



## **Top Tips from Local Building Officials**

*We asked the AHJ's from our annual Permitting Panel Discussion to provide a list of the most important things to remember when submitting your permits from approval.*

### **Matt Butler**

Assistant Building Official, City of Largo

1. Tenant Name (Business name)
2. Current Florida Building Code, National Electric Code, Florida Fire Prevention Code
3. Fire code information block
4. Building code information block

### **Eve Spencer**

Building Official, Pinellas County

1. Flood: Verify your Floodplain designation (remember that 'X' does not always mean you are out of a higher elevation requirement)
2. On the data sheet: Provide a thorough scope of work, Wind Loads, sprinklers, Occupancy Load, Fixture count, and all code-related information clearly and legibly
3. When resubmitting for review: Provide a narrative with response to comments, replace only updated sheets, and cloud changes.
4. For project status: Use the online portal to review your project status; Include your client's and contractor's email addresses on the application to keep everyone in the loop and informed.
5. Lastly, be patient. We are doing our best to get your plans reviewed and your project moving forward. We want you to succeed.

### **Michael L. Savage, Sr.**

Director of Building Safety, Marion County

1. Occupancy Classification based on the FBC.
2. Construction Type based on the FBC.
3. Occupancy load
4. Fixture calculations based on occupancy and occupancy loads
5. Designed codes used, i.e., Florida Building Code, National Electric Code, Florida Fire Prevention Code
6. Building code information block; Wind Loads, Sprinklers, Live Loads, Dead Loads
7. On a resubmittal give a narrative on the response to comments, send in the updated sheets with clouded changes.