

# MINIMUM SUBMITTAL REQUIREMENTS FOR ONE & TWO FAMILY RESIDENTIAL STRUCTURES

*FBC 5<sup>th</sup> Edition (2014)*

Application # \_\_\_\_\_

Y	N	N/A	ADMINISTRATIVE DOCUMENTS (FBC-Building 105)
			1. All applicable application sections or fields filled-in, including a detailed scope of work. (FBC-Building 105.3)
			2. Owner/Agent and Contractor/Qualifier signatures notarized. (FBC-Building 105.1)
			3. Owner builder exemption form; if applicable. (Florida Statute 489.103(7) & must be signed in person at the Building Dept)
			4. Tree removal/site clearing affidavit. If no protected trees are to be removed, check NO on the application. If protected trees are to be removed, provide a tree survey with the location of tree species, sizes shown in relation to proposed and existing improvements.
			5. Copy of Recorded Notice of Commencement (Required if construction value is greater than \$2,500).
			6. Copy of DEP Notice to Proceed (Coastal Construction Control Zone Only); if applicable.
			7. Copy of the Board of Adjustment and/or Conditional Use approval letters; if applicable.
			8. Completed Checklist.
Y	N	N/A	PERMIT PACKAGE (FBC-Building 107)
			9. Title page includes index of all drawing pages and attachments, the Type of Construction, Occupancy Class and all applicable codes.
			10. Two (2) sets of site plan showing all existing and/or proposed improvements.
			11. Two (2) sets of architectural drawings and signed/sealed structural drawings.
			12. Two (2) copies of Florida Energy Efficiency Forms for all new homes and additions.
			13. Two (2) sets of truss package (with EOR approval). (FBC-Residential R802.1.7)
			14. Two (2) copies of the completed Product Approval Information Sheet in accordance with FAC 61G20-3 per FS 553.842.
Y	N	N/A	SITE PLAN (FBC-Building 107.2.5)
			15. Site Plan drawings dimensioned & ALL zoning setbacks lines are indicated.
			16. North arrow indicated, A/C pad, pool, fencing & ancillary buildings located.
			17. Finish Floor Elevation & All corner of lot elevations indicated.
			18. Building footprint and orientation same on all floor plans.
			19. Area of impervious surface on site (home, sidewalks, driveway, accessory structures, etc.)
			20. Indicate protected trees to remain and tree mitigation requirements.
			21. Includes a <b>plan note, which states:</b> A foundation survey shall be performed and a copy of the survey shall be on the site for the building inspectors use prior to framing inspection.
Y	N	N/A	DRAINAGE PLANS
			Three (3) sets of signed and sealed drainage plan required by a person licensed under Florida Statute 471.
			22. Accurate legal boundary survey showing existing and proposed spot elevations of all property corners and intermediate points at intervals not exceeding 10-feet along all property lines. Elevations at grade at all building corners, high and low points and intervals every 10-feet. Indicate spot elevation at crown of road and finished floor level.
			23. Provide proposed elevation shots of all proposed improvements .
			24. The lot shall be graded to direct run-off toward the frontage road or other approved designed drainage paths.
			25. Plan must show limits of fill and/or land disturbance. In no case shall fill be placed so as to interrupt existing drainage, within 5-feet of any adjacent property, and/or within an easement.
			26. The grading plan shall ensure that the proposed development will not cause an increase in run-off to adjacent property owners.
			27. Grading of property within 5-feet of adjacent property lines shall not exceed a 5-percent (%) slope.
			28. Plans to indicate all roofed structures are fully guttered and downspouts tied into flex piping that runs to the street front property line tied into pop-ups that discharge into the street right of way. Questions/alternative designs (prior to submittal) should be directed Public Works Streets Division, (904)247-6211, Attention: Mr. McDonald.
			29. Finished elevation survey confirming the above requirements to be submitted to the Building Department prior to requesting a certificate of occupancy inspection.
Y	N	N/A	FLOOR PLANS (Architectural)
			30. Sleeping rooms have adequate window size and proper location for escape & rescue. (FBC-Residential R310)
			31. One Bath/Toilet room with a 29" minimum clear access, on the lower floor. (FBC-Residential R320)
			32. Hazardous glass locations indicated.(FBC-Residential R308.4)
			33. Attic access located with opening dimensions. (FBC-Residential R807)

