ground power lines with heights
- Trash/Dumpster container/pads, with screening
- Retention ponds locations
- Any unusual physical features
- Preservation areas - show all boundaries of all areas
- Legal description of site and address or unit numbers (if combining units or addresses show on plan); Note: if site is in acreage (meets and bounds), and/or development exceeds 500 sq. ft., a replat may be necessary
- Landscape plans including: existing plant material with location, sizes and species noted, proposed plant materials with locations, sizes, and species noted, plus indication of method of watering and maintenance

Commercial Site Plan Requirements Checklist continued...

- Government approval letters: Environmental Development Commission, Board of Adjustment, Community Redevelopment Agency, Historic Preservation Commission, Florida Department of Transportation, Federal Aviation Administration, Florida Department of Children and Families, etc., also property card interpretations
- Total project cost and last assessed value
- Water meter location and size
- Sewer location and size
- Fire service & hydrants locations
- Irrigation: Well/lake or Meter and location (if well/lake show pump detail)
- Tanks: Type of fuel stored, is tank above ground or under ground, show tie down system, dome or manhole detail
- Completed Stormwater Management Utility Data Form
- Southwest Florida Water Management District (SWFWMD) Permit or letter of exemption
- Civil Plan showing proposed or existing utility service connection locations
- Drainage calculations in conformance with the City drainage ordinance
- Copies of all other required/applicable governmental permits or approvals including but not limited to FDOT, FDEP, Pinellas County, etc.
- Label use of adjoining property (land use/occupancy)

Fire Sprinkler Checklist

City of St. Petersburg Construction Services and Permitting

Permit #: _____ Job Address: _____ Job Cost: _____

Contractors Name: _____ Company: _____

Sq. Footage: _____ Levels: _____
N.F.P.A. 20 ___ 14 ___ 13R ___ 13D ___ 13 ___

OCCUPANCY HAZARD CLASS

Light Hazard _____
Ordinary (Group 1 & 2) _____
Extra Hazard (Groups 1 & 2) _____
Special Occupancy Hazard _____

Plan Review Criteria

- ___ (a) Name of owner and occupant
- ___ (b) Location, including street address
- ___ (c) North Arrow
- ___ (d) Full height cross section, or schematic diagram, if required for clarity; including, ceiling construction and method of protection for nonmetallic piping
- ___ (e) Location of partitions
- ___ (f) Location of fire walls
- ___ (g) Occupancy class of each area or room
- ___ (h) Location and size of concealed spaces, closets, attics and bathrooms
- ___ (i) Any small enclosures in which no sprinklers are to be installed
- ___ (j) Size of City main in street and whether dead-end of circulating; and, if dead-end, direction and distance to nearest circulating main. City main test results and system elevation relative to test hydrant (see A-7-2.1)
- ___ (k) Other sources of water supply, with pressure or elevation
- ___ (l) Make, type, and nominal orifice size of sprinklers
- ___ (m) Temperature rating and location of high-temperature sprinklers
- ___ (n) Total area protected by each system on each floor
- ___ (o) Number of sprinklers on each riser per floor
- ___ (p) Total number of sprinklers on each dry pipe system, preaction system, combined dry pipe-preaction system, or deluge system
- ___ (q) Approximate capacity (in gallons) of each dry pipe system
- ___ (r) Pipe type and schedule of wall thickness
- ___ (s) Nominal pipe size and cutting lengths of pipe or center-to-center dimensions
- ___ (t) Location and size of riser nipples
- ___ (u) Type of fittings and joints and location of all welds and bends. The contractor shall specify on drawing any sections to be shop welded and the type of fittings or formations to be used
- ___ (v) Type and locations of hangers, sleeves, braces, and methods of securing sprinklers when applicable
- ___ (w) All control valves, check valves, drain pipes, and test connections
- ___ (x) Make, type, model, and size of alarm or dry pipe valve
- ___ (y) Make, type, model, and size of preaction or deluge valve
- ___ (z) Kind and location of alarm bells
- ___ (aa) Size and location of hose outlets, hand hose, and related equipment
- ___ (bb) Underground pipe size, length, location, weight, material, point of connection to City main; the type of valves, meters, and valve pits; and the depth that the top of the pipe is laid below the grade
- ___ (cc) Piping provisions for flushing
- ___ (dd) Where the equipment is to be installed as an addition to an existing system, enough of the existing system indicated on the plans to make all conditions clear

Fire Sprinkler Checklist continued...

