

# COLUMBIA COUNTY BUILDING DEPARTMENT

## RESIDENTIAL CHECKLIST

### MINIMUM PLAN REQUIREMENTS:

#### FLORIDA BUILDING CODE RESIDENTIAL 2023 and NATIONAL ELECTRIC CODE 2020

#### ALL REQUIREMENTS ARE SUBJECT TO CHANGE

ALL BUILDING PLANS MUST INDICATE COMPLIANCE WITH THE CURRENT FLORIDA BUILDING CODES RESIDENTIAL AND NATIONAL ELECTRICAL CODE. ALL PLANS OR DRAWINGS SHALL PROVIDE CALCULATIONS AND DETAILS THAT HAVE THE SEAL AND SIGNATURE OF A CERTIFIED ARCHITECT OR ENGINEER REGISTERED IN THE STATE OF FLORIDA, OR ALTERNATE METHODOLOGIES, APPROVED BY THE STATE OF FLORIDA BUILDING COMMISSION FOR ONE-AND-TWO FAMILY DWELLINGS, FBC 1609.1 THRU 1609.6.

FOR DESIGN PURPOSES, THE FOLLOWING BASIC WIND SPEEDS ARE PER FLORIDA BUILDING CODE FIGURE 1609.3(1) THROUGH 1609.3(4) ULTIMATE DESIGN WIND SPEEDS FOR RISK CATEGORY AND BUILDINGS AND OTHER STRUCTURES.

