

**Single Family Dwellings  
New Construction & Additions  
Adding Building Footprint or Square Footage**

**ProjectDox  
ePlan Review Checklist**

**City of Gainesville  
Department of Doing  
Building Division**

Date: \_\_\_\_\_

ProjectDox offers a convenient and efficient method to submit construction documents for review. The Building Division is committed to a quick 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.

(August 2018)

**Project Address:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

- Permit Application**
- Valid Email Address Required For ProjectDox**
- Valid E-911 County Issued Address Required**

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

**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 (check as applicable)**
  - Building - Structural**
  - Building - Non-Structural**
  - Mechanical**
  - Electrical**
  - Plumbing**
  - Gas**
  - Exterior**
  - Roof**

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

- Existing Conditions for Additions**
  - Existing Floor Plan**
  - Existing Elevations**

**NOTE:** Provide accurate information about the existing building.

**NOTE:** The Structural & Windload Analysis design will be required to be digitally signed and sealed by an architect or engineer.

The Designer of Record should provide general design notes & details demonstrating compliance with the Florida Building Code. The Scope of Work should indicate all proposed work, the proposed work area and work specifically note included in the contract.

- Sub-Contractor List**
- 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 (see note)**
- Building - Accurate Floor Plan**
- Building - Egress & Hazardous Windows**
- Building - Wall/Floor/Roof Sections**
- Building - Rafter / Ceiling Joist Layout**
- Building - Sealed Truss Drawings**
- Building - Exterior Elevations**
- Building - Energy Forms**
- Building - FL Product Approval Form**
- Mechanical - Manual J & D - AHRI**
- Mechanical - Equipment Location**
- Electrical - Panel/Receptacles/Outlets**
- Electrical - Service Size & Location**
- Electrical - Smoke/CO Detectors**
- Plumbing - Fixtures & Locations**
- Plumbing - Shower Pan Detail/Info**
- Plumbing - Tub/Shower Controls Info**
- Gas - Appliances & Riser Diagram**