- ____(ee) For hydraulically designed systems, the information on the hydraulic data nameplate
- ____(ff) A graphic representation of the scale used on all plans
- ____(gg) Name and address of contractor
- ____(hh) hydraulic reference points on the plan shall correspond with comparable reference points on the hydraulic calculation sheets
- ____(ii) The minimum rate of water application (density), the design area of water application, in-rack sprinkler demand, and the water required for hose streams both inside and outside
- ____(ij) The total quantity of water and tile pressure required noted at a common reference point for each system
- ____(kk) Relative elevations of sprinklers, junctions points, and supply or reference points
- ____(ll) If room design method is used, all unprotected wall openings throughout the floor protected
- ____(mm) Calculation of loads for sizing, and details of, sway bracing
- ____(nn) The setting for pressure-reducing valves
- ____(oo) Information about backflow preventers; (manufacturer, size, type)
- ____(pp) Information about antifreeze solution used (type and amount)

HYDRAULIC SUMMARY SHEET

- ____(a) Date
- ____(b) Location
- ____(c) Name of owner and occupant
- ____(d) Building number or other identification
- ____(e) Description of hazard
- ____(f) Name and address of contractor or designer
- ____(g) Name of approving agency
- ____(h) System design requirements
 1. Design area of water application, sq ft (m²)
 2. Minimum rate of water application (density), gpm per sq ft (L/min/m²)
 3. Area per sprinkler, sq ft (m²)
- ____(i) Total water requirements as calculated including allowance for inside hose, outside hydrants, and water curtain and exposure sprinklers
- ____(ii) Limitations (dimension, flow, and pressure) on extended coverage or other listed special sprinklers

WORK SHEET FORMAT

- ____(a) Sheet number
- ____(b) Sprinkler description and discharge constant (K)
- ____(c) Hydraulic reference points
- ____(d) Flow in gpm (L/min.)
- ____(e) Pipe size
- ____(f) Pipe lengths, center-to-center of fittings
- ____(g) Equivalent pipe lengths for fittings & devices
- ____(h) Friction loss in psi per ft (bars/m) of pipe
- ____(i) Total friction loss between reference points
- ____(j) In-rack sprinkler demand balanced to ceiling demand
- ____(k) Elevation head in psi (bars) between reference points
- ____(l) Required pressure in psi (bars) at each reference point
- ____(m) Velocity pressure and normal pressure if included in calculations
- ____(n) Notes to indicate starting points, reference to other sheets, or to clarify data shown
- ____(o) Diagram to accompany gridded system calculations to indicate flow quantities and directions for lines with sprinklers operating in the remote area
- ____(p) Combined K-factor calculations for sprinklers on drops, armovers, or sprigs where calculations do not begin at sprinkler

SUMMARY GRAPH SHEET

A graphic representation of the complete hydraulic calculation shall be plotted on semi-exponential graph paper ($Q^{1.85}$) and shall include the following:

- ____(a) Water Supply curve
- ____(b) Sprinkler system demand
- ____(c) Hose demand (where applicable)
- ____(d) In-rack sprinkler demand (where applicable.)

WATER SUPPLY

The following information shall be included:

- ____(a) Location and elevation of static and residual test gauge with relation to the riser reference point
- ____(b) Flow location
- ____(c) Static pressure, psi (bars.)
- ____(d) Residual pressure, psi (bars.)
- ____(e) Flow, gpm (L/min.)
- ____(f) Date
- ____(g) Time
- ____(h) Test conducted by or information supplied by
- ____(i) Other sources of water supply, with pressure or elevation

Fire Alarm Checklist

City of St. Petersburg Construction Services and Permitting

Permit #: _____ Job Address: _____ Job Cost: _____

Contractors Name: _____ Company: _____

Sq. Footage: _____ Levels: _____

N.F.P.A. 101 OCCUPANCY

Assembly	_____	Education	_____	Health Care	_____	Detention	_____
Hotel	_____	Apartment	_____	Lodging	_____	Board/Care	_____
Mercantile	_____	Business	_____	Industrial	_____	Storage	_____

SPECIFICATIONS:

- ____ (a) The address of the protected premises;
- ____ (b) The owner of the protected premises;
- ____ (c) The authority having jurisdiction;
- ____ (d) The applicable codes, standards, and other design criteria to which the system is required to comply;
- ____ (e) The type of building construction and occupancy;
- ____ (f) The fire department response point(s) and annunciator location(s);
- ____ (g) The type of fire alarm system to be provided:
 - ____ 1. Auxiliary
 - ____ 2. Protected Premises
 - ____ 3. Supervisory Station
- ____ (h) Calculations (e.g., secondary supply and voltage drop calculations);
- ____ (i) The type(s) of fire alarm- initiating devices, supervisory alarm-initiating devices, and evacuation notification appliances to be provided;
- ____ (j) The intended area(s) of coverage;
- ____ (k) A complete list of detection, evacuation signaling, and annunciator zones;
- ____ (l) A complete list of fire safety control functions;
- ____ (m) A complete sequence of operations detailing all inputs and outputs;
- ____ (n) Specifications for selected UL devices and components;
- ____ (o) Class, style of wiring method;
- ____ (p) Remote annunciator or location.

