



COLUMBIA COUNTY BUILDING DEPARTMENT RESIDENTIAL CHECK LIST

49714

MINIMUM PLAN REQUIREMENTS: FLORIDA BUILDING CODE RESIDENTIAL 2020 EFFECTIVE 1 JANUARY 2021
AND THE NATIONAL ELECTRICAL 2017 EFFECTIVE 1 JANUARY 2021

ALL REQUIREMENTS ARE SUBJECT TO CHANGE

ALL BUILDING PLANS MUST INDICATE COMPLIANCE WITH THE CURRENT FLORIDA BUILDING CODES RESIDENTIAL AND THE 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 Revised 7/1/20

Submit Online at- http://www.columbiacountyfla.com/BuildingandZoning.asp	Items to Include- Each Box shall be Circled as Applicable
GENERAL REQUIREMENTS: APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL	

		Select From Drop down			
1	Two (2) complete sets of plans containing the following:	<input checked="" type="checkbox"/>			
2	All drawings must be clear, concise, drawn to scale, details that are not used shall be marked void	<input checked="" type="checkbox"/>			
3	Condition space (Sq. Ft.) <u>1,610</u> Total (Sq. Ft.) under roof <u>2,464</u>	Yes	No	NA	

Designers name and signature shall be on all documents and a licensed architect or engineer, signature and official embossed seal shall be affixed to the plans and documents as per the FLORIDA BUILDING CODES BUILDING 107.1.

Site Plan information including:

4	Dimensions of lot or parcel of land	- /			
5	Dimensions of all building set backs	- /			
6	Location of all other structures (include square footage of structures) on parcel, existing or proposed well and septic tank and all utility easements.	- /			
7	Provide a full legal description of property.	- /			

Wind-load Engineering Summary, calculations and any details are required.

GENERAL REQUIREMENTS: APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL		Items to Include- Each Box shall be Circled as Applicable		
8	Plans or specifications must show compliance with FBCR Chapter 3	Yes	No	NA
		Select From Drop down		
9	Basic wind speed (3-second gust), miles per hour	- /		
10	(Wind exposure – if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated)	- /		
11	Wind importance factor and nature of occupancy	- /		
12	The applicable internal pressure coefficient, Components and Cladding	- /		
13	The design wind pressure in terms of psf (kN/m ²), to be used for the design of exterior component, cladding materials not specifiially designed by the registered design professional.	- /		

Elevations Drawing including:

14	All side views of the structure	- /			
15	Roof pitch	- /			
16	Overhang dimensions and detail with attic ventilation	- /			
17	Location, size and height above roof of chimneys	- NA			
18	Location and size of skylights with Florida Product Approval	- NA			
19	Number of stories	- /			
20	Building height from the established grade to the roofs highest peak	- /			

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11	All structures exterior views include finished floor elevation									<input checked="" type="radio"/> Yes	No	N/A	-
12	Total height of structure(s) form established grade									<input checked="" type="radio"/> Yes	No	N/A	-
<p align="center">Review required by the Columbia County Fire Department Items 13th 43 (We Contact the Fire Inspector For You.)</p>													
	Occupancy group use circle all uses:	Group A	Group B	Group E	Group F	Group H	Group I	Group M	Group R	Group S	Group U D		
13	Special occupancy requirements.									Yes	<input checked="" type="radio"/> No	N/A	-
14	Incidental use areas (total square footage for each room of use area)									Yes	<input checked="" type="radio"/> No	N/A	-
15	Mixed occupancies									Yes	<input checked="" type="radio"/> No	N/A	-
16	REQUIRED SEPARATION OF OCCUPANCIES IN HOURS FBC TABLE 707.3.10									Yes	<input checked="" type="radio"/> No	N/A	-
Minimum type of permitted construction by code for occupancy use circle the construction type FBC 602													
17	Type I (FBC:602.2)	Type II (FBC:602.2)	Type III (FBC:602.3)	Type IV (FBC:602.4)	Type V (FBC:602.5)								

Fire-resistant construction requirements shall be shown, include the following components													
18	Fire-resistant separations									Yes	No	N/A	-
19	Fire-resistant protection for type of construction									Yes	No	N/A	-
20	Protection of openings and penetrations of rated walls									Yes	No	N/A	-
21	Protection of corridors and penetrations of rated walls									Yes	No	N/A	-
22	Fire blocking and draftstopping and calculated fire resistance									Yes	No	N/A	-
Fire suppression systems shall be shown include:													
23	Early warning smoke evacuation systems Schematic fire sprinklers Standpipes									Yes	No	N/A	-
24	Standpipes									Yes	No	N/A	-
25	Pre-engineered systems									Yes	No	N/A	-
26	Riser diagram									Yes	No	N/A	-
Life safety systems shall be shown include the following requirements:													
27	Occupant load and egress capacities									Yes	No	N/A	-
28	Early warning									Yes	No	N/A	-
29	Smoke control									Yes	No	N/A	-
30	Stair pressurization									Yes	No	N/A	-
31	Systems schematic									Yes	No	N/A	-
Occupancy load/egress requirements shall be shown include:													
32	Occupancy load									Yes	No	N/A	-
33	Gross occupancy load									Yes	No	N/A	-
34	Net occupancy load									Yes	No	N/A	-
35	Means of egress									Yes	No	N/A	-
36	Exit access									Yes	No	N/A	-
37	Exit discharge									Yes	No	N/A	-
38	Stairs construction/geometry and protection									Yes	No	N/A	-
39	Doors									Yes	No	N/A	-
40	Emergency lighting and exit signs									Yes	No	N/A	-
41	Specific occupancy requirements									Yes	No	N/A	-

