



Remodel or Tenant Build-Out - Commercial Permit Guidelines

(1st tenant when original permit was shell building).

**HOOD AND WALK-IN COOLER ARE SEPARATE PERMITS; NOT TO BE INCLUDED IN
REMODEL/TENANT BUILD-OUT PLANS**

CGC or CBC may apply for permit

Documents Required:

- Addition/Remodel application
- Four (4) sets of floor plans (existing and proposed, outlining scope of work)
- Four (4) copies of site plan and/or surveys
- If parcel on septic need Health Dept. Approval letter, e-mail or stamped site plan
- Four (4) copies of any additional documents (i.e. window/door schedule, e-calcs, etc.)
- Elevation certificate if located in flood zone (excluding X and 2PACFH)
- FEMA packet if located in flood zone AND elevation certificate is lower than base.
- NOC if value is \$5000 or greater.

Description:

- Business name, condo name, unit #, scope of work

Route to: OFFICE USE ONLY (Based on Scope of Work shown on Plans.

| | | |
|----------|------------|---|
| Building | Plumbing | Species if Owl, Eagle, or Gopher Tortoise |
| Zoning | Mechanical | |
| Electric | Fire | |

Processing: OFFICE USE ONLY

- Type: Remodel w/Sewer or septic
- Subtype: Commercial
- **OR**
- Type: Tenant Build Out
- Subtype: Choose correct business type from drop down

Inspections: Will vary depending on scope of work



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Fees

- **Addition/Remodel Com**
 - \$380.25 + applicable trade fees
(Elec \$165, Plumb \$105, Mech\$149.25, Roof \$75)
- **FIRE**
 - \$7.85/\$1000 of value or \$40.00 minimum
 -
- **Surcharge**
 - YES
- **Deposit**
 - \$57.04 Due at the time of submittal

Expiration

- Six (6) months
- Must have approved inspection every 180 days to stay active.
- Permit automatically extends six (6) months after each approved inspection.