**Fire Alarm Systems Require Certification and
Acceptance Tests per Chapter 7, N.F.P.A. and Florida
State Fire Marshal Rules and Regulations 4A-48.**

Special Fire Protection Systems Checklist

City of St. Petersburg Construction Services and Permitting

Permit #: _____ Job Address: _____ Job Cost: _____

Contractors Name: _____ Company: _____

_____	LOW EXPANSION FOAM	N.F.P.A. 11
_____	MEDIUM + HIGH EXPANSION FOAM	N.F.P.A. 11A
_____	MOBILE FOAM APPARATUS	N.F.P.A. 11C
_____	CARBON DIOXIDE EXTINGUISHING SYSTEMS	N.F.P.A. 12
_____	HALON 1301 FIRE EXTINGUISHING SYSTEMS	N.F.P.A. 12A
_____	WATER SPRAY FIXED SYSTEM	N.F.P.A. 15
_____	DELUGE WATER FOAM SYSTEM	N.F.P.A. 16
_____	DRY CHEMICAL FIRE EXTINGUISHING SYSTEM	N.F.P.A. 17
_____	WET CHEMICAL FIRE EXTINGUISHING SYSTEM	N.F.P.A. 17A
_____	WETTING AGENTS	N.F.P.A. 18
_____	CLEAR AGENT FIRE EXTINGUISHING SYSTEM	N.F.P.A. 2001
_____	WATER MIST FIRE PROTECTION SYSTEMS	N.F.P.A. 750

**The above systems require consultation
prior to plans submission.
Please call (727)893-7691 for an appointment.**

Dry-wet Chemical Extinguishment System Checklist

City of St. Petersburg Construction Services and Permitting

Permit #: _____ Job Address: _____ Job Cost: _____

Contractors Name: _____ Company: _____

System Designer Name: _____

Equipment Manufacturer: _____

SPECIFICATIONS

Designate the authority having jurisdiction and indicate whether plans are required.

_____ State that the installation conforms to this standard and meets the approval of the authority having jurisdiction.

_____ Indicate that only listed equipment from a single manufacturer shall be used.

Exception: Special auxiliary devices acceptable to the manufacturer and the authority having jurisdiction may be used.

_____ Include the specific tests, if any, that may be required to meet the approval of the authority having jurisdiction.

_____ Indicate the hazard to be protected and include such information as physical dimensions, cooking appliances, energy sources for each appliance, and air-handling equipment.

_____ The details on the system shall include the size, length, and arrangement of connected piping, and the description and location of nozzles so that the adequacy of the system can be determined. Information shall be submitted pertaining to the location and function of detection devices, operating devices, auxiliary equipment, and electrical circuitry, if used.

_____ The installer shall certify to the authority having jurisdiction that the system has been installed in accordance with the approved plans and the manufacturer's listed installation and maintenance manual.

_____ Plans shall be drawn to an indicated scale or be suitably dimensioned and shall be reproducible.

_____ Plans shall contain sufficient detail to enable the authority having jurisdiction to evaluate the protection of the hazard(s).

_____ Plans shall indicate all equipment to be protected and fuel sources.

_____ At least one manual control for actuation shall be located no more than 5 ft. (1.5 m) above the floor and be convenient and easily accessible at all times including the time of fire.

_____ Show protection system connected to fire alarm.

_____ Portable K class extinguishment.

Building Checklist

- 1) Group (Chapter IV)
- 2) Allowable Height
- 3) Type Construction
- 4) County Health X-Ray (Medical only)
- 5) Handicap Requirements (see ADA Plan Review & Inspections Checklist)
- 6) Sprinkling & Standpipes
- 7) Separation of furnace or boiler room
- 8) Windows & Glazing
- 9) Exit Requirements (Chapter XI)
- 10) Non-combustible stairway requirements (Chapter XI)
- 11) Hardware of exit doors
- 12) Foundations
- 13) Floor
- 14) Columns
- 15) Beams
- 16) Trusses
- 17) Roof, note overhangs
- 18) Partitions, corridors (Chapter XI)
- 19) Exterior walls
- 20) Protections of wall openings
- 21) Anchor ties
- 22) Parpet
- 23) Exit lights
- 24) Light ventilation
- 25) Protection of vertical openings
- 26) Mixed occupancy separation
- 27) Heating requirements (Chapter VIII)
- 28) Fire stopping
- 29) Drawing/Specifications
- 30) Architect/Engineering Seal

