COLUMBIA COUNTY BUILDING DEPARTMENT
RESIDENTIAL CHECK LIST

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

	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.) 2538 Total (Sq. Ft.) under roof 3714	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.

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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/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) GAS	✓		
28	Show stairs with dimensions (width, tread and riser and total run) details of guardrails, Handrails	NONE		
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)

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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).			

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 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 2303.1.1.1 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			

N/A

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 15

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.*

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		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 foundation plan			
82	Show the location of water heater	✓		

Private Potable Water

83	Pump motor horse power	N/A		
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. There is a **$15.00** application fee. The completed application with attached documents and application fee can be mailed.	✓		
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 Emergency Management Office of 911 Addressing Department (386) 758-1125.	✓		

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.