

Single Family Dwelling New Construction & Additions

Adding Building Footprint or Square Footage

BP - _____ - _____ (City Office Use)

ePlan Review

City of Gainesville
Building Inspection Department

Applicant Checklist

Florida Building Code
Residential
1 & 2 Family Dwellings

The Building Inspection Department is committed to a fast turn-a-round for New SFD projects and additions; the success of this process is dependent on the applicant's submittal. This checklist is available to assist the applicant in providing a quality permit submittal package, which in return will expedite the review process to issue of the building permit.

Project Address: _____

Project Description: _____

- Completed Permit Application Provided**
- A Valid E-911 County Issued Address Provided**

Completed & Accurate Site Drawing Provided

- Drawing done to Scale** **Utilities Shown**
- Existing Buildings Shown** **Easements Shown**
- New Construction Shown** **Driveway Shown**
- Lot Dimensions Shown** **North Arrow Shown**
- Address & Parcel # Shown** **Streets / Roads Shown**
- Building(s) to Property Lines Distances Shown**

NOTE: A missing or incomplete Site Drawing will delay the review and approval process. Improvements to the property are reviewed & approved by Zoning, Public Works, & GRU.

Scope of Work Provided (check as applicable)

- Building - Structural** **Plumbing**
- Building - Non-Structural** **Gas**
- Mechanical** **Exterior**
- Electrical** **Roof**

NOTE: Scope of Work should be clearly shown on the plans in specific details and/or in notes.

Existing Conditions Shown for Additions

- Existing Floor Plan**
- Existing Elevations**

NOTE: 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:

- Sub-Contractor List Provided**
- Subs will apply for Separate Permits**

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 - Equipment Location Shown**
- Electrical - Panel/Receptacles/Outlets Shown**
- Electrical - Service Size & Location Shown**
- Electrical - Smoke/CO2 Detectors Shown**
- Plumbing - Fixtures & Locations Shown**
- Plumbing - Shower Pan Detail/Info Provided**
- Plumbing - Tub/Shower Controls Info Provided**
- Gas - Appliances & Riser Diagram Shown**