



## One & Two Family Minimum Plan Review Submittal

Department of Growth Management

July 2015

- A. All information, drawings, specifications, and accompanying data shall bear the name and the signature of the person(s) responsible for the design, along with date of signing. (See section 107.1 of the Florida Building Code.)
- B. Completed Building Permit Application Form.
- C. Two copies of specifications and drawings, drawn to scale, with sufficient clarity and detail to indicate the nature of the work. (See section 107.2.1 of the Florida Building Code and 107.3.5 Minimum Plan Review Criteria for Buildings)
1. Drawings prepared by an Engineer must be sealed in accordance with 61G15-23 of the Florida Administrative Code.
  2. Drawings prepared by an Architect must be sealed in accordance with 61G-16 of the Florida Administrative Code.
  3. Drawings certified by contractors as identified under the provisions of the 2014 Florida Building Code section 107.3.4.3 and F.S. 489.115(4)(b) 2, in reference to wind load certification.
  4. Subcontractors licensed by the State of Florida may prepare drawings within their license's scope when such drawings are not required to be designed by an Engineer. (See 104.4.1.3 of the 2014 Florida Building Code.)
- D. The construction information presented, for examination by the Building Official, shall include the following minimum criteria in duplicate. (Bound into two code compliant sets of documents.)
- a. Energy forms
  - b. Site plan
  - c. Foundation plan
  - d. Floor plan
  - e. All elevations – (side views)
  - f. Structural vertical framing
  - g. Roof framing and/or floor and roof truss layout.

**E. The following are specific requirements mandated by the 2014 Florida Building Code Residential (FBCR) to be shown on the drawings for residential one and two-family plans.**

**NOTE:** The 2014 Florida Building Code Existing (FBCE); shall apply to the repair, alteration, change of occupancy, addition, and the relocation of existing buildings.

FBCE 401.4, a design professional or owner must elect one or a combination of levels of alteration pursuant sections 403, 404, and 405 or the applicable chapter within the FBCE code book.

The 2014 Florida Building Codes can be found on line at <http://www.floridabuilding.org>.

1. Site requirements
  - a. Set back/separation (assumed property lines)
  - b. Location of septic tanks
2. Fire resistant construction (if required)
3. Fire resistant construction, FBCR 302
4. Smoke and Carbon Monoxide alarm detector locations, R13 and R315.

5. Emergency escape and rescue, FBCR 310
  - a. Egress window size and location
6. Stairs construction requirements, FBCR 311.7.
7. Structural requirements shall include all sections from foundation through the roof system including assembly and materials with connector schedule(s). FBC 107.3.5
8. Wind requirements: FBCR 301
  - a. Basic wind speed - mph, (m/s), fastener and connector details, Wind importance factor (1) and building category.
  - b. Wind exposure—if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated. The applicable internal pressures coefficient.
  - c. Components and Cladding - the design wind pressures in terms of psf (kN/m<sup>2</sup>), to be used for the design of exterior component and cladding for materials not specifically designed by the registered design professional.
9. Foundation FBCR Chapter 4
  - a. Identify the type of termite protection to be used (method must be approved by the Florida Department of Agriculture).
  - b. Identify type of concrete to be used and show approved materials or supports for welded wire fabric.
10. Exterior window and door anchoring method to the main wind force resisting system, per manufacture installation instructions.
11. Roof system details:
  - a. Construction documents shall illustrate, describe, and delineate the type of roofing system, materials, fastening requirements, flashing requirements and wind resistance rating that is required to be installed.
  - b. Product evaluation and installation shall indicate compliance with the wind criteria required for the specific site or a statement of verification by the Architect or Engineer must be submitted with the original documents.
12. Accessibility: The accessible bathroom with the minimum 29-inch clear opening must be identified per FBCR 320.

**FBC 107.3.5 Exemptions.**

Plans examination by the building official shall not be required for the following work:

1. Replacing existing equipment such as mechanical units, water heaters, etc.
2. Re-roofs
3. Minor electrical, plumbing and mechanical repairs
4. Annual maintenance permits
5. Prototype plans except for local site adaptations, siding, foundations and/or modifications. *(except for structures that require waiver)*

**This information is provided as a guide for minimum plan submittal. Your project may require other information not identified and some information listed may not apply to a specific project.**

For further information, please contact one of our offices:

1250 Eglin Pkwy N, Suite 301  
Shalimar, FL 32579  
850.651.7180  
FAX 850.651.7058

812 E. James Lee Blvd.  
Crestview, FL 32539  
850.689.5080  
FAX 850.689.5088