



SMALL BUILDING PERMIT REQUIREMENTS FOR RESIDENTIAL CONSTRUCTION

Please use the following information and attachments as a guide to assemble the application documents that are necessary to be submitted to this office to obtain the required building permits for residential construction projects. *(Note: All plans and documents are required to be legible.)*

- Residential **construction and repairs** such as adding a bedroom or family room, adding a porch, adding a deck, building a garage, closing in a carport or porch, changing a garage to a bedroom, adding a shed, installing a pool, installing a new roof or reroofing, upgrading an electrical service, changing out an air conditioning unit, changing doors or windows, residing, installing a fence, etc... **all require a building permit.** An application for a building permit for all intended work will need to be submitted to the Building and Zoning Department. Please see the "Volusia Residential Permit Application" for required details and information.
Permitting information, applications, forms and checklists can be found on the web <http://volusia.org/permitcenter/default.htm> (Permit Center Website). Questions concerning the application form and necessary documents can be directed to the Permit Technicians:
Daytona Beach...254-4680 *DeLand...736-5929 *New Smyrna Beach...423-3376
- If the **property is in a name other than the applicant**, is a rental property or is not occupied by the owner etc..., a contractor licensed to do business in the County of Volusia will need to apply for the permit. Appropriate licensed subcontractors will need to be named.
Licensing information, applications, forms and checklists can be found on the web <http://volusia.org/contractors> (Contractor Licensing Website). Questions concerning licensing should be directed to Contractor Licensing, please choose option 2 when you call:
Daytona Beach... 248-8158 *DeLand... 736-5957 *New Smyrna Beach... 424-6828
- State Law allows **owners to act as their own contractor** if the property is used only for the owner's own use and occupancy. If this is the situation, the owner can apply for the permit. Please review the Owner-builder Disclosure Statement <http://www.volusia.org/permitcenter/forms.htm> .
- An originally **signed and sealed boundary survey** (with Flood Zone Certification to Federal Flood Insurance Rate maps, dated April 15, 2002) and plot plans in duplicate showing changes to the building footprint or site will be required to be submitted with the building permit application for Zoning approval. These documents shall be legible. If the property is not located on a County maintained right of way, evidence of legal access will need to be provided. Contact phone numbers for Building setbacks and permitted land use are as follows:
Daytona Beach...254-4685 *DeLand...943-7059 *New Smyrna Beach...424-681
- Two duplicate sets of **construction plans** accurately depicting the project will be required to be submitted with the building permit application. Projects that are structural in nature or are of unusual design may need to be reviewed, signed and sealed by a design professional (Florida Registered Architect or Engineer) for wind load and structural compliance. Please see the "Residential Plan Review Check Sheet 2004 Florida Building Code" for details. That document can be found on the web <http://www.volusia.org/permitcenter/forms.htm>
Plans review, building codes or technical questions should be directed to the Plans Examiners at the following number: DeLand...386-626-6591

- A notarized **Affidavit of Drainage Control** signed by the property owner is required as part of the

application for construction of buildings. This assures the county that any drainage issues arising from the development of the property will be addressed prior to completion of the project. Please see the form at <http://www.volusia.org/permitcenter/forms.htm>

- **Habitable areas** are required to be heated. If the construction includes space that is heated or cooled directly or indirectly, energy compliance forms from the State of Florida are required to be completed. Please see energy form 600C-04 <http://www.volusia.org/permitcenter/forms.htm> . This is the most commonly used form for additions & alterations. 3 copies of completed energy forms will be required to be submitted with the building permit application.
- Remodeling, expansion, additions, or enclosing a screen room (habitable or non-habitable) **require septic system** approval from the Volusia County Health Department-Environmental Health. If your property is served by a septic system, a septic system approval will need to be applied for and copy of the receipt of application for an approval will be required to be submitted with the building permit application. Information, applications & forms can be found on the Environmental Health's website at <http://www.volusiahealth.com/eh/subjects.html>. Contact phone numbers for the Volusia County Health Department-Environmental Health are as follows:
 - *Daytona Beach.....274-0694
 - *DeLand.....822-6250
 - *New Smyrna Beach...424-2061
 - *Orange City...775-5289
- If the **property lies in flood zone "A"** per the Flood Insurance Rate Maps (FIRM) and the additions or alterations to the existing structure constitute a substantial improvement (construction value is greater than 50% of the existing value of the structure), a preconstruction elevation certificate will be required. This certificate (FEMA form only) is to be submitted with the building permit application to verify that the lowest floor is at the proper elevation. Detached structures for habitable space, workshops, garages and storage structures greater than 400 square feet need to comply with floor level requirements as well. Please see the attached "Flood Zone Information and Requirements". Questions concerning whether you are in a flood zone should be directed to the following numbers:
 - *Daytona Beach...254-4685
 - *DeLand...943-7059
 - *New Smyrna Beach...424-6815
- Projects that lie **seaward of the Coastal Construction Control Line** will require a permit from the State of Florida, Department of Environmental Protection (DEP). Questions concerning State requirements should be directed to the Bureau Engineer at the following number:
 - *Bureau of Beaches & Coastal Systems, Tallahassee, FL...(850) 487-4475
- If the property contains **wetlands** (areas that are saturated by water at a frequency and a duration sufficient to support a prevalence of vegetation typically adapted for life in saturated soils), a wetland site plan and site review will be required. Questions concerning wetland requirements should be directed to **Environmental Management** at the following numbers:
 - *Daytona Beach...254-4612
 - *DeLand... 736-5927
 - *New Smyrna Beach...423-3303

The above information is intended for general use only and may not be entirely inclusive. Upon successful submission, plans and documents will be reviewed for compliance with applicable laws, codes and ordinances. If you are unfamiliar with these requirements, it may be necessary to enlist the aid of a licensed contractor. The contractor of record will be notified of any deficiencies noted during the permit and plan review process.