ADA Plan Review & Inspections Checklist

- 1) A minimum of one accessible route from public sidewalks-streets-HC parking spaces to building entrances is required.
- 2) An accessible route curb ramps-slopes-cross slopes 36" min.-ramp 1:12 to 1:20-cross slope 1:50
- 3) Number, size, location of HC parking spaces, 5 ft. loading aisle is required (location of curb ramp)
- 4) Accessible building entrance-level landings. Threshold-maneuvering clearance at door hardware (lever handles-closers)
- 5) All required fire exits must be accessible to public way (area of rescue assist-stairs)
- 6) Vertical accessibility required-elevator-ramps-platform lifts-(stairs)
- 7) Accessible route within the building-lobby-halls-corridors-work areas-places of public accommodation is required
- 8) Doors: clear width, hardware, maneuvering clearance and approach
- 9) Toilet facilities: location, size of HC stall and/or HC restroom, 60" turning area, plumbing fixtures minimum clearances-doors-grab bars-accessories-lavatory-W/C-urinal-shower-hi/lo water fountain
- 10) Signage: detectable warnings, audible/visual alarms
- 11) Shelves-displays-built-ins-counters: accessible reach ranges, telephones, teller machines, dressing/fitting rooms
- 12) Specific building use: Assembly occupancy-restaurant-medical facility-business/mercantile-libraries-transient lodging (hotels/motel/boarding)-transportation (bus stop-terminals-airport)

Residential (apartments-condos-townhomes): Fair Housing Act Design Guidelines

- 13) Alteration to Primary Function areas: 20% disproportional cost-ensure HC accessibility to the maximum extent feasible (accessible entrance-route-restrooms-doors)

DCA - Waivers and variance board

DOJ - ADA questions and complaints

JUD - Fair Housing Act

Heating, Air Conditioning, Ventilating, and Gas Checklist

- 1) Duct layout for heating, air conditioning, or ventilation
- 2) Return air ducts and plenums, locations, etc.
- 3) Service and access facilities for all equipment
- 4) Requirements for fire dampers and fire stats
- 5) Venting
 - a) kitchen range hoods
 - b) toilet room exhaust ducts
- 6) Combustion and ventilation air for oil and gas fired equipment
- 7) Vent, flue or chimney, for oil or gas equipment
- 8) Gas equipment: BTU rating, and location
- 9) Gas piping, developed length and sizing per NFPA 54
- 10) Location of equipment relative to property lines

Electrical Checklist

- 1) Load breakdown
- 2) Service size, elevation and type
- 3) Service location
- 4) Sub-panels, size, and feeder size
- 5) Residential property locations and number of receptacles
- 6) Switching arrangement for stairway lighting
- 7) Emergency lighting
- 8) Exit lighting and system
- 9) Installation methods
- 10) Electrical system in overall perspective
- 11) Heat strip
- 12) Engineers seal
- 13) Legend
- 14) Ground, grounding conductor size
- 15) Riser diagram
- 16) Feeder sizes
- 17) Outlets located and wired
- 18) Lighting fixtures including wattage, wiring, and switching
- 19) Location, voltage, capacity of motors, transformers, fixed appliances

Plumbing Checklist

- 1) Pinellas County Health Dept. Environmental Health approval and letter
- 2) House sewer
- 3) Water service
 - a) Size
 - b) GPM (gallons per minute)
- 4) Water Meter Size
- 5) Back flow prevention device
- 6) House drain
- 7) Soil and waste stacks (isometric required)
- 8) Venting (isometric required)
- 9) Minimum facilities
- 10) Fixtures (new and relocated)
- 11) Access Panels
- 12) Traps: size
- 13) Indirect wastes
- 14) Grease interceptors
- 15) Garbage can washer
- 16) Air Conditioning condensation drains
- 17) Water heater, thermal protection, and relief valve termination
- 18) Roof drains
 - a) size
 - b) square footage of roof area served
- 19) Storm drains size
- 20) Storm sewer size
- 21) Miscellaneous
- 22) Industrial Pre-treatment approval from city Public Utilities Department

