COLUMBIA COUNTY BUILDING DEPARTMENT
RESIDENTIAL CHECK LIST

MINIMUM PLAN REQUIREMENTS: FLORIDA BUILDING CODE RESIDENTIAL 2023 EFFECTIVE 1 JANUARY 2024 AND THE NATIONAL ELECTRICAL 2020 EFFECTIVE 1 JANUARY 2024

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

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

Items to Include- Each Box shall be Circled as Applicable

Select From Drop down

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.)** 1843	**Total (Sq. Ft.) under roof** 2716		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:
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Items to Include- Each Box shall be Circled as Applicable

		Yes	No	NA
8	**Plans or specifications must show compliance with FBCR Chapter 3**			

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/m²), to be used for the design of exterior component, cladding materials not specifally 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	✓		
19	Number of stories	✓		
20	Building height from the established grade to the roofs highest peak	✓		

Floor Plan Including:

21	Dimensioned area plan showing rooms, attached garage, breeze ways, covered porches, deck, balconies	✓		
22	Raised floor surfaces located more than 30 inches above the floor or grade	✓		
23	All exterior and interior shear walls indicated	✓		
24	Shear wall opening shown (Windows, Doors and Garage doors)	✓		
25	Show compliance with Section FBCR 310 Emergency escape and rescue opening shown in each bedroom (net clear opening shown) and Show compliance with Section FBCR 312.2.1 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.	✓		
26	Safety glazing of glass where needed	✓		
27	Fireplaces types (gas appliance) (vented or non-vented) or wood burning with Hearth (see chapter 10 and chapter 24 of FBCR)	-		✓
28	Show stairs with dimensions (width, tread and riser and total run) details of guardrails, Handrails	-		✓
29	Identify accessibility of bathroom (see FBCR SECTION 320)	✓		

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)

GENERAL REQUIREMENTS: APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL	Items to Include- Each Box shall be Circled as Applicable

FBCR 403: Foundation Plans

Select From Drop down

30	Location of all load-bearing walls footings indicated as standard, monolithic, dimensions, size and type of reinforcing.	✓		
31	All posts and/or column footing including size and reinforcing	✓		
32	Any special support required by soil analysis such as piling.	-		✓
33	Assumed load-bearing valve of soil _____ Pound Per Square Foot	-		✓
34	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	✓		

FBCR 506: CONCRETE SLAB ON GRADE

35	Show Vapor retarder (6mil. Polyethylene with joints overlaid 6 inches and sealed)	✓		
36	Show control joints, synthetic fiber reinforcement or welded fire fabric reinforcement and Supports	✓		

FBCR 318: PROTECTION AGAINST TERMITES

37	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**	✓		

FBCR 606: Masonry Walls and Stem walls (load bearing & shear Walls)

38	Show all materials making up walls, wall height, and Block size, mortar type	-		✓
39	Show all Lintel sizes, type, spans and tie-beam sizes and spacing of reinforcement	-		✓

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

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

FBCR CHAPTER 6 WOOD WALL FRAMING CONSTRUCTION

	GENERAL REQUIREMENTS: APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL	Items to Include- Each Box shall be Circled as Applicable		
		Select from Drop down		
53	Stud type, grade, size, wall height and oc spacing for all load bearing or shear walls	✓		
54	Fastener schedule for structural members per table FBC 2304.10.1 are to be shown	✓		
55	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	✓		
56	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	✓		
57	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.	✓		
58	Indicate where pressure treated wood will be placed	✓		
59	Show all wall structural panel sheathing, grade, thickness and show fastener schedule for structural panel sheathing edges & intermediate areas	✓		
60	A detail showing gable truss bracing, wall balloon framing details or/and wall hinge bracing detail	✓		

FBC :ROOF SYSTEMS:

61	Truss design drawing shall meet section FBC 2303.1 Wood trusses	✓		
62	Include a layout and truss details, signed and sealed by Florida Professional Engineer	✓		
63	Show types of connector's assemblies' and resistance uplift rating for all trusses and rafters	✓		
64	Show gable ends with rake beams showing reinforcement or gable truss and wall bracing details	✓		
65	Provide dead load rating of trusses	✓		

