



**Nassau County Building Department**  
96161 Nassau Place  
Yulee, Florida 32097

Bulletin G-18-07

**MEMORANDUM**

To: Registered Design Professionals, Commercial Building Contractors

From: Terrance Cotter, Deputy Building Official, CBO, CFM,

Subject: Submittal Documents for Commercial Plan Review

Date: February 7, 2018

.....

In an effort to standardize Commercial Plan Review the following requirements will take effect immediately:

- Contraction Documents shall be prepared by a Florida Registered Design Professional as required by Chapter 471, Florida Statutes or Chapter 481, Florida Statutes. Each Drawing sheet shall be signed, sealed and dated by the Designer as applicable.
- Construction Documents shall include, per Section 107.2 of the Florida Building Code:
  - Information on Construction Documents Per 107.2.1.
  - Fire Protection System Shop Drawing Per 107.2.2.
  - Means of Egress Per 107.2.3.
  - Exterior Wall Envelope Per 107.2.4.
  - Site Plan with Design Flood Elevations Per 107.2.5.
  - Structural Information Per 107.2.6.
- A complete Code Summary / Code Analysis shall be provided on the Title Sheet to include:
  - Occupancy Classification
  - Occupant Load
  - Type of Construction
  - Square Footage of Building or Tenant Space
  - Level of Alternation per Florida Building Code Existing Building.
- In Addition, the Title Sheet shall include:
  - Plumbing Fixture Calculations based on the Occupancy Classification and Occupant Load Per Florida Plumbing Code table 403.1.
  - Minimum number of Accessible Parking Spaces
  - Flood Hazard Areas, Flood Zones and Design Flood Elevations as applicable.

For a complete list of Minimum Plan Review Criteria Refer to Florida Building Code 107.3.5.

Should you have any questions, or require additional information, please call the Nassau County Building Department at 904-530-6250. Our Hours of operation are 8:00 am to 5:00 pm Monday through Friday.

**FERNANDINA**  
**(904) 530-6250**

**TOLL FREE**  
**1-800-948-3364**

**FAX**  
**(904) 321-5763**