GROWTH AND RESOURCE MANAGEMENT

Building and Zoning
123 West Indiana Avenue
Deland, FL 32720

(386) 736-5929 Fax (386) 943-7096

MINOR RESIDENTIAL PERMIT SUBMITTAL CHECKLIST

Directions: Place a checkmark by all items that are included in the package, and a N/A by those items not needed
Two complete permit packages are required & all items must be addressed and in proper order

Contractor or Owner/Builder

Jobsite Address (Complete)

- Submitted Received Completed Application (Front & Back) must include name & license number of subcontractors
** Owner/Builder must personally appear in office & sign application **
Owner/Builder Disclosure Statement (Owner/Builder Permits only)
Private Provider Documents, if applicable
Notice of Commencement Affidavit with a copy of the Notice of Commencement that has been filed with the Clerk of the Circuit Court, or the Recorded/Certified Notice of Commencement
Agent Authorization Letter
Existing Septic System Approval Letter, Septic Tank Permit, Septic Receipt or Sewer Receipt listing jobsite address
Water Receipt, Well Permit Receipt, or Well Permit listing jobsite address
Energy Forms (600C-04R) with complete jobsite address, signed & dated, (3 copies)
Affidavit of Drainage Control form (signed by owner & notarized)
Elevation Certificate (Required if building is located in a 100 year Flood Hazard area)
Storm Water Application, (S.W.I.M.) with 2 scaled copies of stormwater & vegetation plans, if applicable
Crown of the Road Variance Application with 2 scaled site plans showing existing & proposed elevations & drainage patterns, if applicable
Recorded Warranty Deed if property has transferred within the last 6 months, if applicable
1 Original Sealed Boundary Survey with Flood Zone Certification to Federal Flood Insurance Rate maps, dated April 15, 2002
2 copies of Survey for Zoning (Show to scale, existing & proposed site improvements, with location of septic & well, if applicable)
3 copies of Site plans for Boathouse, if applicable
1 copy for Tree review, if applicable
2 copies for Driveway review, if adding an additional driveway and connecting to a county road (Show driveway & apron dimensions)
DOT permit (Dept. of Transportation), if adding an additional driveway and connecting to a state road
1 copy if Wetlands on site
Truss plans, if applicable, signed, sealed & dated (2 sets)
Two sets of Construction Plans (Designed by a Florida registered architect or engineer, if applicable to meet the requirements of 2004 Florida Building Code, section R301.2, signed, sealed & dated or comply with Chapter 3 Exceptions) Or/& 2 copies scope of work, if applicable, Or/& 2 copies of floor plan layout, if applicable *(Extra set of Plans are needed if Wetlands approval is required)

I hereby acknowledge that the above mentioned plan requirements are hereby submitted with my permit application. I fully understand that if the minimum requirements (documents & plans) have not been met, the review, processing & issuing of my permit will be delayed. I further understand that I must submit plans in accordance with the requirements of the 2004 Florida Building Code.

Signature (Contractor, Authorized Agent, or Owner/Builder)

Date



RESIDENTIAL PERMIT APPLICATION

EFFECTIVE CODE IS 2004 FBC

NON-REFUNDABLE APPLICATION FEES DUE AT TIME OF SUBMITTAL
APPLICATIONS IN PENCIL WILL NOT BE ACCEPTED

Date AP# PMT#

Tax Parcel Number E-Mail Address

Owner/Leaseholder's Name Day Phone #

Address Cell Phone #

City State Zip Fax #

Fee Simple Titleholder Address

City State Zip

ADDRESS OF PROJECT:

Number Direction Street Name Type Suite/Lot

City County Zip

Legal Description (include Lot #)

DESCRIPTION OF WORK: (Explain)

[] CHECK HERE IF THIS IS AN AFTER-THE-FACT PERMIT

TYPE OF ROOF: Shingle *Metal *Tile *Other

* These roof types requires a licensed roofer (except for owner/builders)

INDICATE IF THIS PROPERTY: (OWNER/CONTRACTOR ONLY)

Owner/Contractor-Residence for own use & occupancy [] - or- Is the Residential unit rental/lease property []

LICENSED CONTRACTOR INFORMATION:

Name of License Holder License #

Company Name Phone #

Address Mobile #

E-Mail Address for business use Fax #

Preferred Method of Contact: E-Mail Fax Telephone Preferred Pick up location: Daytona Beach DeLand

Private Provider Review: Yes No Private Provider Inspections: Yes No

SUBCONTRACTORS: Enter license number for each subcontractor

Table with 4 columns: LICENSE #, CARD HOLDER'S NAME, LICENSE #, CARD HOLDER'S NAME. Rows include ELEC, PLUMB, ARCH, ENG, HVAC, ROOF, OTHER, OTHER.

Application is hereby made to obtain a permit to do the work and installations as indicated. I verify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction.

OWNER'S AFFIDAVIT: I verify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning. WARNING TO OWNER: Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. A Notice of Commencement must be recorded and posted on the job site before the first inspection. If you intend to obtain financing, consult with your lender or an attorney before recording your Notice of Commencement. ** I hereby declare that all information contained in this building permit application is true and correct**

Date

Owner's Signature (Must personally appear in office & sign)

STATE OF FLORIDA COUNTY OF

Affirmed and subscribed before me this day of

by

who is personally known to me or who has produced as identification (type of ID)

Signature of Notary Public State of Florida

Print, Type or Stamp Name of Notary

Seal:

Date

Contractor's Signature (or Authorized Agent)

STATE OF FLORIDA COUNTY OF

Affirmed and subscribed before me this day of

by

who is personally known to me or who has produced as identification (type of ID)

Signature of Notary Public State of Florida

Print, Type or Stamp Name of Notary

Seal:

RESIDENTIAL WORKSHEET
PLEASE TYPE OR PRINT CLEARLY

REFERENCE PERMIT NUMBERS: TREE _____ USE _____ WETLAND _____
OTHER _____ WELL PERMIT # _____ SEPTIC PERMIT # _____

ELECTRIC: Electric Company...FL POWER & LIGHT NORTH _____ SOUTH _____ TITVL _____ CLAY/SALT SPGS _____
CLAY/PALATKA _____ PROGRESS ENERGY _____ NSB UTIL _____
Service Size.....OLD Amps _____ Volts _____ Phase 1PH _____ 3PH _____
NEW Amps _____ Volts _____ Phase 1PH _____ 3PH _____
Number New/Altered Circuits _____ Temp Pole: Yes _____ No _____

FLOOD ZONE: If the building is located in a 100 year Flood Hazard area (A, AE, AH, V), a FEMA Flood Certification form is required.
Flood Zone X _____ V _____ A _____ BASE FLOOD ELEV (A or V) _____ Min Floor Elev _____ .00

