



## COMMERCIAL INTERIOR FINISH CHECKLIST

1. Building permit completed application.
2. Shell permit number.  
Note: If the Certificate of Completion has not been issued on the shell building and the Interior Finish contractor is different, an authorization letter from the shell contractor is required.
3. Fire Marshal Review Form.
4. Florida Energy Efficiency Forms: If mechanical equipment is being retrofitted, provide two (2) complete sets of form 506-2014 if applicable.
5. Key plan (reduced to 8 ½ x 11 or 8 ½ x 14)
  - Key plan needs to show the footprint of the building with all the tenant spaces and mark the location of the space where work is being done. Also show location of front door, street location and North arrow.
6. Restaurants are required to submit two (2) copies of plans approved by Department of Business and Professional Regulation Division of Hotel and Restaurants.
7. Two (2) sets of plans signed and sealed by a design professional licensed in the State of Florida.
8. Notice of Commencement: A recorded certified copy of the Notice of Commencement in accordance with Section 713.13 of the Florida Statutes is required to be submitted prior to the first inspection for job valuation \$2,500 and greater.

Note: Impact fees are assessed on new construction. Impact fees must be paid prior to Certificate of Occupancy.

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