



PLAN REVIEW SUBMITTAL FORM FOR ALL EXISTING BUILDINGS

**NOTE: ALL EXISTING BUILDINGS MUST COMPLY WITH THE 8<sup>TH</sup> EDITION FLORIDA EXISTING BUILDING CODE AND IF COMMERCIAL, 8<sup>TH</sup> EDITION FLORIDA FIRE PREVENTION CODE**

1.  **ONE COMPLETE SET OF PLANS**, drawn to scale. Architect required for commercial projects unless exempted by 481.229 of Florida Statutes. Include the following as appropriate:
  - A.  Dimensioned site plan (all structures, impervious areas, property lines, setbacks, roads, water bodies)
  - B.  Floor plan of existing building **prior** to improvement and separate plan of all **proposed** demos and changes
  - C.  Mechanical, electrical, plumbing plans as applicable
  - D.  Choose a compliance method per 301 of Florida Existing Building Code  
 Prescriptive     Work area     Performance     Exception
  - E.  Detailed fire alarm and fire protection plans if applicable
  - F.  Method of compliance w/wind-load & wind-borne debris. Please see Bay County wind maps.

**Wind-load Design Unless Interior Only**

**Window Borne Protection (WBP)**

- |  |   |
|--|---|
| <input type="checkbox"/> a) Architect's/Engineer's Design                              | <input type="checkbox"/> a) N/A – Not in WBD Zone   |
| <input type="checkbox"/> b) Prescriptive design<br>See 1609.1 FBC or<br>R301.2.1.1 FRC | <input type="checkbox"/> b) Impact Resistant Shutters   |
|  | <input type="checkbox"/> c) Impact Resistant Glass<br>Wood Panel Option-Group R-3 and R-4 only (Affidavit Required) |
|  | <input type="checkbox"/> d) 4 only (Affidavit Required)   |

2.  Complete, notarized Building Permit Application (Form B03)
3.  Florida Energy Form (All non-exempt buildings and any renovation over 30% value of building)
4.  Certified copy of Notice of Commencement (Form B05) (for improvements \$5000.00 or greater per [713 F. S.](#))
5.  Legal description or copy of deed – Parcel Number (Property ID #)  
Signed Owner/Builder Disclosure Statement Affidavit (Form B06)
6.  (if not using a licensed contractor)
7.  Signed driveway affidavit (Form B08)
8.  Receipt from water provider or signed Statement of Water (Form B09)
9.  Septic Tank Permit or utility sewer receipt
10.  Signed Florida Product Approval Affidavit (Form B37) (see [553.842 F. S.](#) and [Florida Building Commission](#))

Brief Description of work: \_\_\_\_\_  
 \_\_\_\_\_



Community Development Department  
 Building Safety Division  
 840 West 11<sup>th</sup> Street  
 Panama City, FL 32401  
 850-248-8350

**Form B04**

**Applicant or Design Professional to Complete All Information Below**

Note: This applies to the total building, not just the work area

No. of Stories _____ No. of units _____ Occupancy classification _____	Type of Construction      IA IB IIA IIB IIIA IIIB IVA IVB    VA    VB	Occ. Load of the space
Flood Zone:    ___ No    ___ Yes Substantial improvement:    ___ No ___ Yes	Is this a change of use or occupancy? (Complete Form B61)    ___ Yes    ___ No	Value of building \$ _____
Total Building _____ Sq. Ft. of _____ S.F. Area _____ of _____ Work	Change of occupancy from: Group _____ to Group _____	Value of improvement: \$ _____
Fire sprinkler    ___ Yes    ___ No Fire alarm        ___ Yes    ___ No	Cost of accessibility improvements: \$ _____	Addition _____ Repair _____

Contractor Signature: \_\_\_\_\_