WILL THE LOWEST FLOOR LEVEL BE 12" ABOVE ANY ADJACENT ROADS? YES _____ NO _____

HVAC: Type of System.....Electric _____ Gas _____ Oil _____ Kerosene _____ Heat Pump _____ A/C _____ Solar _____
Costs of HVAC _____ .00

PROJECT COST & USE: Cost of Structure or Project (include labor & materials) \$ _____ .00
Number of Square Feet Living Area _____ Number of Square Feet Garage Area _____ Number of Square Feet Other _____

POOL PERMITS ONLY: Pool Const. Cost \$ _____ .00 Safety Feature Const. Cost \$ _____ .00

PLUMBING: (Provide Proof of Water and/or Sewer Connections)

Number of PLUMBING Fixtures _____ Water Pump Connections _____ Public Water Connection _____ Sewer/Septic Hookups _____
Total Plumbing Units _____ County Utilities Available Yes _____ No _____
Number Gas Outlets _____ Number Gas Storage Tanks Underground _____ Above Ground _____

TREE CLEARING INFORMATION: Tree Removal Permit requires the site plan showing trees to be removed, tree barricades & replacement trees. **DO NOT** clear until Environmental Division inspects & approves tree barricades & issues the permit.

Tree Information: Lot size: Square Feet _____ Frontage _____ ft Depth _____ ft

USE PERMIT: Two Site Plans required showing width of drive at property line & edge of road / **City of Debarry requires 3 site plans**

Pursuant to Chapter 556, Florida Statutes, as amended, an excavator of the work performed under the scope of this application shall call the "Sunshine State One-Call of Florida, Inc." at 1-800-432-4770, or New Smyrna Beach Utilities at (386) 428-5721 not less than two nor more than five business days before beginning excavation

Driveway approach to Paved Rd _____ Unpaved Rd _____ Number of Culvert Pipes _____ Size _____

Bonding Company Name _____ Address _____
Mortgage Lender's Name _____ Address _____
Arch's/Engr's Name _____ Address _____

SITE PLANS AND BUILDING PLANS

Pursuant to Section 900.03 of the Zoning Ordinance, in addition to the information required by any other applicable section of this ordinance, and the Growth & Resource Management Department: Submit one originally signed and sealed boundary survey and plot plans in duplicate (copies of the sealed boundary survey) showing shape and dimensions of the lot, any existing structures, size and location of the proposed structure, use of any existing structures, intended use of each proposed structure, number of dwelling units, location of any existing roads, any platted rights-of-way, any platted easements, water bodies, watercourses, wetlands, street names and property address, any other information deemed necessary or appropriate by the Zoning Enforcement Official.

Construction plans are required to be a minimum scale of 1/4" = 1', showing all proposed construction to include: floor plan, foundation plan, all four elevation views, structural wall sections of house, covered patios, decks, and fireplace details. Energy forms will also be required (1 complete set, 2 additional copies of front page, and Manual J calculation form). **All construction plans must comply with the 2004 Florida Building Code, section R301.2, signed, sealed & dated by a Florida registered Architect or Engineer or comply with Chapter 3 Exceptions.** In addition, the plans must contain roof assembly information including substrate, type of roofing system, materials, fastening requirements, flashing requirements, wind rating, product evaluation or site specific statement by a Florida Registered Architect or Engineer. This may not be a complete list of everything necessary to submit for this permit.

Directions to property (Physical Location) _____

No lined or graph paper will be accepted / Bed & Breakfast and Residential Care Facility applications require a contractor

FLORIDA ENERGY EFFICIENCY CODE FOR BUILDING CONSTRUCTION
FORM 600C-04 Residential Limited Applications Prescriptive Method C
Small Additions, Renovations & Building Systems **CENTRAL 4 5 6**

Compliance with Method C of Sub-Chapter 6 of the Florida Energy Efficiency Code may be demonstrated by the use of Form 600C-04 for additions of 600 square feet or less, site-installed components of manufactured homes, and renovations to single- and multiple-family residences. Alternative methods are provided for additions by use of Form 600B-04 or 600A-04.

| | | |
|---------------------------------------|---|---|
| PROJECT NAME: AND ADDRESS: | BUILDER: | CLIMATE ZONE: 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> |
| | PERMITTING OFFICE: | |
| OWNER: | PERMIT NO.: <input type="text"/> | JURISDICTION NO.: <input type="text"/> |

SMALL ADDITIONS TO EXISTING RESIDENCES (600 square feet or less of conditioned area). Prescriptive requirements in Tables 6C-1, 6C-2, and 6C-3 apply only to the components of the addition, not to the existing building. Space heating, cooling, and water heating equipment efficiency levels must be met only when equipment is installed specifically to serve the addition or is being installed in conjunction with the addition construction. Components separating unconditioned spaces from conditioned spaces must meet the prescribed minimum insulation levels. RENOVATIONS (Residential buildings undergoing renovations costing more than 30% of the assessed value of the building). Prescriptive requirements in Tables 6C-1 and 6C-2 apply only to the components and equipment being renovated or replaced. MANUFACTURED HOMES AND BUILDINGS. Only site-installed components and features are covered by this form. BUILDING SYSTEMS. Comply when complete new system is installed.