APPLICANT - PLEASE CHECK ALL BOXES BEFORE SUBMITTAL						
GENERAL REQUIREMENTS						
Job Site Address:				YES	NO	N/A
Two (2) complete sets of plans containing the following:						
1	All drawings must be clear, concise, drawn to scale, details that are not used shall be marked void			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Conditioned Space (Sq Ft.):	900 SF	Total (Sq Ft.) Under Roof:	3659	<input type="checkbox"/>	<input type="checkbox"/>
<small>Designers name and signature shall be on all documents and a licensed architect or engineer signature and official stamped seal shall be affixed to the plans and documents as per the FLORIDA BUILDING CODES BUILDING 107.1</small>						
SITE PLAN						
3	Dimensions of lot or parcel of land			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Dimensions of all building setbacks			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Location of all other structures (include square footage of structures) on parcel, existing or proposed well and septic and all utility easements			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Provide a full legal description of property			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WIND-LOAD ENGINEERING SUMMARY, CALCULATIONS, AND ANY DETAILS REQUIRED						
Plans or specifications must show compliance with FBCR Chapter 3						
7	Basic wind speed (3-second gust), miles per hour			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Wind exposure— if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Wind importance factor and nature of occupancy			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	The applicable internal pressure coefficient, Components and Cladding			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	The design wind pressure in terms of psf (kN/m <sup>2</sup> ), to be used for the design of exterior component, cladding materials not specifically designed by the registered design professional			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELEVATIONS DRAWING						
12	All side views of the structure			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Roof Pitch	5/12		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Overhang dimensions and detail with attic ventilation			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Location, size and height above roof of chimneys	20 Feet		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Location and size of skylights with Florida Product Approval			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Number of stories	One		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Building height from the established grade to the roofs highest peak	24		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Dimensioned area plan showing rooms, attached garages, breeze ways, covered porches, deck, balconies			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FLOOR PLAN				
		YES	NO	N/A
20	Raised floor surfaces located more than 30 inches above the floor or grade		<input checked="" type="checkbox"/>	
21	All exterior and interior shear walls indicated	<input checked="" type="checkbox"/>		
22	Shear wall opening shown (Windows, Doors, and Garage doors)	<input checked="" type="checkbox"/>		
23	Show compliance with Section FBCR 310: Emergency escape and rescue opening shown in each bedroom (net clear opening shown) Show Compliance with Section FBCR 312.2.1 where the opening of an operable window is located 72 inches above the finished grade or surface below, the lowest part of the clear opening of the window shall be a minimum of 24 inches above the finished floor of the room in which the window is located. Glazing between the floor and 24 inches shall be fixed or have openings through which a 4-inch diameter sphere cannot pass.	<input checked="" type="checkbox"/>		
24	Safety glazing of glass where needed	<input checked="" type="checkbox"/>		
25	Fireplace types (gas appliance, vented or non-vented) or wood burning with Hearth (See Chapter 10 and Chapter 24 of FBCR)			<input checked="" type="checkbox"/>
26	Show stairs with dimensions (width, tread and riser and total run) details of guardrails, handrails			<input checked="" type="checkbox"/>
27	Identify accessibility of bathroom	<input checked="" type="checkbox"/>		
<p style="text-align: center;"><b>All materials placed within exterior or into/into exterior walls, soffits, or roofs shall have Florida Product Approval Number and req. info. shall be submitted with the plans (See Florida Product Approval Form)</b></p>				
FBCR10: FOUNDATION PLANS				
28	Location of all load-bearing wall footings indicated as standard, monolithic, dimensions, size and type of reinforcing.	<input checked="" type="checkbox"/>		
29	All posts and/or column footing including size and reinforcing	<input checked="" type="checkbox"/>		
30	Any special support required by soil analysts such as piling			<input checked="" type="checkbox"/>
31	Assumed load-bearing value of soil _____ Pound Per Square Foot			<input checked="" type="checkbox"/>
32	Location of horizontal and vertical steel, for foundation or walls (include # size and type) For structures with foundation which establish new electrical utility companies service connection, a Concrete Encased Electrode will be required within the foundation to serve as a grounding electrode system. Per the National Electrical Code article 250.52.3	<input checked="" type="checkbox"/>		
FBCR10: CONCRETE SLAB ON GRADE				
33	Show Vapor retarder (6 mil. Polyethylene with joints overlaid 6 inches and sealed)	<input checked="" type="checkbox"/>		
34	Show control joints, synthetic fiber reinforcement or welded fire fabric reinforcement and supports	<input checked="" type="checkbox"/>		
FBCR10: PROTECTION AGAINST TERMITES				
35	Indicate on the foundation plan if soil treatment is used for subterranean termite prevention or submit other approved termite protection methods. Protection shall be provided by registered termiticides.	<input checked="" type="checkbox"/>		
FBCR10: MASONRY WALLS AND STEM WALLS (LOAD BEARING & SHEAR WALLS)				
36	Show all materials making up walls, wall height, block size, and mortar type	<input checked="" type="checkbox"/>		
37	Show all lintel sizes, type, spans, and tie-beams sizes and spacing of reinforcement	<input checked="" type="checkbox"/>		
<p style="text-align: center;"><b>Steel truss shear wall and roof systems shall be designed, signed, and sealed by Florida Professional Engineer or Architect</b></p>				
FLOOR FRAMING SYSTEM: FIRST AND/OR SECOND STORY				
38	Floor truss package shall include layout and details, signed and sealed by Florida Registered Professional Engineer	<input checked="" type="checkbox"/>		
39	Show conventional floor joist type, size, span, spacing and attachment to load bearing walls, stem walls, and/or piers	<input checked="" type="checkbox"/>		
40	Girder type, size and spacing to load bearing walls, stem wall and/or piers	<input checked="" type="checkbox"/>		
41	Attachment of joist to girder	<input checked="" type="checkbox"/>		
42	Wind load requirements where applicable	<input checked="" type="checkbox"/>		
43	Show required under-floor crawl space	<input checked="" type="checkbox"/>		