42	Construction requirements	Yes	No	N/A	-
43	Horizontal exits/exit passageways	Yes	No	N/A	-

Items to Include
Each Box shall be
Marked as
Applicable

Structural requirements shall be shown include:					
44	Soil conditions/analysis	Yes	No	N/A	-
45	Termite protection	Yes	No	N/A	-
46	Design loads	Yes	No	N/A	-
47	Wind requirements	Yes	No	N/A	-
48	Building envelope	Yes	No	N/A	-
49	Structural calculations (if required)	Yes	No	N/A	-
50	Foundation 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 an grounding electrode system. Per the National Electrical Code article 250.52.3	Yes	No	N/A	-
51	Wall systems	Yes	No	N/A	-
52	Floor systems	Yes	No	N/A	-
53	Roof systems	Yes	No	N/A	-
54	Threshold inspection plan	Yes	No	N/A	-
55	Stair systems	Yes	No	N/A	-
Materials shall be shown include the following					
56	Wood	Yes	No	N/A	-
57	Steel	Yes	No	N/A	-
58	Aluminum	Yes	No	N/A	-
59	Concrete	Yes	No	N/A	-
60	Plastic	Yes	No	N/A	-
61	Glass	Yes	No	N/A	-
62	Masonry	Yes	No	N/A	-
63	Gypsum board and plaster	Yes	No	N/A	-
64	Insulating (mechanical)	Yes	No	N/A	-
65	Roofing	Yes	No	N/A	-
66	Insulation	Yes	No	N/A	-
Accessibility requirements shall be shown include the following					
67	Site requirements	Yes	No	N/A	-
68	Accessible route	Yes	No	N/A	-
69	Vertical accessibility	Yes	No	N/A	-
70	Toilet and bathing facilities	Yes	No	N/A	-
71	Drinking fountains	Yes	No	N/A	-
72	Equipment	Yes	No	N/A	-
73	Special occupancy requirements	Yes	No	N/A	-
74	Fair housing requirements	Yes	No	N/A	-

Interior requirements shall include the following					
75	Review required by the Columbia County Fire Department Items 75 th 80	Yes	No	N/A	-
	Interior finishes (flame spread/smoke development)				
76	Light and ventilation	Yes	No	N/A	-
77	Sanitation	Yes	No	N/A	-
Special systems					
78	Elevators	Yes	No	N/A	-
79	Escalators	Yes	No	N/A	-
80	Lifts	Yes	No	N/A	-
Swimming pools					
81	Barrier requirements	Yes	No	N/A	-
82	Spas and Wading pools	Yes	No	N/A	-
83	Access required per Florida Building Code 454.1.2.5	Yes	No	N/A	-

Items to Include-Each Box shall be Circled as Applicable					
Electrical					
84	Wiring	Yes	No	N/A	-
85	Services 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 an grounding electrode system. Per the National Electrical Code article 250.52.3	Yes	No	N/A	-
86	Feeders and branch circuits	Yes	No	N/A	-
87	Overcurrent protection	Yes	No	N/A	-
88	Grounding	Yes	No	N/A	-
89	Wiring methods and materials	Yes	No	N/A	-
90	GFCIs	Yes	No	N/A	-
91	Equipment	Yes	No	N/A	-
92	Special occupancies	Yes	No	N/A	-
93	Emergency systems	Yes	No	N/A	-
94	Communication systems	Yes	No	N/A	-
95	Low voltage	Yes	No	N/A	-
96	Load calculations	Yes	No	N/A	-
Plumbing					
97	Minimum plumbing facilities	Yes	No	N/A	-
98	Fixture requirements	Yes	No	N/A	-
99	Water supply piping	Yes	No	N/A	-
100	Sanitary drainage	Yes	No	N/A	-
101	Water heaters	Yes	No	N/A	-
102	Vents	Yes	No	N/A	-
103	Roof drainage	Yes	No	N/A	-
104	Back flow prevention	Yes	No	N/A	-