| | Please Print | CK |
|--|--------------------------------------|-------|
| 1. Renovation, Addition, New System or Manufactured Home | 1. _____ | _____ |
| 2. Single-family detached or Multiple-family attached | 2. _____ | _____ |
| 3. If Multiple-family—No. of units covered by this submission | 3. _____ | _____ |
| 4. Conditioned floor area (sq. ft.) | 4. _____ | _____ |
| 5. Predominant eave overhang (ft.) | 5. _____ | _____ |
| 6. Glass type and area: | Single Pane Double Pane | |
| a. Clear glass | 6a. _____ sq. ft. _____ sq. ft. | _____ |
| b. Tint, film or solar screen | 6b. _____ sq. ft. _____ sq. ft. | _____ |
| 7. Percentage of glass to floor area | 7. _____ % | _____ |
| 8. Floor type and insulation: | | |
| a. Slab-on-grade (R-value) | 8a. R = _____ lin. ft. | _____ |
| b. Wood, raised (R-value) | 8b. R = _____ sq. ft. | _____ |
| c. Wood, common (R-value) | 8c. R = _____ sq. ft. | _____ |
| d. Concrete, raised (R-value) | 8d. R = _____ sq. ft. | _____ |
| e. Concrete, common (R-value) | 8e. R = _____ sq. ft. | _____ |
| 9. Wall type and insulation: | | |
| a. Exterior: | | |
| 1. Masonry (Insulation R-value) | 9a-1 R = _____ sq. ft. | _____ |
| 2. Wood frame (Insulation R-value) | 9a-2 R = _____ sq. ft. | _____ |
| b. Adjacent: | | |
| 1. Masonry (Insulation R-value) | 9b-1 R = _____ sq. ft. | _____ |
| 2. Wood frame (Insulation R-value) | 9b-2 R = _____ sq. ft. | _____ |
| c. Marriage Walls of Multiple Units* (Yes/No) | 9c. _____ | _____ |
| 10. Ceiling type and insulation: | | |
| a. Under attic (Insulation R-value) | 10a. R = _____ sq. ft. | _____ |
| b. Single assembly (Insulation R-value) | 10b. R = _____ sq. ft. | _____ |
| 11. Cooling system* | 11. Type: _____ | _____ |
| (Types: central, room unit, package terminal A.C., gas, existing, none) | SEER/EER: _____ | _____ |
| 12. Heating system* | 12. Type: _____ | _____ |
| (Types: heat pump, elec. strip, natural gas, LP-gas, gas h.p., room or PTAC, existing, none) | HSPF/COP/AFUE: _____ | _____ |
| 13. Air distribution system* | 13a. _____ | _____ |
| a. Backflow damper or single package systems* (Yes/No) | 13b. _____ | _____ |
| b. Ducts on marriage walls adequately sealed* (Yes/No) | 14. Type: _____ | _____ |
| 14. Hot water system: | EF: _____ | _____ |
| (Types: elec., natural gas, other, existing, none) | | |

* Pertains to manufactured homes with site-installed components.

| | |
|---|--|
| I hereby certify that the plans and specifications covered by the calculation are in compliance with the Florida Energy Code. PREPARED BY: _____ DATE: _____ I hereby certify that this building is in compliance with the Florida Energy Code: OWNER AGENT: _____ DATE: _____ | Review of plans and specifications covered by this calculation indicates compliance with the Florida Energy Code. Before construction is completed, this building will be inspected for compliance in accordance with Section 553.908, F.S. BUILDING OFFICIAL: _____ DATE: _____ |
|---|--|

TABLE 6C-1: PRESCRIPTIVE REQUIREMENTS FOR SMALL ADDITIONS (600 Sq. Ft. and Less), RENOVATIONS TO EXISTING BUILDINGS AND SITE-INSTALLED COMPONENTS OF MANUFACTURED HOMES

| COMPONENT | | MINIMUM INSULATION | INSULATION INSTALLED | EQUIPMENT | MINIMUM EFFICIENCY | INSTALLED EFFICIENCY |
|-----------|--|--------------------|----------------------|---|---|----------------------|
| WALLS | Concrete Block | R-5 | _____ | COOLING Central A/C - Split - Single Pkg. Room unit or PTAC | SEER = 10.0 SEER = 9.7 EER = 8.5* | SEER = _____ |
| | Frame, 2' x 4' | R-11 | _____ | | | SEER = _____ |
| | Frame, 2' x 4' | R-19 | _____ | | | EER = _____ |
| | Common, Frame | R-11 | _____ | | | |
| | Common, Masonry | R-3 | _____ | | | |
| CEILINGS | Under Attic Single Assembly; Enclosed | R-30 | _____ | SPACE HEATING Electric Resistance Heat pump - Split - Single Pkg. Room unit or PTHP | ANY HSPF = 6.8 HSPF = 6.6 COP = 2.7* | HSPF = _____ |
| | | Frame | R-19 | | | _____ |
| | Metal Pans | R-13 | _____ | | | HSPF/COP = _____ |
| | Single Assembly; Open | R-10 | _____ | | | |
| | Common, Frame | R-11 | _____ | | | |
| FLOORS | Slab-on-grade | No Minimum | _____ | HOT WATER Electric Resistance Gas; natural or LP-gas Fuel Oil | EF = .92 EF = .59 EF = .54 | EF = _____ |
| | Raised Wood | R-11 | _____ | | | EF = _____ |
| | Raised Concrete | R-5 | _____ | | | EF = _____ |
| | Common, Frame | R-11 | _____ | | | |
| DUCT | In unconditioned space | R-6 | _____ | | | |
| | In conditioned space | No minimum | _____ | | | |

TABLE 6C-2: PRESCRIPTIVE REQUIREMENTS FOR GLASS AREAS IN ADDITIONS ONLY

* See Table 13-607.1.ABC.3.2 and 13-608.1.ABC.3.2

| Maximum percentage glass to floor area allowed is selected by type, overhang length, and solar heat gain coefficient. Maximum % = ____ Installed % = ____ | | | | | | | | |
|---|----------|-----------|----------|-----------|----------|-----------|----------|--|
| GLASS TYPE, OVERHANG, AND SOLAR HEAT GAIN COEFFICIENT REQUIRED FOR GLASS PERCENTAGE ALLOWED | | | | | | | | |
| UP TO 20% | | UP TO 30% | | UP TO 40% | | UP TO 50% | | |
| Single | Double | Single | Double | Single | Double | Single | Double | |
| OH-SHGC | OH-SHGC | OH-SHGC | OH-SHGC | OH-SHGC | OH-SHGC | OH-SHGC | OH-SHGC | |
| 1' - .87 | 0' - .78 | 2' - .87 | 1' - .78 | 3' - .87 | 2' - .78 | 4' - .87 | 3' - .78 | |
| 0' - .75 | | 1' - .75 | 0' - .61 | 2' - .75 | 0' - .61 | 3' - .75 | 2' - .61 | |
| | | 0' - .57 | | 1' - .57 | 0' - .44 | 2' - .57 | 1' - .44 | |
| | | | | 0' - .39 | | 1' - .39 | 0' - .35 | |
| | | | | | | 0' - .30 | | |
| Get certified SHGC from the manufacturer or use defaults: Single clear SHGC = .75, double clear SHGC = .66, and single tint SHGC = .64 | | | | | | | | |

