



**COLUMBIA COUNTY BUILDING DEPARTMENT
RESIDENTIAL CHECK LIST**

MINIMUM PLAN REQUIREMENTS: FLORIDA BUILDING CODE RESIDENTIAL 2014 EFFECTIVE 1 JULY 2015 AND THE NATIONAL ELECTRICAL CODE 2011 EFFECTIVE 1 JULY 2015

ALL REQUIREMENTS ARE SUBJECT TO CHANGE

ALL BUILDING PLANS MUST INDICATE COMPLIANCE WITH THE CURRENT 2014 FLORIDA BUILDING CODES RESIDENTIAL, EFFECTIVE 1 JULY 2015. NATIONAL ELECTRICAL CODE 2011 EFFECTIVE 1 JULY 2015. 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.

**FOR DESIGN PURPOSES THE FOLLOWING BASIC WIND SPEEDS ARE PER FLORIDA BUILDING CODE FIGURE 1609-A THROUGH 1609-C ULTIMATE DESIGN WIND SPEEDS FOR RISK CATEGORY AND BUILDINGS AND OTHER STRUCTURES
Revised 12/2016**

**GENERAL REQUIREMENTS:
APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL**

Items to Include-
Each Box shall be
Marked as
Applicable

Select From the Dropbox

1	Two (2) complete sets of plans containing the following:	-			
2	All drawings must be clear, concise, drawn to scale, details that are not used shall be marked void	-			
3	Condition space (Sq. Ft.)	Total (Sq. Ft.) under roof	YES	NO	N/A

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 RESIDENTIAL R101.2.1

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 Marked as Applicable		
8	Plans or specifications must show compliance with FBCR Chapter 3	YES	NO	N/A
Select From the Dropbox				
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 specifiably 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	-	✓	
18	Location and size of skylights with Florida Product Approval	-	✓	
18	Number of stories	-	✓	
20A	Building height from the established grade to the roofs highest peak	-	✓	

Floor Plan including:

20	Dimensioned area plan showing rooms, attached garage, breeze ways, covered porches, deck, balconies	<input checked="" type="checkbox"/>
21	Raised floor surfaces located more than 30 inches above the floor or grade	<input checked="" type="checkbox"/>
22	All exterior and interior shear walls indicated	<input checked="" type="checkbox"/>
23	Shear wall opening shown (Windows, Doors and Garage doors)	<input checked="" type="checkbox"/>
24	Show compliance with Section FBCR 310 Emergency escape and rescue opening shown in each bedroom (net clear opening shown) and Show compliance with Section FBC 1405.13.2 where the opening of an operable window is located more than 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"/>
25	Safety glazing of glass where needed	<input checked="" type="checkbox"/>
26	Fireplaces types (gas appliance) (vented or non-vented) or wood burning with Hearth (see chapter 10 and chapter 24 of FBCR)	<input checked="" type="checkbox"/>
27	Show stairs with dimensions (width, tread and riser and total run) details of guardrails, Handrails	<input checked="" type="checkbox"/>
28	Identify accessibility of bathroom (see FBCR SECTION 320)	<input checked="" type="checkbox"/>

All materials placed within opening or onto/into exterior walls, soffits or roofs shall have Florida product approval number and mfg. installation information submitted with the plans (see Florida product approval form)

<p>GENERAL REQUIREMENTS: APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL</p>	<p>Items to Include- Each Box shall be Marked as Applicable</p>
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YES / NO / N/A

FBCR 403: Foundation Plans

Select From the Dropdown

29	Location of all load-bearing walls footings indicated as standard, monolithic, dimensions, size and type of reinforcing.	<input checked="" type="checkbox"/>
30	All posts and/or column footing including size and reinforcing	<input checked="" type="checkbox"/>
31	Any special support required by soil analysis such as piling.	<input checked="" type="checkbox"/>
32	Assumed load-bearing value of soil _____ Pound Per Square Foot	<input checked="" type="checkbox"/>
33	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 an grounding electrode system. Per the National Electrical Code article 250.52.3	<input checked="" type="checkbox"/>

FBCR 506: CONCRETE SLAB ON GRADE

34	Show Vapor retarder (6mil. Polyethylene with joints lapped 6 inches and sealed)	<input checked="" type="checkbox"/>
35	Show control joints, synthetic fiber reinforcement or welded fire fabric reinforcement and Supports	<input checked="" type="checkbox"/>

FBCR 318: PROTECTION AGAINST TERMITES

36	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"/>
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FBCR 606: Masonry Walls and Stem walls (load bearing & shear Walls)

37	Show all materials making up walls, wall height, and Block size, mortar type	<input checked="" type="checkbox"/>
38	Show all Lintel sizes, type, spans and tie-beam sizes and spacing of reinforcement	<input checked="" type="checkbox"/>

Metal frame shear wall and roof systems shall be designed, signed and sealed by Florida Prof. Engineer or Architect