			34. Ductwork and Gas equipment protection provided in the Garage. (FBC-Mechanical 603.15, FBC-Fuel Gas 303.4)
			35. Flashing details at Walls, WRB, Windows, Doors, Chimneys, Wood trim, Decks/porches, Roof-Wall intersections. (FBC-Building 107.2.4, FBC-Residential R703.8 FBCR)
			36. Stair construction details indicate proper tread/riser relationship, handrail location, handrail/guardrail heights, and maximum open rail spacing indicated. (FBC-Residential R311.7, R312.1)
			37. Smoke detectors and Carbon Monoxide detectors (if applicable) located. (FBC-Residential R314, R315)
			38. Roof Ventilation Calculation. (FBC-Residential R806)
			39. Dwelling/garage opening/penetration protection and dwelling/garage separation (FBC-Residential R302.5, R302.6)
			40. Location of all required GFI/AFI and waterproof receptacles. (FBC-Residential E3901, E4002)
			41. 75% High-Efficacy lighting (FBC-Energy Conservation R404)
			42. Location of required venting for all fuel-burning appliances, including fireplaces (FBC-Residential Chapter 24)
<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>EXTERIOR ELEVATIONS (Architectural)</b>
			43. Floor to floor height(s) or plate to plate height(s) indicated.
			44. Building height indicated (centerline of street in front of building to mean roof height).
			45. Exterior finish materials indicated on ALL sides.
<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>WALL SECTION (Architectural) (FBC-Building 107.2.4; FBC-Residential R702,R703)</b>
			46. Wall section(s) from foundation through roof incl. wall assembly (ext. & int.) materials.
			47. Fire resistant construction materials indicated when applicable.(FBC-Residential R302)
			48. Insulation information indicated. R-values must match energy forms.
			49. Projections ≥ 2 feet to < 5 feet 1-hour rated underneath. (FBC-Residential R302.1)
			50. Fireblocking/Draftstopping locations identified, as applicable. (FBC-Residential R302.11, R302.12)
<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>STRUCTURAL FLOOR PLANS AND DETAILS (FBC –Building 107)</b>
			51. Drawings signed and sealed by the Florida Engineer or Architect of Record.
			52. Exposure Category, Wind zone location or wind speed indicated. (FBC-Residential R301.2.1 and R301.2.4)
			53. Indicate Building Risk Category (FBC-Building Table 1604.5)
			54. Design loads (gravity and lateral) provided. Framing details and Gable end bracing details provided.
			55. Components and cladding pressures (psf) provided. (FBC-Residential Fig R301.2(7))
			56. Foundation Plan footprint and orientation matches Floor Plan and Site Plan.
			57. Foundation details (slab thickness, reinforced steel/fiber mesh, compaction, & dimensions). (FBC-Residential R401)
			58. Indicate flood zone, elevation, and compliance with FBC-Residential R322, if applicable.
			59. Shear walls, beams, lintels, and headers are sized and indicated. Connectors or clips schedule provided.
			60. Wall and Roof sheathing nailing pattern indicated.
			61. Masonry construction details indicated when applicable. (FBC-Residential R606, R607)
			62. Masonry filled cells with reinforcing bars indicated when applicable. (FBC-Residential R606.9)
<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>FORM R402, REScheck PRINTOUT, FORM 405 (Energy Forms)</b>
			63. Project information (Property address/Builder name/Jurisdiction No.) and PREPARED BY & OWNER/AGENT certification
			64. Check off all applicable components on the Code Compliance Checklist.
			65. If Line Item 5 is a “worst case”, indicate building orientation on the Manual J.
			66. Number of bedrooms Conditioned floor, glass area matches the floor plans and exterior elevations square footage.
			67. Energy Performance Level (EPL) Display Card page certification information completed.
			68. Air barrier and insulation inspection checklist (FBC- Energy Conservation R402.4.1.1, Table 402.4.1.1)
			69. Duct Sizing (Manual D or other approved method, FBC-Mechanical 603.2) and Layout (FBC-Energy Conservation R103.2)
			70. Based on the ACCA Manual J 2003, 8th Edition minimum. (FBC-Energy Conservation R403.6.1)
			71. The equipment’s Total Cooling should be within 100-115% of the project’s required cooling load. If the Manual J does not contain equipment information, provide two copies of an Equipment Summary Sheet (manufacturer, tonnage, model number, total cooling, SEER, and HSPF/AFUE). (FBC-Energy Conservation R403.6.1)
<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>PREFABRICATED ROOF AND FLOOR TRUSSES</b>
			72. Truss engineering signed/raise-sealed by a Florida engineer (FBC-Residential R802.1.7.2). Engineer of Record’s (EOR) name and address information also indicated on the cover sheet.
			73. The EOR has approved the truss package. The Shop Drawing Review Disposition stamp has been applied on to the Truss profiles package & Truss layout plans. Truss Layout Plan has same footprint and orientation as the Foundation and Floor Plan. Confirm roof lines with Exterior Elevations (gable, hip).
			74. Truss bearing points match the Foundation Plan footing locations. (FBC-Residential R802.1.6.5)

#### Applicable Codes

Florida Building Code 5<sup>th</sup> Edition, Residential, Florida Building Code 5<sup>th</sup> Edition, Existing Building, National Electric Code 2011  
Florida Fire Prevention Code 5<sup>th</sup> Edition, Current Jacksonville Beach Land Development Code