

RESIDENTIAL SUBMITTAL CHECKLIST

Directions: Place a check mark by items that are in the package.
Place N/A by items that are not needed or do not apply. Fill all blanks.

2/02

PAPERWORK:

_____ Application properly completed on both sides and signed, with all information filled in. Make sure there is a contact person, a daytime phone number, and a fax number.

_____ A Certified Notice of Commencement. And a Power of Attorney If applicable.

_____ **A submittal fee is required for all permits with plans.**

PLANS:

_____ 3 sets of site plan

CHECK LIST FOR SUBMITTING A SITE PLAN

- SITE PLAN OR SURVEY MUST MEASURE TO THE SCALE NOTED** (any thing that has been faxed will have distortion and can not be used, it will not measure to scale in all directions)
- ALL PROPERTY LINES MUST BEEN SHOWN AND DIMENSIONED ACCURATELY AND MEASURE TO SCALE AS NOTED**
- PLAN OR SURVEY MUST BE ACCURATE AND INCLUDE ALL EXISTING AND PROPOSED STRUCTURES AND ABOVE GROUND IMPROVEMENTS**
- HIGHLIGHT THE AREA OF CONSTRUCTION ON THE PLAN OR SURVEY, SHOW ALL PROPOSED WORK CLEARLY ON THE PLANS SHOWING ACCURATE DIMENSIONS THAT MEASURE TO SCALE**
- SHOW NORTH ARROW**
- LABEL ALL STREETS**
- INCLUDE LEGAL DESCRIPTION**
- LOCATE ALL EASEMENTS AND RIGHTS OF WAY**
- SHOW REQUIRED YARDS AND SETBACK INFORMATION**
- LAKE PROPERTY MUST SHOW THE LOCATION OF THE "CONTROL WATER ELEVATION LEVEL" WITH ELEVATION NOTED**
- WHEN SQUARE FOOTAGE OF A STRUCTURE IS CHANGED: SIGNED AND SEALED CALCULATIONS OF THE LOT AREA, LOT COVERAGE (roofed area), AND PERMEABLE AREA MUST BE GIVEN.**
- THE DISTANCE FROM THE PROPOSED WORK TO THE AFFECTED PROPERTY LINES MUST BE CLEARLY DIMENSIONED ON THE PLAN**
- SHOW THE LOCATION OF THE A/C UNIT OR UNITS**
- SHOW THE LOCATION OF THE POOL EQUIPMENT**
- SHOW DRIVEWAY, WALKWAYS AND ALL PAVED AREAS**
- STATE "DESCRIPTION OF WORK" CLEARLY ON THE PERMIT AND COMPLETE ALL INFORMATION ASKED ON THE PERMIT**

Building Plan Submittal Checklist

_____ 3 complete sets of legible building plans, minimum of 11" x 17" size sheets, minimum of 1/8th scale, with a Design statement including the code, year, section, and type of standard used for design. With Raised Seal by Design Professional, or exceptions allowed per. Sec 1606.1.1 Florida Building Code 2001 Ed.

Plans to include:

_____ All structural calculations including: Basic wind speed, mph, (m/s). Wind importance factor (I) and building category. Wind exposure - if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated. The applicable internal pressure coefficient. Components and Cladding. The design wind pressures in terms of psf (kN/m²), to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional.

_____ Plans shall be specific to this project, the use of "or equal", generic details, or quoting a code section for compliance will not be acceptable and will be cause for denial of permit.

_____ Two sets of the installation documents for all openings in structure and shall have the design pressure shown on the floor plan next to the opening with the specific identifier for the product used.

_____ For site built assemblies the designer of record shall provide the attachment and construction requirements on the plans or as an attachment.

_____ Foundation plan with details.

_____ Floor plans with accessible door to bathroom.

_____ Fire resistant construction (if required)

_____ Egress window size and location

_____ Elevations with roof and exterior coverings specified.

_____ Layout and specifications for headers for all openings.

_____ Truss layout with identifiers and connectors clearly labeled, or if Conventionally framed show layout with lumber size, grade, species, spacing, and uplifts with connectors.

_____ Two sets of raised seal truss profiles, or if Conventionally framed, two sets of raised seal calculations.

_____ Specific details for stairs, handrails, chimney framing, gable end bracing, shearwall calculations, etc.

_____ Wall sections for all different types and heights of walls with size, grade, species of material and all connectors with manufactures, model # and fasteners listed.

_____ Two sets of signed Florida energy calculations, Using the Ch. 13 Florida Building Code 2001 Ed.

_____ Plumbing riser (isometric drawing)

_____ Electrical layout with device and panel locations, meter riser diagram, smoke detector locations and load calculations.

_____ Mechanical layout showing method of return air flow from each room or area.

_____ Low voltage layout with device and panel locations.

Notes and additional