Landscape Requirements Checklist

- 1) Name and size of proposed plant materials
- 2) Quality of plant material (Fla. Grade #1 or better)
- 3) Existing trees indicated on plans
 - a) trees to be removed
 - b) trees to be protected
- 4) Tree removal permit No. _____ **(check with Urban Forester, phone #892-5582)**
- 5) Total number of trees (1 per 30 linear feet or 3 parking spaces along perimeters)
- 6) Size of shade trees 3" diameter at breast height (d.b.h.)
- 7) Required planting area (minimum 25 sq. ft. /min. 5 ft. dimension for trees)
- 8) Required perimeter planting strip with or without wall (5 ft. minimum) containing
 - a) Hedge Stock (18" minimum height) planted leaf to leaf
 - b) Ground Covers (type) 75 % coverage required for end and interior islands
- 9) Interior Landscaping required:
 - a) 5 ft. by 19 ft. end planting islands with one 3" d.b.h. shade tree and ground covers
 - b) 9 ft. by 19 ft. interior island (1/10 pk. spaces created) with one 3" d.b.h. shade tree and ground covers
- 10) Approval for trees to be planted in public right of way (R.O.W.)
- 11) Utility service, power lines indicated with heights noted (tree species selected to not interfere with power lines)
- 12) Automated, timed irrigation system (note source of water)
- 13) Greenyard requirement noted
- 14) Back flow preventer to be screened on 3 sides with 30" inch tall dense evergreen hedge
- 15) If abutting residential (zoned or use) property, 5 ft. decorative masonry wall or 6 ft. stained solid wood fence of a neighbor-friendly design

Traffic Engineering Checklist

- 1) Property lines indicated
- 2) Legal description
- 3) Sidewalks width shown
- 4) Sidewalks
 - a) existing
 - b) proposed
- 5) Driveways
 - a) existing, to remain
 - b) existing, to be eliminated
 - c) proposed
 - d) curb-cut width indicated
- 6) Layout of parking lot spaces with dimensions, direction of traffic flow, etc. indicated
- 7) EDC/BOA/CRA/Staff site plan conditions/requirements
- 8) Handicapped parking shown

Zoning Checklist

- 1 Permitted principal uses and structures (check with Zoning)
- 2) Permitted accessory uses and structures indicated
- 3) Indicate (give file number) if Site Plan review by:
 - EDC
 - CRA
 - HPC
 - BOA
 - NDR
- 4) Survey/scaled site plan with property lines indicated
- 5) Minimum lot required
- 6) Minimum yard (building setback) requirement
- 7) Maximum height of structure
- 8) Minimum parking required
- 9) Subdivision Ordinance requirements
- 10) Indicate all structures on lot
- 11) Roof overhang with dimensions
- 12) Location of ancillary equipment with setback indicated
- 13) Buffer walls, if required
- 14) Indicate greenyard required with dimensions
- 15) Indicate Handicapped parking spaces
- 16) Indicate total cost of project and existing assessed value (for landscape threshold)

Engineering Plan Submittal Checklist

The following items must be submitted or completed prior to Building Permit approval:

- Stormwater Management Utility Data Form
- Southwest Florida Water Management District Permit or Letter of Explanation
- Other applicable governmental permits (i.e., FDOT, Pinellas County, FDEP, etc.)
- Minor Easement Application (where applicable)
- Drainage Calculations (where applicable)
- Civil Site Plans

Engineering Work Permits

Work permits are issued to regulate encroachment and to assure the integrity of improvements or alterations within any street right-of-way, utility easement, or city property. The types of permits issued include:

1. Right-of-Way Permits

- Utility Connections
- Commercial Driveways (residential driveway apron permits are issued by the Zoning Department)
- Franchised Utility Extensions/Modifications
- Sidewalk Permits
- Potable Water Transmission Main
- Minor Easement (covers private encroachments placed within city right-of-way or easement)

