



Checklist for Plan Submission: New Residential One, Two Family or Townhome Construction

GENERAL REQUIREMENTS

1. Cover sheet to include:

- ✓ Project Name – include floor, suite and/or space numbers
- ✓ Project Address in title block for all proposed structures
- ✓ Scope of Work with detailed project description
- ✓ Square Footage of proposed structure(s)
- ✓ Building Height(s)
- ✓ Number of stories
- ✓ Index of drawings
- ✓ Structural & Wind Design Criteria per Chapter 3, Florida Building Code, Residential (See “Applicable Codes”)
- ✓ Engineer and/or architect contact information

2. Applicable Codes

3. Architectural & Structural Plans

- ✓ Must be legible, to scale, signed and sealed by Florida Registered architect or Engineer on all pages (as required by Florida Statute).
- ✓ Buildings to be designed in compliance with current applicable codes and amendments.
- ✓ Labeled “Issued for Construction or “Released for Construction” on sheets.
- ✓ Plan Reviewers may require additional information for clarification of project.

4. Geo-Technical Investigations Report

- ✓ All new Residential Building permit applications must have a signed/sealed copy of the Geo-Technical Soils Investigation Report or the appropriate, completed [Geo-Tech Forms](#).

BUILDING PLAN REVIEW REQUIREMENTS

Architectural Plans/Drawings:

- ✓ Proposed floor(s) plans with dimensions.
- ✓ Show all Exterior Elevations with dimensions.
- ✓ Show building sections and wall types with dimensions and attachment details.
- ✓ Roof Vent location and size calculations.

Structural Plans: (per Florida Building Code)

- ✓ Show all design criteria per Chapter 3, Florida Building Code, Residential.
- ✓ Foundation Plan – include footing, slab, or pier details.
- ✓ Floor Framing Plan.
- ✓ Ceiling Framing Plan.
- ✓ Roof Framing Plan.
- ✓ Fire Protection Assemblies, where applicable.
- ✓ Wall section showing continuous load path(s) from foundation through the roof diaphragm.
- ✓ Lintel Schedule

Mechanical Plans: (per Florida Building Code, Mechanical and Energy Conservation)

- ✓ Energy Calculations per R103.2, Florida Energy Conservation
- ✓ Load Calculations per R403.7, Florida Energy Conservation
- ✓ Bathroom ventilation

Electrical Plan: (per Florida Building Code & National Electric Code)

- ✓ Electrical Diagram
 - All outlets, fixtures and GFCIs
 - Smoke/Carbon Monoxide Detector locations.

Plumbing Plan: (per Florida Building Code, Plumbing)

- ✓ Minimum plumbing facilities
- ✓ Fixture requirements and locations
- ✓ Water supply piping diagram
- ✓ Water heater location