



Mailing: 300 South Adams St., B-28  
Tallahassee, Florida 32301

## Commercial Modular Building Checklist

[www.talgov.com](http://www.talgov.com)

APPLICANT SERVICES  
(850) 891-7125  
FAX: 891-0948  
BUILDING INSPECTION  
(850) 891-7050  
FAX: 891-7099

Location: 435 N Macomb St.  
Tallahassee, Florida 32301

### Building Permit Requirements

In order to set up a new or used *\*modular* building, the following approvals are required:

Growth Management Department Approvals (850) 891-7100.

1. Land Use Compliance Certificate (LUCC)
2. Site Plan approval, if applicable
3. Certificate of Concurrency, if applicable
4. Environmental Permit, if applicable
5. Commercial Building Permit (891-7050)

The following reviews may be done concurrent with the building permit application. See the commercial permit application page #3 for specific guidelines on the following process:

6. City electric approval of plans - Power Engineering Division (891-5031)
7. City electric metering approval - Electric Meter Shop (891-5054)
8. City cross connection approval - Cross Connection Division (891-1247)

### Submittal Requirements for Modular Building Permit Applications:

1. Completed commercial permit application. Call Growth Management Applicant Services at 891-7125.
2. One (1) set approved site plan, or one (1) set of approved Environmental Civil Drawings when environmental permit is required. If a site plan or environmental permit is not required, contact commercial plans examiner at 891-7050 for required site information.
3. Drawings:
  - a.) The Department of Community Affairs (DCA) maintains a set of plans that may be able to be accessed from the internet if the insignia # or the tracking number of the modular building is provided to the building inspection department.
  - b.) Provide a copy of the third party agency approved drawings to with the completed application.
4. Two (2) sets of signed / sealed engineered foundation drawings for modular building.
5. Sealed soils report accurately indicating soil borings locations within proposed location of building foot print on the site.
6. An Owner's Affidavit (City form) designating the contractor as owner's agent.
7. Design details for handicap accessibility as required on specification sheet (see back of this form).
8. Design details for building set up, as indicated on specification sheet (see back of this form).

*\*A modular building is defined as an engineered structure approved by the State of Florida, Department of Community Affairs (DCA)*

## SPECIFICATION SHEET FOR MODULAR BUILDINGS

*The following accessibility requirements shall be provided on drawings:*

- a) A handicap parking space 12' wide with an additional 5' access aisle adjacent to it. Provide paint-striping details in conformance with State Accessibility Code and DOT standards. Indicate an approved handicap sign at 84" above grade (to the bottom of sign) in front of the parking space.
- b) The H/C parking space and access aisle shall be of stable firm surface material. Indicate what type of surface material is proposed. Cross slopes in parking space and aisle shall not exceed 1:50 in ANY direction.
- c) Provide curb ramp detail from access aisle to sidewalk if sidewalk is elevated. No surface of curb ramp shall exceed 1:12 slope. Maximum horizontal extension of curb ramp is 6 feet. Curb ramp shall not encroach into passenger aisle.
- d) There shall be an accessible route from the 5' access aisle to the main entry of the structure. A minimum 44" clear width is required for the accessible route. The accessible route shall not exceed 1:20 slope, or have a cross slope in excess of 1:50 on any portion of accessible route.
- e) A ramp may be required to the main entry if the modular building is higher than the access aisle and entry cannot be achieved with a sidewalk of 1:20 slope. There shall be level landing area, 72" in length, at the bottom of the ramp.
- f) The slope of the ramp shall not exceed 1:12. Maximum run of any portion of ramp shall not exceed 30' unless approved intermediate landings are provided. Intermediate landings shall be 5' x 5'. The minimum width of the ramp shall be 44".
- g) There shall be a handrail on both sides of the ramp; the handrail height shall be 34" to 38" above the ramp. The handrail shall have a gripping surface of 1-1/2" in diameter, and shall be continuous.
- h) The handrail shall have an 18" horizontal extension beyond the sloped surface at the top & bottom of the ramp. Ends of handrails shall be either rounded or returned smoothly to floor, wall, or post.
- i) There shall be a level area at the main entry, min 60" x 60". When the door swings out, the landing at the top of the ramp shall provide a minimum 18" approach maneuvering clearance adjacent to the latch side of the door.
- j) All other exterior doors shall have a level landing within ½" of finished floor, and approved stairs. The maximum riser height shall be 7" and the minimum tread depth shall be 11". Stairs shall have closed risers. Where a change in level is 21" or less, stair treads shall be a minimum 13", and the presence and location of each step shall be readily apparent
- k) Handrails shall be installed on both sides of stairs, and have 12" extensions at the top, and 12" plus one tread depth at bottom of stairs.

**Construction details & notes shall be provided by a Florida registered architect or engineer for the following:**

1. Foundation plan for the modular building, decks, and ramps, including the size & spacing of all footings and piers.
2. Foundation drawings, and all tie downs, shall be certified for minimum 110 mph wind design loads, based upon Section 1609, 2007 Florida Building Code – Building .
3. Provide framing plan for decks, landings, and ramp, and stairs, with specific framing information, including joist sizes, spacing, and deck material.
4. Ramps, decks, and landings shall be certified by notes for live loads as required by Table 1607.1 in FBC-B 2007. Decks supported by exterior walls see Section 1604.8.3.
5. If landing or deck is at 30" or higher above grade, a 42" high guardrail shall be indicated on plans. Guardrail shall be designed such that a 4" sphere will not pass through portions of the guardrail up to a height of 34 inches. From a height of 34 to 42 inches above the adjacent walking surfaces, a sphere 8 inches in diameter shall not pass.