TABLE 6C-3 MINIMUM REQUIREMENTS FOR ALL PACKAGES

| COMPONENTS | SECTION | REQUIREMENTS | CHECK |
|---|---------|--|-------|
| Exterior Joints & Cracks | 606.1 | To be caulked, gasketed, weather-stripped or otherwise sealed. | |
| Exterior Windows & Doors | 606.1 | Max. 0.3 cfm/sq.ft. window area; .5 cfm/sq.ft. door area. | |
| Sole & Top Plates | 606.1 | Sole plates and penetrations through top plates of exterior walls must be sealed. | |
| Recessed Lighting | 606.1 | Type IC rated with no penetrations (two alternatives allowed). | |
| Multistory Houses | 606.1 | Air barrier on perimeter of floor cavity between floors. | |
| Exhaust Fans | 606.1 | Exhaust fans vented to unconditioned space shall have dampers, except for combustion devices with integral exhaust ductwork. | |
| Combustion Heating | 606.1 | Combustion space and water heating systems must be provided with outside combustion air, except for direct vent appliances. | |
| Water Heaters | 612.1 | Comply with efficiency requirements in Table 612.1.ABC.3.2. Switch or clearly marked circuit breaker electric or cutoff (gas) must be provided. External or built-in heat trap required for vertical pipe risers. | |
| Swimming Pools & Spas | 612.1 | Spas & heated pools must have covers (except solar heated). Noncommercial pools must have a pump timer. Gas spa & pool heaters must have minimum thermal efficiency of 78%. | |
| Hot Water Pipes | 612.1 | Insulation is required for hot water circulating systems (including heat recovery units). | |
| Shower Heads | 612.1 | Water flow must be restricted to no more than 2.5 gallons per minute at 80 psig. | |
| HVAC Duct Construction, Insulation & Installation | 610.1 | All ducts, fittings, mechanical equipment and plenum chambers shall be mechanically attached, sealed, insulated and installed in accordance with the criteria of Section 610.1. Ducts in attics must be insulated to a minimum of R-6. | |
| HVAC Controls | 607.1 | Separate readily accessible manual or automatic thermostat for each system. | |

GENERAL DIRECTIONS:

- On Table 6C-1 indicate the R-value of the insulation being added to each component and the efficiency levels of the equipment being installed. All R-values and efficiencies installed must meet or exceed the minimum values listed. Components and equipment neither being added nor renovated may be left blank.
- ADDITIONS ONLY. Determine the percentage of new glass to conditioned floor area in the addition as follows. Total the areas of all glass windows, sliding glass doors and glass door panels. Double the area of all nonvertical roof glass and add it to the previous total. When glass in existing exterior walls is being removed or enclosed by the addition, an amount equal to the total area of this glass may be subtracted from the total glass area. Divide the adjusted glass area total by the conditioned floor area of the addition. Multiply by 100 to get the percent. Find the largest glass percentage under which your calculated percentage falls on Table 6C-2. Prescriptives are given by the type of glass (single or double pane) and the overhang (OH) paired with a solar heat gain coefficient (SHGC). For a given glass type and overhang, the minimum solar heat gain coefficient allowed is specified. Actual glass windows and doors previously in the exterior walls of the house and being reinstalled in the addition do not have to comply with the overhang and solar heat gain coefficient requirements on Table 6C-2. All new glass in the addition must meet the requirement for one of the options in the glass percentage category you indicated. The overhang (OH) distance is measured perpendicularly from the face of the glass to a point directly under the outermost edge of the overhang.
- RENOVATIONS ONLY. Replacement glass needs to meet the following requirements. Any glass type and solar heat gain coefficient may be used for glass areas which are under at least a 2-foot overhang and whose lowest edge does not extend further than 8 feet from the overhang. Glass areas being renovated that do not meet this criteria must be either single-pane tinted, double-pane clear or double-pane tinted.
- BUILDING SYSTEMS. Comply when new system is installed for system installed.
- Complete the information requested on the top half of page 1.
- Read "Minimum Requirements for Small Additions and Renovations," Table 6C-3, and check all applicable items.
- Read, sign and date the "Owner/Agent" certification statement on page 1.



**Growth and Resource Management
Building
Residential Plan Review Checklist
2004 Florida Building Code**

Revised
11/16/05

ALL PLANS AND PLAN DOCUMENTATION ARE REQUIRED TO BE LEGIBLE AND SUBMITTED IN DUPLICATE. MINIMUM SCALE (1/4" = 1'), LETTERING, CLARITY, AND CONTRAST ARE TO BE SUITABLE TO BE RETAINED AS PART OF THE REQUIRED PERMANENT PERMIT RECORD. NOTE: SINGLE LINE DRAWINGS, GRAPH PAPER, FREE HAND SKETCHES, PENCIL DRAWINGS, ETC... CANNOT BE ACCEPTED FOR PERMITTING.

| LOCAL DESIGN CRITERIA | | | | | | | |
|-----------------------|-------------------------------------|------------------------|------------|------------|--------------------|--------------------|---|
| WIND SPEED | EXPOSURE CATEGORY | SUBJECT TO DAMAGE FROM | | | | WINTER DESIGN TEMP | FLOOD HAZARDS |
| 120 MPH | B – mainland C – barrier islands | Weathering | Frost line | Termite | Decay | 35 degrees | Per Volusia County Firm, Index Date Feb. 19, 2003 and/or Raised seal survey w/flood zone determination. |
| | | Negligible | N/A | Very Heavy | Moderate to Severe | | |

LOCATION ON LOT

- Zoning approved plot plans indicating setback/separation, septic tank location or septic permit application; (900.03 VCZO, R 101.2.1, 106.3.5 2004 FBC)
- Sealed survey w/ original signature; flood zone determination, pre-construction elevation certificate if applicable; (900.03 VCZO, 703 VCLDC)
- 1-hour rating for exterior walls separated by less than 6 feet (*exception for tool & storage sheds, playhouses and similar structures*); (R302.1)
- No openings in exterior walls separated by less than 6 feet, Openings/penetrations in exterior walls separated by less than 6 feet protected in accordance w/Section R317.3; (R302.2, R302.3)