FLOOR FRAMING SYSTEM FIRST AND/OR SECOND STORY (CONT'D)				
		YES	NO	N/A
44	Show required amount of ventilation opening for under-floor spaces			/
45	Show required covering of ventilation opening	/		
46	Show the required access opening to access to under-floor spaces			/
47	Show the sub-floor structural panel sheathing type, thickness and fastener schedule on the edges & intermediate of the areas structural panel sheathing.			/
48	Show Draftstopping, Fire caulking and Fire blocking			/
49	Show fireproofing requirements for garages attached to living spaces, per FBC section 302.6	/		
50	Provide live and dead load rating of floor framing systems (psf.)	/		
FBC CHAPTER 4 WOOD WALL FRAMING CONSTRUCTION				
51	Stud type, grade, size, wall height and oc spacing for all load bearing or shear walls	/		
52	Fastener schedule for structural members per table FBC 2304.10.1 are to be shown	/		
53	Show wood structural panel's sheathing attachment to studs, joist, trusses, rafters and structural members, showing fastener schedule attachment on the edges & intermediate of the areas structural panel sheathing	/		
54	Show all required connectors with a max. uplift rating and required number of connectors and oc spacing for continuous connection of structural walls to foundation and roof trusses or rafter systems.	/		
55	Show sizes, type, span lengths and required number of support jack studs, king studs for shear wall opening and girder or header per FBC 2304.3	/		
56	Indicate where pressure treated wood will be placed	/		
57	Show all wall structural panel sheathing, grade, thickness and show fastener schedule for structural panel sheathing edges & intermediate areas	/		
58	A detail showing gable truss bracing, wall balloon framing details and/or wall hinge bracing detail	/		
FBC ROOF SYSTEMS				
59	Truss design drawing shall meet section FBC 2303.1 Wood Trusses	/		
60	Include a layout and truss details, signed and sealed by Florida Professional Engineer	/		
61	Show types of connector's assemblies' and resistance uplift rating for all trusses and rafters	/		
62	Show gable ends with rake beams showing reinforcement or gable truss and wall bracing details	/		
63	Provide dead load rating of trusses	/		
FBC 2304.1 CONVENTIONAL ROOF FRAMING LAYOUT				
64	Rafter and ridge beams sizes, span, species and spacing	/		
65	Connectors to wall assemblies include assemblies resistance to uplift rating	/		
66	Valley framing and support details	/		
67	Attachment of joist to girder	/		
FBC 2304.2 ROOF SHEATHING				
68	Include all materials which will make up the roof decking	/		
69	Show fastener size and schedule for structural panel sheathing on the edges & intermediate areas	/		
ROOF ASSEMBLIES FBC CHAPTER 4				
70	Include all materials which will make up the roof assemblies covering	/		

**ROOF ASSEMBLIES PBC CHAPTER (FOOTED)**

		YES	NO	N/A
71	Submit Florida Product Approval numbers for each component of the roof assemblies covering	/		

**PBC ENERGY CHAPTER 4**

Residential construction shall comply with this code by using the following compliance methods in the PBC Chapter 4, Residential buildings compliance methods. Two of the required forms are to be submitted: M1100.1.1. An alternative to the computerized Compliance Method A, the Alternate Residential Point System Method without hand calculation, Alternate Form 070A may be used. All requirements specific to this calculation are listed in Sub-appendix C in Appendix B. Buildings complying with this alternative shall meet all mandatory requirements of this chapter. Computerized versions of the Alternate Residential Point System Method shall not be acceptable for code compliance.

72	Show the insulation R value for the following areas of the structure	R30 ceiling R19 walls		
73	Attic space	/		
74	Exterior wall cavity	/		
75	Crawl space	/		

**HVAC INFORMATION**

76	Submit two copies of a Manual J sizing equipment or equivalent computation study	/		
77	Exhaust fans shown in bathrooms Mechanical exhaust capacity of 50 cfm intermittent or 20 cfm continuous required	/		
78	Show clothes dryer route and total run of exhaust duct	/		

**PLUMBING FIXTURE LAYOUT**

79	All fixtures waste water lines shall be shown on the foundation plan	/		
80	Show the location of the hot water heater	/		

**PRIVATE POTABLE WATER**

81	Pump motor horse power			/
82	Reservoir pressure tank gallon capacity	Already There		
83	Rating of cycle stop valve if used			/