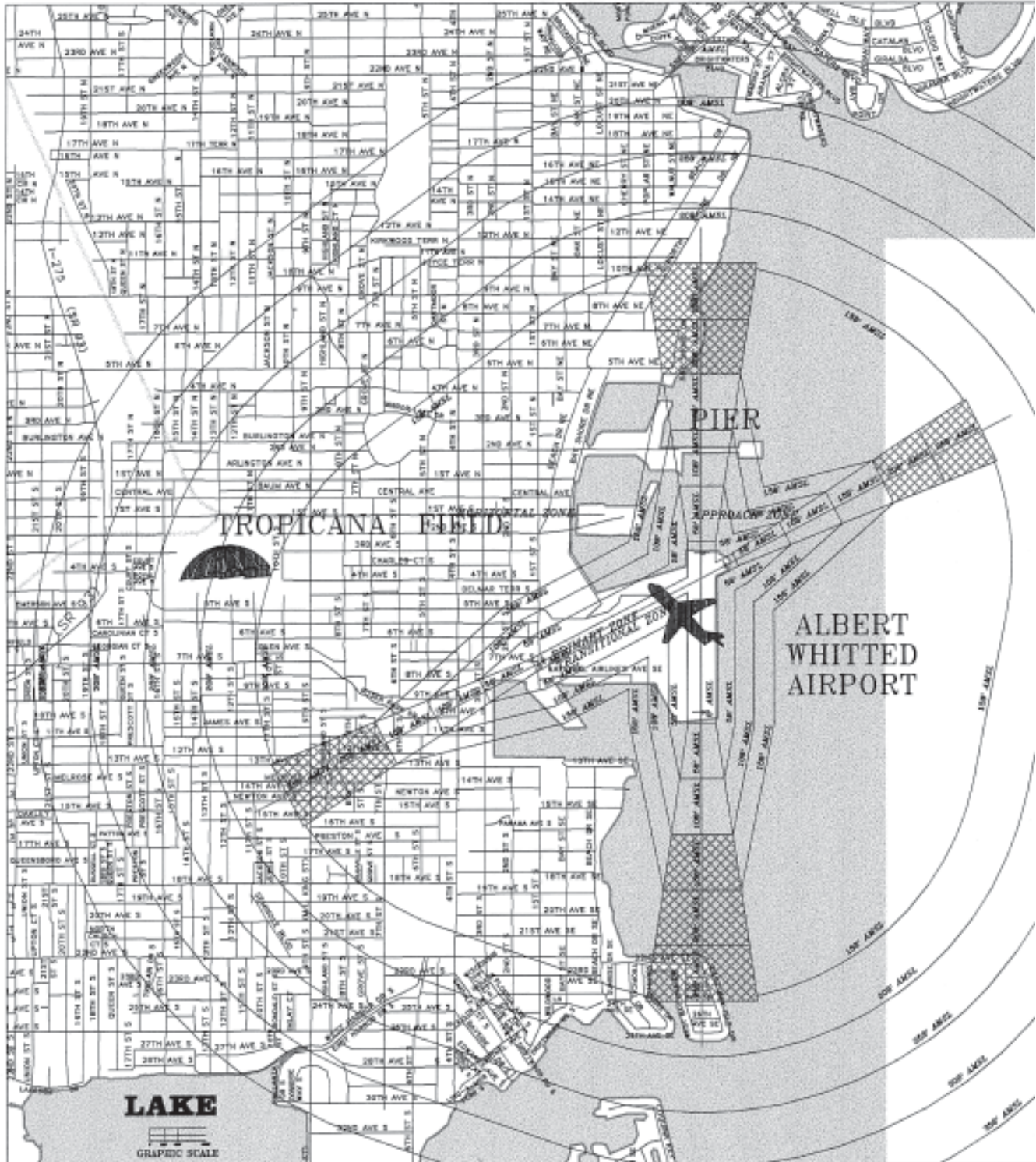
2. Miscellaneous Permits/Seawall Permits

- Construction within or across a City Potable Water Transmission Main Easement
- Seawall/Rip-Rap