ROOM PLANNING REQUIREMENTS

- Habitable rooms (*minimum room areas, ceiling heights, required heating*); (R 303.1, 305.1, 303.8)

SANITATION

- Minimum plumbing facilities, kitchen area w/sink; (R 306.1, 306.2)
- Sanitary sewer, water supply (*Public or private systems*); (Chapters 30 & 29)

GLAZING

- Identification, human impact loads, hazardous locations, skylights & sloped glazing (R308.1, 308.3, 308.4, 308.6)

GARAGES AND CARPORTS

- No opening between garage and sleeping room, other openings 20 minute fire-rated doors (R309.1, 309.2)
- Garage-dwelling separation; ½" gypsum board on garage side, except ? " Type X required below habitable rooms, Floor surface noncombustible, Carport: open two sides; noncombustible floors; sloped floor (R309.2, 309.3, 309.4)
- Ducts in the garage and ducts penetrating the walls or ceilings separating the dwelling from the garage shall be constructed of a minimum No. 26 gage (0.48 mm) sheet steel or other approved material and shall have no openings into the garage; (R309.1.1)

EGRESS

- Emergency escape & rescue openings; opening 5.7 square feet (grade floor, 5 square feet), 24" net clear width; maximum sill height=44" (R310)
- Exit access or hallway = 3' (R311.3)
- One exit from each dwelling unit, Exit door = (3'0" x 6'8"), Landings for doors; (R311.4.1, R311.4.2, R311.4.3)
- Stairways; minimum width =3'0"; maximum stair rise = 7 ¾"; minimum tread=9" with ¾"-1 1/4" nosing; minimum headroom-6'8" (R311.5)
- Landings for stairways; minimum dimension 36" (R311.5.4)
- Special stairways (R311.5.8)
- Ramps (*slope, landings & handrails*), (R311.6, R311.6.2, 311.6.3)
- Stairway illumination (R311.5.7, R303.6)
- Under stair protection (R311.2.2)

- Handrails; required on one side of stair, handrail height = 34" to 38"; Type I or Type II grip (R311.5.6 through R311.5.6.3)
- Guards; required for porches, balconies, open sides of stairs, or raised floor surfaces > 30" above floor; 34"-36" minimum guard height, opening limitations (R312.1, R312.2)

DWELLING UNIT SEPARATION

- Two-family dwellings: 1-hour fire-resistance rating, supporting construction (R317.1)
- Townhouse 2 hour exception, continuity, structural independence, parapets, penetrations (R317.2, R317.2.1, R317.2.2, R317.2.4, R317.3)

SMOKE ALARMS

- Location, interconnection & power source (R313.1, R313.2)

DECAY AND TERMITE AREAS

- Protection against termites (*pre-treat shown on plans*); (R320.1)

ACCESSIBILITY (R322)

- Accessible dwelling units applicable (R322.1)

FOOTINGS (R403)

- Footing width (see chart below)
- All exterior footings shall be placed at least 12 inches (305 mm) below the undisturbed ground support; (R403.1.4)
- Footings adjacent to slopes (R403.1.7)

**TABLE R403.1
MINIMUM WIDTH OF CONCRETE OR MASONRY FOOTINGS (inches)^a**

| | LOAD-BEARING VALUE OF SOIL (psf) | | | |
|---|----------------------------------|-------|-------|--------|
| | 1,500 | 2,000 | 3,000 | =4,000 |
| Conventional light-frame construction | | | | |
| 1-story | 12 | 12 | 12 | 12 |
| 2-story | 15 | 12 | 12 | 12 |
| 3-story | 23 | 17 | 12 | 12 |
| 4-inch brick veneer over light frame or 8-inch hollow concrete masonry | | | | |
| 1-story | 12 | 12 | 12 | 12 |
| 2-story | 21 | 16 | 12 | 12 |
| 3-story | 32 | 24 | 16 | 12 |
| 8-inch solid or fully grouted masonry | | | | |
| 1-story | 16 | 12 | 12 | 12 |
| 2-story | 29 | 21 | 14 | 12 |
| 3-story | 42 | 32 | 21 | 16 |

For SI: 1 inch =25.4 mm, 1 pound per square foot = 0.0479 kN/m².

- Where minimum footing width is 12 inches, a single wythe of solid or fully grouted 12-inch nominal concrete masonry units is permitted to be used.

FOUNDATION WALLS

- Design required; (R 404.1.)

UNDER-FLOOR SPACE

- Ventilation, access, debris removal, finished grade; (R408.1, 408.2, 408.3, 408.4, 408.5)
- Pressure treated lumber where required; (R 319.1)

STRUCTURAL REQUIREMENTS

- Design by Florida registered architect or engineer (ASCE 7 or 1609 2004 FBC-B) or 2004 FBC-R accepted prescriptive compliance method (R301.2.1.1, R301.1.3)
- Design by Florida registered architect or engineer (ASCE 7) for internal pressure; (R301.2.1.2)
- Basic wind speed (*120 mph*); (Figure R301.2 (4) and Volusia County Ordinance 2004-?? which establishes exact wind speed lines)
- Wind exposure category (*B for mainland, C for barrier islands*); (R301.2.1.4)
- Structures impacted by CCCL (*see attachment for checklist*); (R301.2.5, 3109 2004 FBC-B)

