



## Development Services Department

Building Services Division  
<http://sumtercountyfl.gov>

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## General Commercial Building Permit Submittal Checklist

### Site

- Parcel identification number or 911 address. Recorded deed, if property appraiser, does not show current owner
- Development approval. (It is not necessary to submit complete civil plans)
- Permit application and authorization for subcontractors, if applicable

### Building Documents (two copies for paper submittals/one electronic copy)

- Plans sign and sealed or electronically verifiable drawn to scale including construction type, type of occupancy, occupant load, square footage, elevations, details, wind load information, etc.
- General floor plan for each story showing all life safety and handicap accessibility requirements.
- Electrical layout with load calculations and panel details, if applicable
- Plumbing riser diagram for domestic water and the sanitor server
- Heating and air conditioning plan showing ductwork, grills, registers and supply duct smoke detectors, if required.
- Fuel and gas piping layout and details
- Fire suppression system plan and fire alarm system plan with detail, if applicable
- Truss fabrication and layout (signed and sealed) for each room and/or floor truss
- Florida product approval numbers
- Manufacturer's installation sheets, as applicable
- Florida Energy Code Compliance Forms – State Energy Code required with J forms

This is a general guideline additional documents may be required based on scope of work.