3. Developer Permits

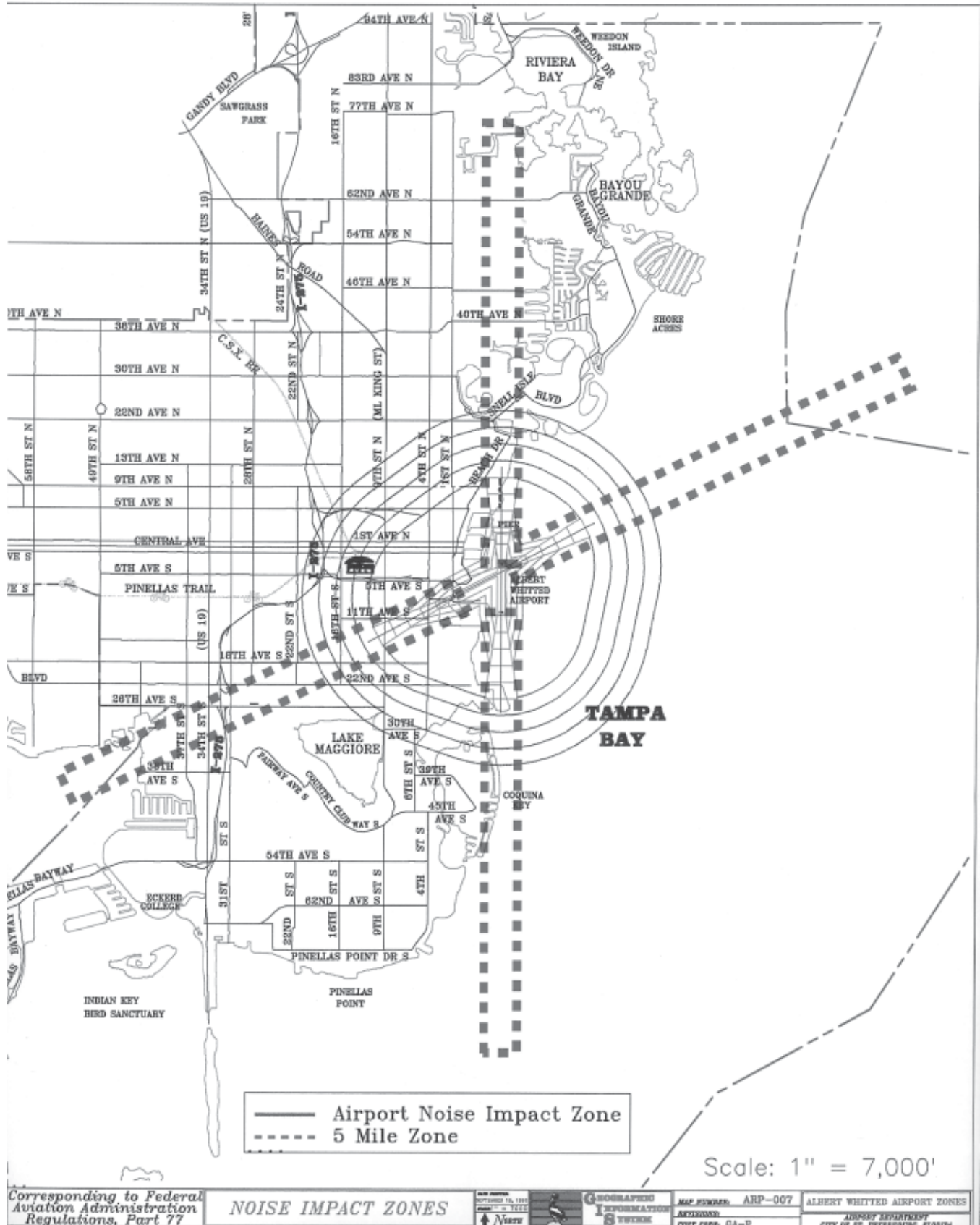
- Utility Extensions (City maintained utilities)
- Roadway Extensions/Modifications
- Overall site development (multiple right-of-way permits are combined into one permit type)

Height Limitations for Airport Imaginary Surfaces



<p>PRIMARY ZONE Height (Foot Above Mean Sea Level-AMSL) of runway at center line</p>	<p>TRANSITIONAL ZONES Starts at the Approach Zone Height, increases 1' for each 3' horizontal ending at the Horizontal Zone Elevation (158' AMSL) Note: There is no Transitional Zone for that portion of the Approach Zone extending above the Horizontal Zone Elevation (158' AMSL).</p>
<p>HORIZONTAL ZONE 158' above mean sea level. The zone is delineated by connecting arcs radiating 5000' from the end of each primary zone</p>	<p>APPROACH ZONES Starts at the Primary Zone Height for each runway end, increasing 1' vertically for each 30' horizontally from that Primary Zone end and ending 5000' out & 150' above the primary Zone Height. Note: The outer approximate 3000' of each approach surface lies above the Airports Horizontal Surface.</p>