- Components and cladding; design wind pressures in terms of PSF, to be used for the design of exterior component and cladding materials (doors, windows, garage doors, skylights etc...) not specifically designed by the registered design professional (R 301.2, T 301.2 (2), 613.2, 613.3)
- Wind-borne debris protection; specifications for impact resistant glazing and/or design specifications for shutters, structural panel exception; (R 301.2.1.2)
- Buildings with openings (design for internal pressure), appropriate components & cladding pressures (R 301.2.1.2)
- Floor plan; (R 101.2.1, 106.3.5 2004 FBC) *NOTE: CHECK FOR EVIDENCE OF TWO DWELLING UNITS (2 KITCHENS, NON-COMMUNICATION, EXTRA 220 V OUTLETS, ETC...*
- Elevation views; all four; (R 101.2.1, 106.3.5 2004 FBC)
- Lumber grade and species (R 502, 602, 802)
- Roof framing plan (conventional) or truss package engineering (120 mph wind speed, building height, proper exposure category, loads @ open porches); (R 101.2.1, 106.3.5 2004 FBC, R 301.2, 802) *NOTE: CHECK FOUNDATION PLAN FOR INTERIOR BEARING REQUIREMENTS.*
- Permanent truss bracing details; (R 502.11, 802.10)
- Gable bracing detail; (R 101.2.1, 106.3.5 2004 FBC, R301.2)
- Valley framing plan/detail including connection details (R 101.2.1, 106.3.5 2004 FBC, R301.2)
- Floor framing plan (conventional) or truss package engineering; (R 101.2.1, 106.3.5 2004 FBC, R301.2, 502.11)
- Connector schedule/table (R301.2, 802.11.1) *NOTE: SPECIAL LOADS ADDRESSED; NEED TO DEMONSTRATE LOADPATH FROM FOUNDATION THRU ROOF SYSTEM @ POINT UPLIFT LOADS*
- Foundation plan including interior bearing footings, footing dowels/vertical reinforced downpour locations (R 101.2.1, 106.3.5 2004 FBC)
- Lintel information; masonry, concrete, steel, wood; (R 101.2.1, 106.3.5 2004 FBC, R 502.5, 606.9) *NOTE: REVIEW LINTELS& BEAMS FOR GRAVITY & UPLIFT CAPACITY IN QUESTIONABLE AREAS (I.E. FRONT TO BACK BEARING SITUATIONS, POINT LOADING OF GIRDERS, EXCESSIVE SPANS, 2 STORY BEARINGW/EXCESSIVE SPANS). REQUEST CUT SHEETS FOR ENGINEERED LUMBER (LVL, GLUELAM ETC...) IF NOT DIMENSIONED ON PLANS.*
- Structural wall section(s) from foundation through roof system for each different type of construction; (R 101.2.1, 106.3.5 2004 FBC, R301.2) *I.E.: EXTERIOR BEARING WALLS, INTERIOR BEARING WALLS, EXTERIOR NON-BEARING WALLS, COLUMNS AT PORCHES & ENTRY, AND 2ND STORY FRAME WALL BEARING ON BEAM/GIRDER*
- Columns (*Load capacities for excessive loads*); (R 407.3)
- Tile & metal roofing (R 101.2.1, 106.3.5 2004 FBC, R 905, Rule 9B-72) *NOTE: VERIFY PRODUCT APPROVAL & INSTALLATION INFORMATION*
- Roof assembly information including substrate, type of roofing system, materials, fastening requirements, flashing requirements, product approval (R 101.2.1, 106.3.5 2004 FBC, R905)
- Product approval information for each type of windows, doors, garage doors (R 101.2.1, 106.3.5 2004 FBC, R613, Rule 9B-72); *see sheet 6, Fenestration Product Approval Verification*
- Arch window framing details, buck attachment details for fenestration products requiring 2x bucks; (R 101.2.1, 106.3.5 2004 FBC, R301.2) *NOTE: ONLY REQUIRED FOR MASONRY CONSTRUCTION*
- Nailing pattern(s) for wall & roof sheathing; (R 101.2.1, 106.3.5 2004 FBC, R301.2)
- Frame to block connection detail; (R 101.2.1, 106.3.5 2004 FBC, R301.2)
- Fireplace detail/section (masonry) or chimney box construction (*pre-fab*) outside air for both; (R 101.2.1, 106.3.5 2004 FBC, R 301.2, 1001, 1002, 1003, 1004, 1005)

INSULATING CONCRETE FORM WALL CONSTRUCTION (ICF)

- General, applicability limits; (R 611, 611.1, 611.2)

MASONRY CONSTRUCTION

- General masonry construction; (R 606)

ROOF VENTILATION

- Ventilation requirements; (R 806.1, 806.2)

ATTIC ACCESS

- Access to *all* areas; (R 807.1) ***NOTE: SCUTTLE FOR INSULATION INSTALLATION & INSPECTION***

ENERGY EFFICIENCY

- Energy forms, EPL Display Card;(N 1101, 13-103, 13-104.4 & 13-600 2004 FBC)
- HVAC sizing calculations (ACCA Manual J or N or ASHRAE Cooling and Heating Manual, Second Edition) (13-607 & 13-608 2004 FBC)

ELECTRICAL (*RESERVED*)

FUEL GAS

- Gas piping diagram (i.e. type of gas, pressures, pipe sizes, type of tubing, piping lengths, BTU ratings of utilization equipment); (R 101.2.1, 106.1.1 2004 FBC, G 2413)
- Combustion air calculations demonstrating size, number and location of required air openings; (R 101.2.1, 106.1.1 2004 FBC, G 2407)

MECHANICAL

- Plans to show location(s) heating unit, air handler, compressor, dishwasher, refrigerator, exhaust fans, dryer & vent, range & hood; (R 101.2.1, 106.1.1 2004 FBC, M 1301.1)

PLUMBING

- Plans to show location of water closet(s), sink(s), tub(s), shower(s), water heater; (R 101.2.1, 106.1.1 2004 FBC, P 2601.1)

EXISTING BUILDINGS

- Existing buildings undergoing repair, alteration or additions, and change of occupancy shall comply with the *Florida Existing Building Code (See attachment for checklists)*; (R101.2)

Plan Review Information Sheet (2004 FBC RESIDENTIAL, 2002 NEC)

GENERAL REQUIREMENTS

| | |
|---|--|
| ◆ | CONSTRUCTION IN A FLOOD HAZARD ZONE: AS-BUILT ELEVATION CERTIFICATE REQUIRED PRIOR TO NEXT INSPECTION, FINAL ELEVATION CERTIFICATE REQUIRED PRIOR TO FINAL INSPECTION (FEMA FORM ONLY) |
| ◆ | FACTORY BUILT FIREPLACE SPECIFICATIONS TO BE ON SITE FOR BOTH FRAMING & FINAL INSPECTIONS |
| ◆ | TEMPORARY ELECTRIC SERVICE INSPECTIONS NOT SCHEDULED WITH A REQUIRED INSPECTION ARE SUBJECT TO AN ADDITIONAL INSPECTION FEE |
| ◆ | BUILDING ADDRESS NUMBERS TO BE INSTALLED PRIOR TO FINAL INSPECTION (ORDINANCE 83-2) |
| ◆ | CERTIFICATE OF FINAL TREATMENT TO BE SUBMITTED TO OFFICE PRIOR TO FINAL INSPECTION (R 320.1) |

PLEASE REVIEW ALL ITEM NUMBERS REDLINED ON PLANS AND RELATED CODE SECTIONS TO ENSURE COMPLIANCE.

