

# Spray Booth Permit Electronic Submittal Checklist

The following Spray Booth Permit Electronic Submittal Checklist is required information for electronic spray booth permit review. Use of this form does not guarantee that plans will be accepted on the first submittal, but will aid in reducing the number of resubmittals required due to lack of information or conflicting information being provided. **This checklist should not be considered to be all inclusive. Additional information may be required. Use of this checklist will not eliminate the requirement for a good knowledge and understanding of NFPA 33, Standard for Spray Application Using Flammable or Combustible Materials.**

The following information is required for electronic review of spray booth plans prior to issuance of the spray booth permit:

- Apply for the permit either by mail, online, or in person. Verify that mail-in permit forms (if used) are correct and complete. (All addresses, license data, etc. are correct.)
- Include payment for permit fees. (When submitting by mail, contact the permit technician at (352) 334-5050 to determine the permit fees prior to applying. Do NOT submit plans by mail.)

Once the permit technician has generated your permit application in our system, you will receive an E-mail invite to upload your plans. While uploading: Plan drawings must be uploaded to the Drawings folder as single plan pages and should be named according to the National CAD naming standards. Multi-page documents such as HVAC calculations, and submittal data should be uploaded to the Documents folder as individual multi-page documents.

Plans for spray booth permit applications shall be neatly drawn to an approved scale (3/32" = 1'-0" minimum for floor plan layouts, 1" = 50'-0" minimum for site plan layouts) on sheets of uniform size, and shall show the following information:

- Spray booth construction details:**
  - Type and thickness of material ( example: single thickness sheet metal, 0.0478 in. thick)
  - How material is to be joined (examples: welded, riveted, screwed, etc.)
  - Booth dimensions (shown in 3 dimensional view, include plenum space.)
  - Size of exhaust duct
  - Detail of exhaust duct termination above roof
  - Capacity of exhaust and supply fans and how air pressure equalization is to be achieved
- Floor plan layout:**
  - Location of spray booth in building
  - Proximity of the spray booth to other operations
  - Construction features for rated walls used to separate processes and their locations
  - Routing of all supply and exhaust ducts ( exhaust duct shall not penetrate rated walls)
  - Building construction features (cross section showing wall and roof construction)
  - Detail of clearance reduction system to be used to meet separation requirements to combustible construction
- Site plan or roof layout plan:**
  - Show distances from the termination of the exhaust outlet to:
    - Adjacent buildings
    - Parking areas
    - Adjacent property lines
    - Adjoining exterior wall openings (doors, windows, etc.)
    - Air intake openings
    - Combustible construction

I attest that the information noted above has been provided for review and approval and take full responsibility for its content.

\_\_\_\_\_  
Signature of contractor or contractor's representative

\_\_\_\_\_  
Date