



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 Dropdown

1	Two (2) complete sets of plans containing the following:			YES		
2	All drawings must be clear, concise, drawn to scale, details that are not used shall be marked void			YES		
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	YES		
5	Dimensions of all building set backs	YES		
6	Location of all other structures (include square footage of structures) on parcel, existing or proposed well and septic tank and all utility easements.	YES		
7	Provide a full legal description of property.	YES		

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

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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 Dropdown		
9	Basic wind speed (3-second gust), miles per hour	YES		
10	(Wind exposure – if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated)	YES		
11	Wind importance factor and nature of occupancy	YES		
12	The applicable internal pressure coefficient, Components and Cladding	YES		
13	The design wind pressure in terms of psf (kN/m²), to be used for the design of exterior component, cladding materials not specifiially designed by the registered design professional.	YES		

Elevations Drawing including:

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

Floor Plan including:

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

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 Marked as Applicable
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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.	YES
30	All posts and/or column footing including size and reinforcing	YES
31	Any special support required by soil analysis such as piling.	YES
32	Assumed load-bearing value of soil _____ Pound Per Square Foot	YES
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	YES

FBCR 506: CONCRETE SLAB ON GRADE

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

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	YES
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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	YES
38	Show all Lintel sizes, type, spans and tie-beam sizes and spacing of reinforcement	YES

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

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
Select From the Dropdown		
52	Stud type, grade, size, wall height and oc spacing for all load bearing or shear walls	YES
53	Fastener schedule for structural members per table IRC 602.3 are to be shown	YES
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	YES
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	YES
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)	YES
57	Indicate where pressure treated wood will be placed	YES
58	Show all wall structural panel sheathing, grade, thickness and show fastener schedule for structural panel sheathing edges & intermediate areas	YES
59	A detail showing gable truss bracing, wall balloon framing details or/ and wall hinge bracing detail	YES

FBCR :ROOF SYSTEMS:

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

FBCR 802:Conventional Roof Framing Layout

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

FBCR 803 ROOF SHEATHING

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

ROOF ASSEMBLIES FRC Chapter 9

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

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

GENERAL REQUIREMENTS: APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL		Items to Include- Each Box shall be Marked as Applicable
		Select From the Dropdown
73	Show the insulation R value for the following areas of the structure	YES
74	Attic space	YES
75	Exterior wall cavity	YES
76	Crawl space	YES

HVAC information

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

Plumbing Fixture layout shown

80	All fixtures waste water lines shall be shown on the foundation plan	YES
81	Show the location of water heater	YES

Private Potable Water

82	Pump motor horse power	YES
83	Reservoir pressure tank gallon capacity	YES
84	Rating of cycle stop valve if used	YES

Electrical layout shown including

85	Show Switches, receptacles outlets, lighting fixtures and Ceiling fans	YES
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	YES
87	Show the location of smoke detectors & Carbon monoxide detectors	YES
88	Show service panel, sub-panel, location(s) and total ampere ratings	YES
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	YES
90	Appliances and HVAC equipment and disconnects	YES
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.	N/A

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.	YES		
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. www.columbiacountyfla.com	YES		
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	YES		
96	City of Lake City A City Water and/or Sewer letter. Call 386-752-2031	YES		
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.	YES		
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.	YES		

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.

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online @ www.floridabuilding.org

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
1. EXTERIOR DOORS			
A. SWINGING	PGT IND.	EXTERIOR DOORS	FL253-R12
B. SLIDING			
C. SECTIONAL/ROLL UP	OVERHEAD DOORS	GARAGE DOOR	FL742-R6
D. OTHER			
2. WINDOWS			
A. SINGLE/DOUBLE HUNG	PGT IND.	SH WINDOWS	FL239-R19
B. HORIZONTAL SLIDER			
C. CASEMENT			
D. FIXED			
E. MULLION			
F. SKYLIGHTS			
G. OTHER			
3. PANEL WALL			
A. SIDING	JAMES HARDI	HARDIBOARD SIDING	FLB192-R2
B. SOFFITS			
C. STOREFRONTS			
D. GLASS BLOCK			
E. OTHER			
4. ROOFING PRODUCTS			
A. ASPHALT SHINGLES	TAMKO	ASPHALT SHINGLES	FL1956-R8
B. NON-STRUCTURAL METAL			
C. ROOFING TILES			
D. SINGLE PLY ROOF			
E. OTHER			
5. STRUCTURAL COMPONENTS			
A. WOOD CONNECTORS			
B. WOOD ANCHORS			
C. TRUSS PLATES			
D. INSULATION FORMS			
E. LINTELS			
F. OTHERS			
6. NEW EXTERIOR ENVELOPE PRODUCTS			

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; 1) copy of the product approval, 2) performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturers installation requirements.

Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

Contractor OR Agent Signature _____

Date _____

NOTES: _____

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online @ www.floridabuilding.org

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
1. EXTERIOR DOORS			
A. SWINGING			
B. SLIDING			
C. SECTIONAL/ROLL UP			
D. OTHER			
2. WINDOWS			
A. SINGLE/DOUBLE HUNG			
B. HORIZONTAL SLIDER			
C. CASEMENT			
D. FIXED			
E. MULLION			
F. SKYLIGHTS			
G. OTHER			
3. PANEL WALL			
A. SIDING			
B. SOFFITS			
C. STOREFRONTS			
D. GLASS BLOCK			
E. OTHER			
4. ROOFING PRODUCTS			
A. ASPHALT SHINGLES			
B. NON-STRUCT METAL			
C. ROOFING TILES			
D. SINGLE PLY ROOF			
E. OTHER			
5. STRUCT COMPONENTS			
A. WOOD CONNECTORS			
B. WOOD ANCHORS			
C. TRUSS PLATES			
D. INSULATION FORMS			
E. LINTELS			
F. OTHERS			
6. NEW EXTERIOR ENVELOPE PRODUCTS			

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Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

Contractor OR Agent Signature

Date

NOTES: _____
