



### Construction Services Division

1400 N. Boulevard  
Tampa, FL 33607  
Phone: (813) 274-3100  
Fax: (813) 259-1712  
www.tampagov.net/permits

## Phased Construction Check List ~Commercial~

- Phased Construction - Site Plan - Delineated Site Plan showing each and all phased construction activities.

### Phased Construction - Foundation Checklist

- Preliminary Building Plan indicating Building Height, Dimensions of Foundation, Floor and Wall thickness, number of floors, size of building, building square footage (BOMA Standard Method of Calculation), types of materials
- Building Data Table
- Preliminary Soil Analysis Data completed by registered engineering testing company
- Proposed Slab Elevations
- Schedule of Reinforcement Steel
- Signed and notarized copy of Owner/Engineer Agreement for Threshold inspection, and copy of Threshold Inspection Plan.
- Size, location, and schedule of reinforcement for mat foundation, spread footings, pile caps, caissons, as detailed on the Foundation Structural Drawings, Soil Treatment, or vapor barrier.

### Phased Construction - Building Shell Checklist

- Building Sections
- Room Designations for Mechanical and Electrical
- Details
- Dimensions of all Rooms, Hallways, Doors, Fire Department Access Windows on High Rise Buildings, Type of Wall Materials
- Elevations
- Elevator Plans, Sections, Equipment Room Layouts
- Complete Door and Finish Schedules
- Floor Plans
- Layout and Dimensions of any Parking Facility located within the building (such as stall width, length, aisle width, and compact parking locations)
- Telephone Panel Locations
- Stair Plans, Sections, and Details
- Exterior wall sections
- Interior wall designations
- UL# for all rated wall types, columns, floor/ceiling assemblies
- Window and Door Schedules without hardware schedules



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### Phased Construction - Electrical Checklist

- Fire Department Shunt Switch
- Insulation
- Lightning Arrestor
- Light Fixtures and Circuitry
- Location and identification of all fire department control panels
- Location of TECO vault switch gear rooms
- Meter size and configuration
- Main ground connections, main breaker, and disconnects
- Panel Schedules
- Riser diagrams, panels, circuit sizes, and types
- Switches and types

### Phased Construction - Energy Code Criteria

- Energy calculations prepared on standard forms

### Phased Construction - Mechanical Checklist

- Condensation Drainage
- Dampers
- Firewall Penetrations
- Location of chillers or water cooling towers
- Location of HVAC ductwork, air handlers, diffusers, and return air grilles
- Location, size, and layout of mechanical equipment rooms
- Outside air ventilation
- Smoke ventilation and stairwell pressurization
- Stairwell fans and ventilation system

### Phased Construction - Plumbing Checklist

- Building Drain Line, Roof Drain Risers, and Connections
- Fixture Schedules
- Accessibility Requirements
- Isometric Riser Diagrams, Pipe Sizes
- Toilet Room Layouts
- Water Fountain Locations



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### Phased Construction - Structural Checklist

- Connections
- Structural Framing and Slab Elevations
- Footing and Grade Beam Sizes
- Foundations, Framing
- Live Load Criteria, Prestressed and Post-Tensioned Components, Tendon Sizes and Layouts, and Construction Keys
- Reinforcing Steel
- Wall Sections and Details
- Welding Designations

### Phased Construction - Interior Finish (To-Complete) Checklist

- All Interior Dimensions
- Floor Layouts
- Interior and Demising Wall Sections
- UL # for Wall Types (with UL data)
- Specialty Details
- Window and Door Schedules
- Occupancy Classification

### Phased Construction - Interior Electrical Checklist

- Panel Location
- Panel Schedule with Sizes, Types, and Configurations of Breakers and Circuitry
- Riser Diagrams, Panels, Circuit Sizes, and Types
- Receptacles and Light Fixtures
- Switches

### Phased Construction - Interior Mechanical Checklist

- Condensation Drainage
- Firewall Penetrations
- Location of HVAC Ductwork, Air Handlers, Hoods
- Outside Air Ventilation
- Diffusers and Return Air Grilles
- Smoke Dampers
- Thermostat Locations



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**Phased Construction  
Check List  
~Commercial~**

**Phased Construction - Interior Plumbing Checklist**

- Fixture Schedule
- SDisabled Requirements
- Location of all Toilets, Lavatories
- Showers, Sinks
- Toilet Room Layouts
- Water Fountain Locations

**Phased Construction - Solid Waste Checklist**

- Concrete Slab/Dock/Platform
- Enclosure Walls/Holding Room
- Opening Doors (height/width)
- Vertical Clearance
- Drive Up Apron/ Accessibility