

MEMO



CONSTRUCTION SERVICES DEPARTMENT

To: **Construction Services Department Staff, Contractors, Owner/Builders, BOMA Members, and Other Interested Parties**

From: **Neil K. Melick, Building Official**

Date: **August 5, 2007**

RE: **Commercial Interior Buildout/Alteration Permit Classification**

COMMERCIAL INTERIOR BUILDOUT/ALTERATION PERMIT CLASSIFICATION

I. Scope. The City of West Palm Beach has implemented a Commercial Interior Build Out / Alteration permit classification with its own tracking system. Work performed under this classification shall be non-structural interior buildouts and/or alterations to commercial buildings, with the scope of work limited to 5000 square feet or less. This classification does not include alterations to structural components, exterior elements, new restaurants or new medical offices. The Construction Services Department goal for complete plan review turnaround is 15 calendar days. The permit can then be issued immediately if the plans and application are compliant with the Florida Building Code (FBC) and all other applicable laws and ordinances.

II. Application Requirements. Applications submitted under this classification shall provide the following:

1. A completed permit application provided by the City of West Palm Beach, which clearly indicates that the proposed work falls under this permit classification. The application can be downloaded from our website at <http://www.cityofwpb.com/construction/index.php>.
2. Two complete sets of plans in compliance with the FBC. Applicant must provide a complete description of the intended work for review by zoning (if applicable) and must indicate all building, plumbing, electrical, mechanical and fire-safety work that will be performed.

3. Notice of Commencement. A Notice of Commencement shall be filed with the Clerk of Courts (205 N. Dixie Highway, Palm Beach County Courthouse) for all work in excess of \$2,500.00. Failure to file a complete and accurate Notice of Commencement will delay the issuance of your permit.
4. Interior demolition applications can be submitted under separate application and permit.

III. Submittal Checklist.

- Completed permit application.
NOTE: To ensure acceptance of the permit application at the time of submittal, the contractor must be properly licensed, and have current Worker's Compensation and liability insurance.
- Two complete sets of plans in compliance with the FBC.
- Properly completed and recorded Notice of Commencement.
- The scope of work shall be classified in accordance with Chapter 3 of Florida Existing Building Code. The plans shall comply with Florida Existing Building Code.
- Energy code information in accordance with FBC Chapter 13.
- Accessibility compliance with FBC Chapter 11.
- Plans shall comply with all fire/life safety requirements of the FBC, Florida Fire Prevention Code, National Fire Protection Association (NFPA) 101, Life Safety Code, and the NFPA 1, Uniform Fire Code, to include interior finish classifications (A, B, or C), fire extinguisher locations, exit/emergency lights, door swings, path of travel, and tenant separations, if applicable. Separate plans and application required for fire suppression systems.
- Occupancy change of use, if applicable. (See Chapter 8 of Florida Existing Building Code.)
- Plumbing plans shall comply with the FBC/Plumbing to include minimum facilities and riser diagrams (water and sanitary), if applicable.
- Gas plans complying with the FBC/Fuel Gas shall require a separate permit and plans.

- Electrical plans shall comply with the National Electric Code to include circuiting, panel schedules, riser diagrams, and load calculations, if applicable.
- Mechanical plans shall comply with the FBC/Mechanical to include fire dampers, system alterations, vents, hoods, outside air calculations, duct design and layout, grill sizes, and return air sizes, if applicable.

NOTE: If the design professional is an architect or engineer legally registered under the laws of this state regulating the practice of architecture as provided for in Chapter 481, Florida Statutes, Part I, or engineering as provided for in Chapter 471, Florida Statutes, then he or she shall affix his or her official seal, signature and date to said drawings, specifications and accompanying data, as required by Florida Statute.

IV. Reference Standards

Florida Building Code (FBC), 2004 Edition with 2005 and 2006 revisions (Building, Mechanical, Plumbing, Fuel Gas, Existing Building)

National Electric Code (NEC), 2005 Edition

Florida Fire Prevention Code, 2002 Edition

National Fire Protection Association (NFPA) 101, Life Safety Code, 2003 Edition

National Fire Protection Association (NFPA) 1, Uniform Fire Code, 2003 Edition

Neil K. Melick, Construction Services Director