Map of Airport Noise Impact Zones



Corresponding to Federal Aviation Administration Regulations, Part 77

NOISE IMPACT ZONES

NOVEMBER 15, 1991
 11:00 AM
 11:00 AM

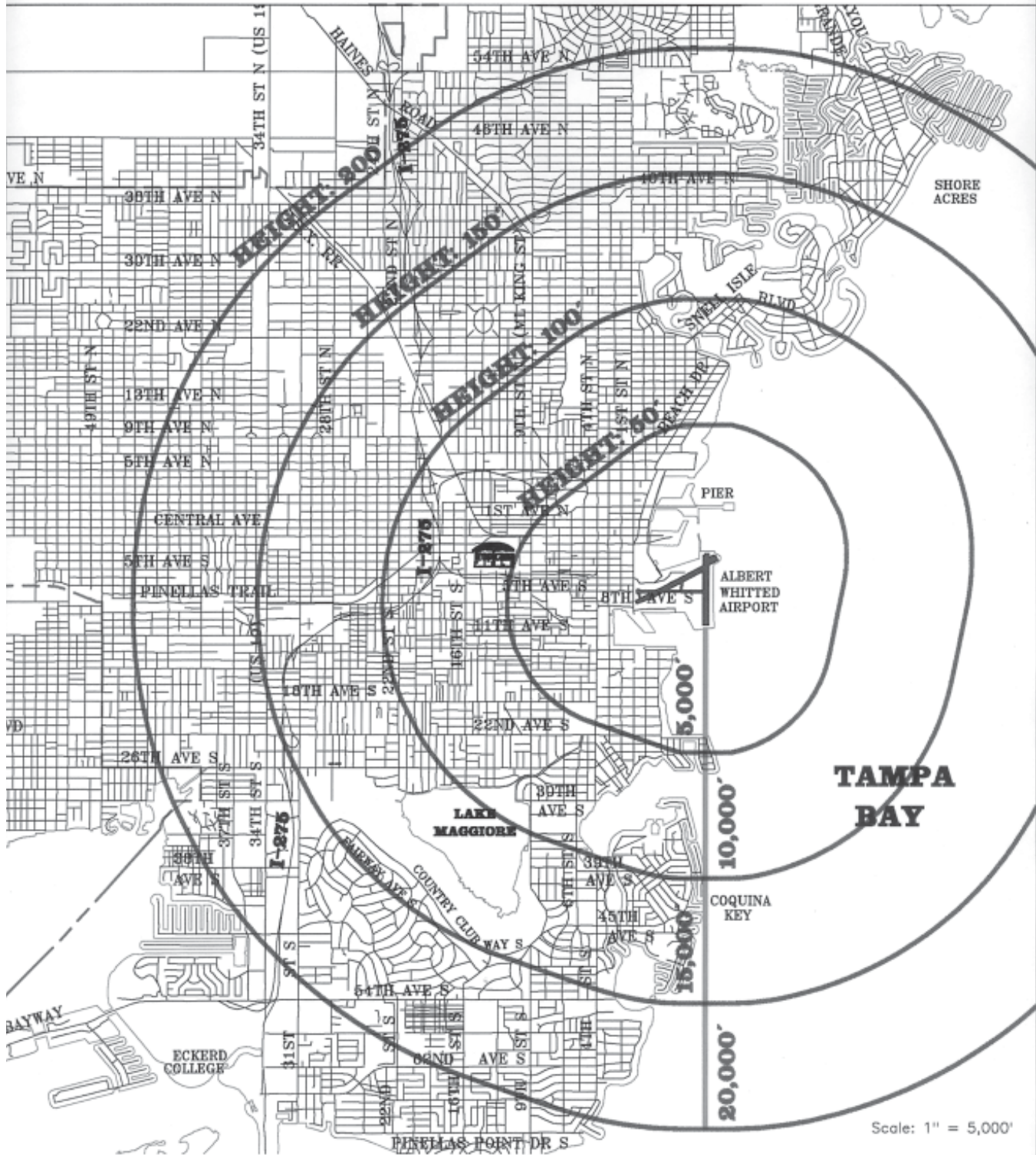
Geographic Information Systems
 1
 3

MAP NUMBER: ARP-007
 ARIZONA
 COST CODE: GA-P

ALBERT WHITTED AIRPORT ZONES
 AIRPORT DEPARTMENT
 CITY OF ST. PETERSBURG, FLORIDA

FAA Notice of Construction or Alteration

NOTICE OF CONSTRUCTION OR ALTERATION TO THE FAA



The owner of any proposed construction or alteration of more than 200 feet in height above the ground level at its site, or any proposed construction or alteration which exceeds a slope of 100 to 1 extending outward and upward for a horizontal distance of 20,000 feet from the nearest point of each runway from the Albert Whitted Airport shall comply with the provision of 77 C.F.R., Subpart B by filing a Notice of Construction or Alteration with the Federal Aviation Administration prior to the issuance of any building permit or consideration of any request of a variance by the City of St. Petersburg.

<p>Corresponding to Federal Aviation Administration Regulations, Part 77</p>	<p>FAA NOTICE OF CONSTRUCTION OR ALTERATION</p>	<p>APR 1995 REVISED 12/95</p>	<p>GRAPHIC INFORMATION SYSTEM</p>	<p>MAP NUMBER: ARP-006 AUGUST 1995 CITY OF ST. PETERSBURG, FLORIDA</p>	<p>ALBERT WHITTED AIRPORT ZONES AIRPORT DEPARTMENT CITY OF ST. PETERSBURG, FLORIDA</p>
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Dome Industrial Park Plan Area Map

For inquiries and/or projects in this area, please contact Charles Ray of the Economic Development Division at 892-5288.

