

Frequently Asked Commercial Submittal Questions

1. Is the plan review online or paper submittal? **Paper**

- If online, please confirm the link to submit: N/A
- If paper, how many paper sets? **Commercial Projects require 3 complete full sized signed & sealed engineer prints.**
- Can we mail plans in or do they need to be dropped off in-person? **Via Mail/ Courier or in person.**
- What is mailing/ drop off address?: **326 W. Marion Ave, Punta Gorda , 33950**
- What type of sign and seal is needed (digital, wet, etc.)? **Either**

2. Are fees due upfront? **NO, fees will be assessed once plans have been approved during the review process.**

- If so, are they payable by CC online, check, etc.? **Check/ Money order**
- What is the fee due upfront? **Fees are due at time of permit issuance.**

3. Is a PDF of the plans required? **No**

- If so, are all pages needed in 1 PDF? **N/A**
- or is each page to be its own PDF? **N/A**
- does the PDF need to be signed and sealed (digital s&s, 3rd party verified, etc.)? **N/A**
- is there specific naming for any PDF documents? **N/A**
- any other requirements for the PDF plans (approval stamp area, etc.)? **N/A**

4. What forms are required upfront? **Permit Application, Qualified Sub form and 3 sets engineered plans.**

- Any other forms or sub contractor applications? **Yes**
- Will our plans be reviewed for Mechanical and Electrical if our set includes these trades? **Yes**

5. Do any forms require anyone other than the applicant to sign? **NO, Solely the License Holder/ Qualifier should wet sign or digitally signed**

- If so, who (Landlord, tenant, GC, etc.)? **N/A**
- Do those signatures need to be wet or just a scanned copy? **Either**

6. Do you need any landlord or owner signatures/ approvals? **No**

- If so, what type (signature on a form, approved plans, letter, etc.)? **N/A**

7. Are there any separate depts that I will need to route plans to myself? (STATE, etc) **No, they will get routed to the proper departments once we have received the permit packet.**

- If so, which departments? **N/A**

- Do we submit to them simultaneously or do we need their approval first? **N/A**

8. Does fire need to review plans separately for egress, etc **or** will they be routed by your office? **They will reviewed separately, but can be submitted to the Building department for routing.**

9. If we are modifying a few sprinkler heads, is that something that can be submitted by the fire contractor deferred **or** will it hold up the bldg permit submittal/ issuance process?

The intent of sprinkler work needs to be shown on building plans.

Please contact the Fire Marshall, TJ Smith, regarding any Fire related questions tjsmith@cityofpuntagordafl.com

10. What is your current review time? **10 – 15 Business Days, but please understand that Commercial Projects must be submitted to DRC (Development Review Committee) which is a process that can take months. The plans may be submitted simultaneously, but cannot be issued until the DRC is approved, which is a much longer process.**

11. If there are comments we need to address, what is the resubmittal review time once they are resubmitted/ uploaded back in your system? **Resubmittals and Revisions are an additional 10-15 days. We have Resubmittal and Revision forms located on the City's website under Building Forms**

12. Do you offer an expedited review? **No**

- If so, what is the additional cost? **N/A**

- How do we request this? **N/A**

- What is the shortened review time? **N/A**

- Is there anything additional needing to be submitted (plans, forms, etc.)? **N/A**

13. Do you need the contractor info upfront **or** can we submit it with TBD to get the review completed and then submit it prior to issuance? **It may be submitted prior to issuance.**

- If able to submit prior to issuance, are there any forms you need them to complete/ sign? **The Permit application and qualifier sheet must be signed by Trade specific license holders and Qualifier.**

- If so, please attach them or list the link to them.

a. If needing their info upfront at time of submittal, what do you need from them (signed forms, just contact info, do they need to be registered/ licensed with your office upfront, etc.)? **The Contractor/ Qualifier must be registered to do work within the City of Punta Gorda before application processing and permit issuance.**

14. Do you require an asbestos report if doing any interior demo (removal of flooring, drywall, etc.)? **STATE ASBESTOS NOTIFICATION REQUIRED For all Building permits (demolitions and renovations): Federal and State laws requires the owner and operator to submit a notice to the Department of Environmental Protection (DEP) Form 62-257.900(I) prior to the removal of asbestos products and/or the demolition of a structure. For more information contact DEP at (239) 332-6975.**

- If so, do you need the report upfront or just prior to issuance? **See response for Question 14**

15. Do you require a separate air quality approval? **No**

- If so, from which agency? **N/A**

- Do you require it prior to your approval? **N/A**

16. Do you need any energy, mechanical, structural calcs? **Yes, they should be submitted with the plans.**

- If so, do you need them in PDF (s&s), or hard copy? **Hard Copy**

17. Do you review for mechanical and electrical in-house or do we need to route those to any other departments/ municipalities for review?

In House

- If so, which municipality? **If the address is within City limits, then the permit must be pulled in the City of Punta Gorda.**

18. For the shelving display fixtures they are looking to install that are **8-9'** tall, do you require separate permits for those, or will they be covered under this bldg permit if shown on our plans? **Shelving, no; Storage racks, yes.**

- If needing a separate permit, what is required (plans, forms, fees, review time, etc.)? **N/A**

19. Are you in a seismic area where you would require seismic calcs for these shelving fixtures? **N/A**

- If so, do you need them in PDF or hard copy? **N/A**

20. Do you offer a demo permit for them to start on demo before the bldg permit review is complete? **If the structure is being demolished and totally razed to the ground, we do have a Demo permit applicaiton. If the interior is being remodeled, we do have a building permit for that.**

- If so, what do we need to apply (# of plans, forms, GC info, fees, review time, asbestos report, etc.)? **Commercial requires 3 sets of plans.**

21. When do subcontractors pull their permits? **No, the subs must be attached to the permit prior to issuance.**

- Is it online or an OTC (over-the-counter) process? **No, walked in with the commercial plans.**

- How long does it typically take? **10-15 Business days**

22. When is the NOC due (prior to issuance **or** inspection)? **Prior to 1st inspections.**

Who signs for owner (tenant **or** property owner)? **License Holder / Qualifier**

Does the person signing need to be listed on sunbiz.org? **Yes**

Does the NOC need to be certified or just recorded? **Certified and Recorded**

Once recorded, how do we submit it to the city (by email, portal, etc)? **The NOC may be submitted in person or via email at PGPERMITTECH@CITYOFPUNTAGORDAFL.COM**