Floor Framing System: First and/or second story

39	Floor truss package shall including layout and details, signed and sealed by Florida Registered Professional Engineer	<input type="checkbox"/>
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40	Show conventional floor joist type, size, span, spacing and attachment to load bearing walls, stem walls and/or piers	-
41	Girder type, size and spacing to load bearing walls, stem wall and/or piers	-
42	Attachment of joist to girder	-
43	Wind load requirements where applicable	-
44	Show required under-floor crawl space	-
45	Show required amount of ventilation opening for under-floor spaces	-
46	Show required covering of ventilation opening	-
47	Show the required access opening to access to under-floor spaces	-
48	Show the sub-floor structural panel sheathing type, thickness and fastener schedule on the edges & intermediate of the areas structural panel sheathing	-
49	Show Draftstopping, Fire caulking and Fire blocking	-
50	Show fireproofing requirements for garages attached to living spaces, per FBCR section 302.6	-
51	Provide live and dead load rating of floor framing systems (psf).	-

YES / NO / N/A

FBCR CHAPTER 6 WOOD WALL FRAMING CONSTRUCTION

GENERAL REQUIREMENTS: APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL		Items to Include- Each Box shall be Marked as Applicable
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Select From the Dropdown

52	Stud type, grade, size, wall height and oc spacing for all load bearing or shear walls	- ✓
53	Fastener schedule for structural members per table IRC 602.3 are to be shown	- ✓
54	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	- ✓
55	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	- ✓
56	Show sizes, type, span lengths and required number of support jack studs, king studs for shear wall opening and girder or header per IRC Table 502.5 (1)	- ✓
57	Indicate where pressure treated wood will be placed	- ✓
58	Show all wall structural panel sheathing, grade, thickness and show fastener schedule for structural panel sheathing edges & intermediate areas	- ✓
59	A detail showing gable truss bracing, wall balloon framing details or/ and wall hinge bracing detail	- ✓

FBCR :ROOF SYSTEMS:

60	Truss design drawing shall meet section FBCR 802.1.6.1 Wood trusses	- ✓
61	Include a layout and truss details, signed and sealed by Florida Professional Engineer	- ✓
62	Show types of connector's assemblies' and resistance uplift rating for all trusses and rafters	- ✓
63	Show gable ends with rake beams showing reinforcement or gable truss and wall bracing details	- ✓
64	Provide dead load rating of trusses	- ✓

FBCR 802:Conventional Roof Framing Layout

65	Rafter and ridge beams sizes, span, species and spacing	- ✓
66	Connectors to wall assemblies' include assemblies' resistance to uplift rating	- ✓
67	Valley framing and support details	- ✓
68	Provide dead load rating of rafter system	- ✓

FBCR 803 ROOF SHEATHING

69	Include all materials which will make up the roof decking, identification of structural panel sheathing, grade, thickness	- ✓
70	Show fastener Size and schedule for structural panel sheathing on the edges & intermediate areas	- ✓

ROOF ASSEMBLIES FRC Chapter 9

71	Include all materials which will make up the roof assembles covering	- ✓
72	Submit Florida Product Approval numbers for each component of the roof assembles covering	- ✓

FBCR Chapter 11 Energy Efficiency Code for residential building

Residential construction shall comply with this code by using the following compliance methods in the FBCR chapter 11 Residential buildings compliance methods. **Two of the required forms are to be submitted, N1100.1.1.1 As an alternative to the computerized Compliance Method A, the Alternate Residential Point System Method hand calculation, Alternate Form 600A, may be used. All requirements specific to this calculation are located in Sub appendix C to Appendix G. Buildings complying by 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.**

YES / NO / N/A

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Select From the Dropdown

73	Show the insulation R value for the following areas of the structure	- <input checked="" type="checkbox"/>	
74	Attic space	- <input checked="" type="checkbox"/>	
75	Exterior wall cavity	- <input checked="" type="checkbox"/>	
76	Crawl space	- <input checked="" type="checkbox"/>	

HVAC information

77	Submit two copies of a Manual J sizing equipment or equivalent computation study	- <input checked="" type="checkbox"/>	
78	Exhaust fans shown in bathrooms Mechanical exhaust capacity of 50 cfm intermittent or 20 cfm continuous required	- <input checked="" type="checkbox"/>	
79	Show clothes dryer route and total run of exhaust duct	- <input checked="" type="checkbox"/>	

Plumbing Fixture layout shown

80	All fixtures waste water lines shall be shown on the foundation plan	- <input checked="" type="checkbox"/>	
81	Show the location of water heater	- <input checked="" type="checkbox"/>	

Private Potable Water

82	Pump motor horse power	- <input checked="" type="checkbox"/>	
83	Reservoir pressure tank gallon capacity	- <input checked="" type="checkbox"/>	
84	Rating of cycle stop valve if used	- <input checked="" type="checkbox"/>	