2004 FLORIDA BUILDING CODE - RESIDENTIAL

| | | |
|-----|--|--|
| 1B | SMOKE DETECTORS | R313.1, R313.2 |
| 2B | EXIT DOOR - SIDE SWING ENTRY (MINIMUM 32" CLEAR OPENING (SINGLE LEAF)) | R311.4.1-3 R311.4.4 |
| 3B | EMERGENCY ESCAPE - SLEEPING ROOM WINDOW (MAXIMUM 44" SILL HEIGHT, NET CLEAR OPENING: MINIMUM 20" WIDE, 24" HIGH, 5 SF 1 ST FLOOR, 5.7 2 ND & 3 RD FLOORS) | R310.1 |
| 4B | STAIRS (TREADS & RISERS) | R311.5.3.1, R311.5.3.2 |
| 5B | STAIRS (HANDRAILS) | R311.5.6 |
| 6B | GUARDRAILS (DECKS, LANDINGS, BALCONIES ETC...) | R312.1, R312.2 |
| 7B | ACCESSIBILITY - TOILET ROOMS AT GRADE LEVEL (DOOR MINIMUM 29" CLEAR OPENING) | R322.1.1 |
| 8B | TOILET ROOM VENTILATION | R303.3, M1506.1-.3, T1506.3 |
| 9B | ENERGY EFFICIENCY – AIR INFILTRATION (15# FELT IS <u>NOT</u> AN APPROVED METHOD) | 13-606.1.ABC.1.2.1 EXCEPT |
| 10B | BRICK VENEER – SUPPORT ON WOOD, FLASHING, WEEP HOLES, TERMITE REQUIREMENTS | R703.7, R704 |
| 11B | ROOF ASSEMBLY – PRODUCT APPROVAL (UNDERLAYMENT: ASTM D 226, TYPE 1 or 4869, TYPE 1, SHINGLES: ASTM D 225 or 3462, FASTENERS ASTM D 3161 OR PA 107-95) | R905.2.2-.5, R905.2.7.2, R905.2.8.1 |
| 12B | FOUNDATION (MINIMUM 12" BELOW GRADE) | R403.1.4 |
| 13B | MASONRY CHIMNEYS & FIREPLACES, EXTERIOR AIR SUPPLY FACTORY BUILT CHIMNEYS & FIREPLACES, EXTERIOR SUPPLY | R1001, R1003, R1005 R1002, R1004, R1005 |
| 14B | WOOD SIDING, SHEATHING & STRUCTURAL ELEMENTS, STUCCO OVER WOOD FRAMING (MINIMUM 6" ABOVE GRADE, MINIMUM 6" CLEARANCE STUCCO TO GRADE) | R703.5, R704 |
| 15B | ATTIC ACCESS (PRIMARY: MINIMUM 20" X 36"; SECONDARY: MINIMUM 2'X2') | R807.1 |
| 16B | ATTIC VENTILATION | R806.2 |
| 17B | GLAZING - HAZARDOUS LOCATIONS (DOORS, NEAR DOORS, NEAR WALKING SURFACES, RAILINGS, NEAR POOLS) | R308.4.1-.4, .6-.11 |
| 18B | GLAZING - HAZARDOUS LOCATIONS (DOORS & WALLS OF ENCLOSURES FOR HOT TUBS, WHIRLPOOLS, SAUNAS, STEAM ROOMS, BATHTUBS, & SHOWERS) | R308.4.5 |
| 19B | DRAFTSTOPPING - FLOOR/CEILING ASSEMBLIES (MAXIMUM 1000 SF AREAS) | R502.12 |
| 20B | PERMANENT TRUSS BRACING | R502.11.2 |

2002 NATIONAL ELECTRIC CODE

| | | |
|----|--|---------------------------|
| 1E | ELECTRICAL OUTLETS - GENERAL PROVISIONS FOR DWELLING UNITS | 210.52 |
| 2E | LIGHTING OUTLETS - GENERAL REQUIREMENTS | 210.70 |
| 3E | GROUND-FAULT CIRCUIT-INTERRUPTER (BATHROOMS TO BE ON SEPARATE CIRCUIT) | 210.8, 210.11, 3401.7 FBC |
| 4E | ARC-FAULT CIRCUIT INTERRUPTER | 210.12 |
| 5E | LIGHT SWITCHES-READILY ACCESSIBLE | 404.8 |
| 6E | LIGHTING FIXTURES IN CLOSETS - PROPER CLEARANCES | 410.8 |
| 7E | SPAS AND HOT TUBS | 680 PART IV |

2004 FLORIDA BUILDING CODE – RESIDENTIAL (MECHANICAL)

| | | |
|----|--|---------------------------------------|
| 1M | APPLIANCES IN ATTIC (ACCESS, SERVICE SPACE, ELECTRICAL, AUXILIARY DRAIN PANS, SECONDARY DRAIN SYSTEM, & AIR HANDLER (FBC requirements & notice)) | M1305.1.3, M1305.1.3.1 M1305.1.3.2 |
| 2M | BALANCED RETURN AIR, RETURN AIR PLENUMS (NO COMBUSTIBLES) | M1602.4 |
| 3M | EXHAUST DUCTING – BATHROOM, DRYER, RANGE HOOD (PROPER TERMINATION) | M1506, M1501, M1502 |

2004 FLORIDA BUILDING CODE – RESIDENTIAL (PLUMBING)

| | | |
|----|---|-----------------------------|
| 1P | WHIRLPOOL BATH PUMP ACCESS (FOR REPAIR OR REPLACING) | P2720.1 |
| 2P | SHOWER TEMPERATURE CONTROL DEVICES | P2708.3 |
| 3P | WATER HEATER THERMAL EXPANSION | P2803.1 |
| 4P | WELL PUMPS, MINIMUM WELL PUMP SIZE, PRESSURE TANKS & PIPING | 612.1, T612.1, 612.2, 612.3 |

INFORMATIONAL ONLY. DOES NOT GRANT PERMISSION TO VIOLATE ANY APPLICABLE LAW, CODE OR ORDINANCE