**ELECTRICAL LAYOUT**

84	Show switches, receptacle outlets, lighting fixtures and ceiling fans	/		
85	Show all 120-volt, single phase, 15- and 20-ampere branch circuits outlets required to be protected by Ground-Fault Circuit Interrupter (GFCI) Article 210.8 A	/		
86	Show the location of smoke detectors & carbon monoxide detectors	/		
87	Show service panel, sub-panel, location(s) and total ampere ratings	/		
88	On the electrical plans, identify the electrical service overcurrent protection device for the main electrical service. This device shall be installed on the exterior of structures to serve as a disconnecting means for the utility company electrical service. Conductors used from the exterior disconnecting means to a panel or sub panel shall have four wire conductors, of which one conductor shall be used as an equipment ground. Indicate if the utility company service entrance cable will be of the overhead or underground type. For structures with foundation which establish new electrical utility companies service connection a Concrete Encased Electrode will be required within the foundation to serve as a Grounding electrode system. Per the National Electrical Code article 250.52.3	/		
89	Appliances and HVAC equipment and disconnects	/		
90	Show all 120-volt, single phase, 15- and 20-ampere branch circuits supplying outlets installed in dwelling unit family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreation rooms, closets, hallways, or similar rooms or areas shall be protected by a listed Combination arc-fault circuit interrupter, Protection device.	/		

**NOTICE OF COMMENCEMENT:** A notice of commencement for RECORDED to the Columbia County Clerk's Office is required to be filed with the Building Department BEFORE ANY INSPECTIONS will be permitted.

**Items 93, 94, & 95 are required AFTER approval from the ZONING DEPARTMENT**

		YES	NO	N/A
91	<b>Building Permit Application-</b> A current Building Permit Application is to be completed by following the checklist. All supporting documents must be submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
92	<b>Parcel Number-</b> The parcel number (Tax ID number) from the Property Appraisers Office is required. Call 386.758.1083 A copy of the deed is also required. Visit <a href="https://search.ocpafl.com/">https://search.ocpafl.com/</a> to obtain a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
93	<b>Environmental Health Permit-</b> A copy of the approved and signed site plan permit from Columbia County Environmental Health Department. Call 386.758.1058	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
94	<b>City of Lake City-</b> A City Water and/or Sewer Letter. Call 386.752.2031	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
95	<b>Toilet facilities shall be provided for all construction sites</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
96	<b>Town of Fort White-</b> If the parcel is within the Corporate city limits of Town of Fort White, an approval land use development letter issued by the Town of Fort White is required to be submitted with the application for a building permit. Call 386.497.2321	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
97	<b>Flood Information-</b> All projects within the Floodway of the Suwannee or Santa Fe Rivers shall require permitting through the Suwannee River Water Management District, before submitting an application to this office. Any project located within a flood zone where the base flood elevation (100-year flood) has been established shall meet the requirements of Section 8.5.2 of the Columbia County Land Development Regulations. Any project located within a flood zone where the base flood elevation has not been established (Zone A) shall meet the requirements of Section 8.5.3 of the Columbia County Land Development Regulation ( <a href="http://municode.com">municode.com</a> )	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<i>NO FLOOD ZONE THERE</i>			
98	<b>Certified Finished Floor Elevations</b> will be required on any project where the approved FIRM Flood Maps show the property is in an AE, Floodway, or AH flood zone. Additionally, One Foot Rise letters are required for AE and AH zones. In the Floodway Flood zones a Zero Rise letter is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99	A Flood Development Permit is also required for AE, Floodway, & AH. Development cost is \$50.00 per	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100	<b>Right-of-Way Connection-</b> A Right-of-Way application must be applied for with all new structures. If drive is confirmed to be existing, a fee may not be applied. If it is determined a connection is necessary, the fee is \$150.00. If the project is to be located on an F.D.O.T. maintained road, then an F.D.O.T. access permit is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
101	<b>911 Address-</b> An application for a 911 address must be applied for and received through the GIS department online. Please visit <a href="https://www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx">https://www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Ordinance Sec. 90-75 – Construction Debris**

It is unlawful to dispose of solid waste, including construction or demolition debris, except at authorized disposal sites or the county's waste facilities. Temporary storage of construction or demolition debris on-site for up to seven days is allowed, pending lawful disposal. However, debris must be removed before a certificate of occupancy is issued. The burning of construction debris or vegetative trash is allowed if done in compliance with legal permits and regulations. Disposal of solid waste, special waste, or debris in public streets, right-of-ways, or other public areas is prohibited, and no burial of vegetative trash is allowed on public property under 10 acres.