

Multi-Family Dwelling Interior / Exterior Renovations

No Increase in Building Footprint or Height

BP - _____ - _____ (City Office Use)

ePlan Review

City of Gainesville
Building Inspection Department

Applicant Checklist

Florida Building Code
Building
Multi-Family Dwellings

ePlan Review offers a convenient and efficient way to apply for a permit. The Building Inspection Department is committed to a quick turn-around for Multi-Family Dwelling renovation projects; the success of this process is dependent on the applicant's submittal. This checklist is provided to assist the applicant in providing a quality permit submittal package to the Building Inspection Department, which in return will help to expedite the review process and issuance of the building permit.

Project Address: _____

Project Description: _____

Provide a Description of the Existing Building on the Construction Plans - Include the Number of Stories of the Building, Indicate if the Unit is Multi-level, the Level the Unit is on (e.g., 1st floor unit, 2nd floor unit, etc.), Indicate the Construction Type (e.g., wood-framed, masonry, concrete, etc.), Identify all Fire Rated Walls & Ceilings in the Work Area, Indicate the Existing Floor & Roof Construction Type (e.g., conventional framing, trusses, TJI, etc.) - **Provide Clear Details to Describe the Existing Building(s).**

Completed Permit Application Provided

Scope of Work Provided (check as applicable)

- | | |
|--|---------------------------------------|
| <input type="radio"/> Building - Structural | <input type="radio"/> Plumbing |
| <input type="radio"/> Building - Non-Structural | <input type="radio"/> Gas |
| <input type="radio"/> Mechanical | <input type="radio"/> Exterior |
| <input type="radio"/> Electrical | <input type="radio"/> Roof |

Scope of Work can be a separate document or notes on the Construction Plans.

Take-off & Estimation Worksheets are not acceptable in lieu of an accurate Scope of Work.

Existing Conditions Shown for Work Areas

- Existing Floor Plan
- Existing Elevations
- Existing Fixtures & Equipment
- Existing Damage or Special Conditions

Provide accurate information about the existing building.

Applicant's Statement: (Please initial each Statement)

_____ I understand Additional Information may be Required prior to the Issuance of the Permit

_____ I understand the Permit may be issued with Conditions and Agree to Provide the Required Information as indicated in the Permit Conditions:

City Office Use

When signed below, the scope of work delineated in the building permit application and plan may be started prior to the final approval and issuance of the permit, provided any work completed is entirely at risk of the permit applicant and the work does not proceed past the first required inspection. **FBC-B 105.12**

_____ Building Official or Designee

_____ Date

Minimum Requirements for Construction Plans

- ✓ Minimum Sheet Size - 11"x17"
- ✓ Plans Must be Drawn to Scale - 1/4" or 1/8" per foot
- ✓ Plans Must be Drawn with Straight Edge or CAD
- ✓ Show all Doors, Windows, Equipment, & Fixtures
- ✓ Label all Rooms and Provide Dimensions
- ✓ Identify all Load-Bearing Walls, Headers, & Beams
- ✓ Plans must be Legible & include Project Address
- ✓ Designer's Name & Contact Info must be on Plans

Proposed Construction Documents Provided
Check as Applicable to the Proposed Scope of Work

- Building - Sealed Engineering Provided
- Building - Accurate Floor Plan Provided
- Building - Egress & Hazardous Windows Shown
- Building - Wall/Floor/Roof Sections Provided
- Building - Rafter / Ceiling Joist Layout Provided
- Building - Sealed Truss Drawings Provided
- Building - Exterior Elevations Provided
- Building - Energy Forms Provided
- Building - FL Product Approval Form Provided
- Mechanical - Manual J & D Provided
- Mechanical - New Equipment Location Shown
- Electrical - New Panel/Receptacles/Outlets Shown
- Electrical - New Service Size & Location Shown
- Electrical - New Smoke/CO2 Detectors Shown
- Plumbing - New Fixtures & Locations Shown
- Plumbing - New Shower Pan Detail/Info Provided
- Plumbing - New Tub/Shower Controls Shown
- Gas - New Appliances & Riser Diagram Shown