FBC 2304.4:Conventional Roof Framing Layout

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

FBC 2304.8 ROOF SHEATHING

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

ROOF ASSEMBLIES FRC Chapter 9

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

FBC Energy Chapter 4

Residential construction shall comply with this code by using the following compliance methods in the FBC Chapter 4, 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.*

	GENERAL REQUIREMENTS: APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL	Items to Include- Each Box shall be Circled as Applicable		
		Select from Drop Down		
74	Show the insulation R value for the following areas of the structure	✓		
75	Attic space	✓		
76	Exterior wall cavity	✓		
77	Crawl space	-		✓

HVAC information

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

Plumbing Fixture layout shown

81	All fixtures waste water lines shall be shown on the foundationplan	✓		
82	Show the location of water heater	✓		

Private Potable Water

83	Pump motor horse power	-		✓
84	Reservoir pressure tank gallon capacity	-		✓
85	Rating of cycle stop valve if used	-		✓

Electrical layout shown including

86	Show Switches, receptacles outlets, lighting fixtures and Ceiling fans	✓		
87	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**	✓		
88	Show the location of smoke detectors & Carbon monoxide detectors	✓		
89	Show service panel, sub-panel, location(s) and total ampere ratings	✓		
90	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	✓		
91	Appliances and HVAC equipment and disconnects	✓		
92	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 form RECORDED in the Columbia County Clerk Office is required to be filed with the Building Department BEFORE ANY INSPECTIONS can be performed.

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****ITEMS 95, 96, & 98 Are Required After APPROVAL from the ZONING DEPT.****

Select from Drop down

93	**Building Permit Application** A current Building Permit Application is to be completed, by following the Checklist all supporting documents must be submitted.	✓		
94	**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. www.columbiacountyfla.com	✓		
95	**Environmental Health Permit or Sewer Tap Approval** A copy of a approved Columbia County Environmental Health (386) 758-1058	✓		
96	**City of Lake City** A City Water and/or Sewer letter. Call 386-752-2031	✓		
97	**Toilet facilities shall be provided for all construction sites**	✓		
98	**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.	✓		
99	**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 (Municode.com)	-		✓
100	**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.	✓		
101	A Flood development permit is also required for AE, Floodway & AH. Development permit cost is **$50.00**	-		✓
102	**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.	✓		
103	**911 Address:** An application for a 911address must be applied for and **received** through the Columbia County Office of 911 Addressing Department online.	✓		

Ordinance Sec. 90-75. - Construction debris. (e) It shall be unlawful for any person to dispose of or discard solid waste, including construction or demolition debris at any place within the county other than on an authorized disposal site or at the county's solid waste facilities. The temporary storage, not to exceed seven days of solid waste (excluding construction and demolition debris) on the premises where generated or vegetative trash pending disposition as authorized by law or ordinance, shall not be deemed a violation of this section. The temporary storage of construction and demolition debris on the premises where generated or vegetative trash pending disposition as authorized by law or ordinance shall not be deemed in violation of this section; provided, however, such construction and demolition debris must be disposed of in accordance with this article prior to the county's issuance of a certificate of occupancy for the premises. The burning of lumber from a construction or demolition project or vegetative trash when done so with legal and proper permits from the authorized agencies and in accordance with such agencies' rules and regulations, shall not be deemed a violation of this section. No person shall bury, throw, place, or deposit, or cause to be buried, thrown, placed, or deposited, any solid waste, special waste, or debris of any kind into or on any of the public streets, road right-of-way, highways, bridges, alleys, lanes, thoroughfares, waters, canals, or vacant lots or lands within the county. No person shall bury any vegetative trash on any of the public streets, road right-of-way, highways, bridges, lanes, thoroughfares, waters, canals, or lots less than ten acres in size within the county.

Disclosure Statement for Owner Builders:

If you as the Applicant will be acting as your own contractor or owner/builder under section 489.103(7) Florida Statutes, you must submit the required notarized Owner Builder Disclosure Statement form.
**This form can be printed from the Columbia County Website on the Building and Zoning page under Documents. Web address is - http://www.columbiacountyfla.com/BuildingandZoning.asp

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 if 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 email as to the status by the Columbia County Building & Zoning Department.