

Multi-Family Dwellings
 Condominiums and Apartments
Interior / Exterior Alterations
No Increase in Building Footprint or Height

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 Multi-Family Dwelling alteration 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 Division; which in return will help to expedite the review process and issuance of the building permit. (August 2018)

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), Identify all Fire Rated Walls & Ceilings in the Work Area, Indicate the Existing Floor & Roof Construction Type (e.g., conventional framing, trusses, TJI) - **Provide Clear Details to Describe the Existing Building(s).**

- Permit Application**
- Valid Email Address Required for ProjectDox**
- Site Layout Showing Building Location(s)**
- Scope of Work** (check as applicable)
 - Building - Structural** **Plumbing**
 - Building - Non-Structural** **Gas**
 - Mechanical** **Exterior**
 - Electrical** **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 As-Built Conditions**
 - Existing Floor Plan**
 - Existing Elevations**
 - Existing Fixtures & Equipment**
 - Existing Damage or Special Conditions**

Provide accurate information about the existing building.

Include information with accurate details so the Plans Examiner will understand the existing as-built conditions of the building & unit.

- Number of Stories for Existing Building**
- Location & Levels of Unit within the Building**
- Existing Building Construction Type**
- Existing Foundation Type**
- Existing Floor Construction Type**
- Existing Roof Construction Type**
- Location of Fire Rated Walls & Ceilings**
- Identiy Fire Alarm & Sprinkler Systems**

NOTE: Structural repairs, changes and alterations will require digitally signed and sealed details from an architect or engineer based on the extent and scope of the structural work - If no structural work is proposed clearly indicate so in the Scope of Work .

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
Check as Applicable to the Proposed Scope of Work

- Building - Sealed Engineering** (see note)
- Building - Accurate Floor Plan Showing Work Area**
- Building - Egress & Hazardous Windows Locations**
- 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 Report**
- Mechanical - New Equipment Location**
- Electrical - New Panel / Receptacles / Outlets**
- Electrical - New Service Size & Location**
- Electrical - New Smoke / CO Detectors**
- Plumbing - New Fixtures & Locations**
- Plumbing - New Shower Pan Detail / Info**
- Plumbing - New Tub/Shower Controls**
- Gas - New Applicances & Riser Diagram**