Electrical layout shown including

85	Show Switches, receptacles outlets, lighting fixtures and Ceiling fans	- <input checked="" type="checkbox"/>	
86	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	- <input checked="" type="checkbox"/>	
87	Show the location of smoke detectors & Carbon monoxide detectors	- <input checked="" type="checkbox"/>	
88	Show service panel, sub-panel, location(s) and total ampere ratings	- <input checked="" type="checkbox"/>	
89	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 an Grounding electrode system. Per the National Electrical Code article 250.52.3	- <input checked="" type="checkbox"/>	
90	Appliances and HVAC equipment and disconnects	- <input checked="" type="checkbox"/>	
91	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.	- <input checked="" type="checkbox"/>	

GENERAL REQUIREMENTS: APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL	Items to Include- Each Box shall be Circled as Applicable
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THE FOLLOWING ITEMS MUST BE SUBMITTED WITH BUILDING PLANS

		YES	NO	N/A
92	Building Permit Application A current Building Permit Application is to be completed, by following the Checklist all supporting documents must be submitted. There is a \$15.00 application fee. The completed application with attached documents and application fee can be mailed.	✓		
93	Parcel Number The parcel number (Tax ID number) from the Property Appraisers Office (386) 758-1083 is required. A copy of property deed is also required.	✓		
94	Town of Fort White (386) 497-2321 If the parcel in the application for building permit is within the Corporate city limits of Fort White, an approval land use development letter issued by the Town of Fort is required to be submitted with the application for a building permit.	NO		
***	BELOW ITEMS ONLY NEEDED AFTER ZONING APPROVAL HAS GIVEN.	****	***	***
95	Environmental Health Permit or Sewer Tap Approval A copy of a approved Columbia County Environmental Health (386) 758-1058	NO		
96	City of Lake City A City Water and/or Sewer letter. Call 386-752-2031	NO		
97	Flood Information: All projects within the Floodway of the Suwannee or Santa Fe Rivers shall require permitting through the Suwannee River Water Management District, before submitting a 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 Regulations	NO		
98	CERTIFIED FINISHED FLOOR ELEVATIONS will be required on any project where the approved FIRM Flood Maps show the property is in a AE, Floodway, and AH flood zones. Additionally One Foot Rise letters are required for AE and AH zones. In the Floodway Flood zones a Zero Rise letter is required.	✓		
99	A Flood development permit is also required for AE, Floodway & AH. Development permit cost is \$50.00	✓		
100	Driveway Connection: If the property does not have an existing access to a public road, then an application for a culvert permit (\$25.00) must be made. County Public Works Dept. determines the size and length of every culvert before instillation and completes a final inspection before permanent power is granted. If the applicant feels that a culvert is not needed, they may apply for a culvert waiver (\$50.00) Separate Check when issued. 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.	NO		
101	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.	NO		

TOILET FACILITIES SHALL BE PROVIDED FOR ALL CONSTRUCTION SITES. NO

Disclosure Statement for Owner Builders *If you as the applicant will be acting as an owner/builder under section 489.103(7) of the Florida Statutes, submit the required owner builder disclosure statement form.*

Notice Of Commencement ✓

A notice of commencement form **recorded** in the Columbia County Clerk Office is required to be filed with the building department Before Any Inspections can be preformed.

Section R101.2.1 of the Florida Building Code Residential:

The provisions of Chapter 1, Florida Building Code shall govern the administration and enforcement of the Florida Building Code, Residential.

Section 105 of the Florida Building Code defines the:

Time limitation of application.

An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Single-family residential dwelling.

Section 105.3.4 A building permit for a single-family residential dwelling must be issued within 30 working days of application therefor unless unusual circumstances require a longer time for processing the application or unless the permit application fails to satisfy the Florida Building Code or the enforcing agency's laws or ordinances.

Permit intent.

Section 105.4.1: A permit issued shall be constructed to be a license to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction or violations of this code. Every permit issued shall become invalid unless the work authorized by such permit is commenced within six months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of six months after the time the work is commenced.

If work has commenced.

Section 105.4.1.1: If work has commenced and the permit is revoked, becomes null and void, or expires because of lack of progress or abandonment, a new permit covering the proposed construction shall be obtained before proceeding with the work.

New Permit.

Section 105.4.1.2: If a new permit is not obtained within 180 days from the date the initial permit became null and void, the building official is authorized to require that any work which has been commenced or completed be removed from the building site. Alternately, a new permit may be issued on application, providing the work in place and required to complete the structure meets all applicable regulations in effect at the time the initial permit became null and void and any regulations which may have become effective between the date of expiration and the date of issuance of the new permit.

Work Shall Be:

Section 105.4.1.3: Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days. This provision shall not be applicable in case of civil commotion or strike or when the building work is halted due directly to judicial injunction, order or similar process.

The Fee:

Section 105.4.1.4: The fee for renewal reissuance and extension of a permit shall be set forth by the administrative authority.

Notification:

When the application is approved for permitting the applicant will be notified by phone as to the status by the Columbia County Building & Zoning Department.