105	Irrigation	Yes	<input checked="" type="radio"/> No	N/A	-
106	Location of water supply line	<input checked="" type="radio"/> Yes	No	N/A	-
107	Grease traps	Yes	<input checked="" type="radio"/> No	N/A	-
108	Environmental requirements	<input checked="" type="radio"/> Yes	No	N/A	-
109	Plumbing riser	Yes	<input checked="" type="radio"/> No	N/A	-
Mechanical					
110	Energy calculations	<input checked="" type="radio"/> Yes	No	N/A	-
111	Review required by the Columbia County Fire Department Items 111th 114	Yes	<input checked="" type="radio"/> No	N/A	-
112	Exhaust systems				
112	Clothes dryer exhaust	Yes	<input checked="" type="radio"/> No	N/A	-
113	Kitchen equipment exhaust	Yes	<input checked="" type="radio"/> No	N/A	-
114	Specialty exhaust systems	Yes	<input checked="" type="radio"/> No	N/A	-
Equipment location					
115	Make-up air	<input checked="" type="radio"/> Yes	No	N/A	-
116	Roof-mounted equipment	Yes	<input checked="" type="radio"/> No	N/A	-
117	Duct systems	Yes	No	N/A	-
118	Ventilation	Yes	No	<input checked="" type="radio"/> N/A	-
119	Laboratory	Yes	No	<input checked="" type="radio"/> N/A	-
120	Combustion air	Yes	No	<input checked="" type="radio"/> N/A	-
121	Chimneys, fireplaces and vents	Yes	No	<input checked="" type="radio"/> N/A	-
122	Appliances	<input checked="" type="radio"/> Yes	No	N/A	-
123	Boilers	Yes	No	<input checked="" type="radio"/> N/A	-
124	Refrigeration	Yes	No	<input checked="" type="radio"/> N/A	-
125	Bathroom ventilation	<input checked="" type="radio"/> Yes	No	N/A	-
Items to Include- Each Box shall be Marked as Applicable					
Gas					
126	Review required by the Columbia County Fire Department Items 126th 134	Yes	No	N/A	-
127	Gas piping				
127	Venting	Yes	No	N/A	-
128	Combustion air	Yes	No	N/A	-
129	Chimneys and vents	Yes	No	N/A	-
130	Appliances	Yes	No	N/A	-
131	Type of gas	Yes	No	N/A	-
132	Fireplaces	Yes	No	N/A	-
133	LP tank location	Yes	No	N/A	-
134	Riser diagram/shutoffs	Yes	No	N/A	-
Notice of Commencement					
135	A recorded (in the Columbia County Clerk Office) notice of commencement is required to be on file with the building department. Before Any Inspections Will Be Done	<input checked="" type="radio"/> Yes	No	N/A	-
Disclosure Statement for Owner Builders					
		Yes	No	N/A	-

Private Potable Water						
136	Horse power of pump motor	SEE PAGE 7- ON HOW TO PROVIDE THIS DOCUMENTATION.	Yes	No	N/A	- 1
137	Capacity of pressure tank		Yes	No	N/A	-
138	Cycle stop valve if used		Yes	No	N/A	-
						Items to Include- Each Box shall be Marked as Applicable

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH BUILDING PLANS

139	Building Permit Application	A Building Permit Application is to be completed by following the checklist all supporting documents must be submitted. Completed Applications can be mailed with The \$15.00 application fee.	Yes	No	N/A	-
140	Parcel Number	The parcel number (Tax ID number) from the Property Appraiser is required. A copy of property deed is also required. (386) 758-1084	Yes	No	N/A	-
141	Environmental Health Permit or Sewer Tap Approval	A copy of an approved Environmental Health (386) 758-1058 waste water disposal permit or an approved City of Lake City (386) 752-2031 OR County sewer tap letter is required before a building permit can be issued. Toilet facilities shall be provided for construction workers	Yes	No	N/A	-
142	Driveway Connection	If the property does not have an existing access to a public road, then an application for a culvert permit must be made (\$25.00). County Public Works Dept. determines the size and length of every culvert before instillation and completes a final inspection before permanent power is granted. Culvert installation for commercial, industrial and other uses shall conform to the approved site plan or to the specifications of a registered engineer. Use or joint use of driveways will comply with Florida Department of Transportation specifications. 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.	Yes	No	N/A	-
143	Suwannee River Water Management District Approval	All commercial projects must have an SRWMD permit issued or an exemption letter, before a building permit will be issued.	Yes	No	N/A	-
144	Flood Management	All projects within the Floodway of the Suwannee or Santa Fe Rivers shall require permitting through the Suwannee River Water Management District, before submitting 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 8.8 of the Columbia County Land Development Regulations. Any project that is located within a flood zone where the base flood elevation (100 year flood) has not been established shall meet the requirements of section 8.7 of Columbia County Land Development Regulations. A development permit will also be required. The development permit cost is \$50.00	Yes	No	N/A	-
145	Flood Management	A CERTIFIED FINISHED FLOOR ELEVATIONS WILL BE REQUIRED ON ANY PROJECT WHERE THE BASE FLOOD ELEVATION (100 YEAR FLOOD) HAS BEEN ESTABLISHED OR IT HAS BEEN DETERMINED BY THE PLAT	Yes	No	N/A	-
146	911 Address	An application for a 911 address must be applied for and received through the Columbia County Emergency Management Office of 911 Addressing Department (386) 758-1125.	Yes	No	N/A	-