

Tubular Steel Structures - 1 & 2 Family Plan Review Checklist* - Based on FBC 7th Edition (2020)

Revised 2/26/2021 - City of Jacksonville - Building Inspection Division - 214 N. Hogan St., Jacksonville, FL. (904) 255-8500

*This is a summary of commonly omitted items. Actual Plan Submission comments may include FBC 7th Edition items not included on this checklist.

Y	N	n/a	
BUILDING PERMIT APPLICATION ELECTRONIC FORM (See Electronic Submission Instructions) (FBC-Building 105)			
			1. All applicable application sections or fields filled-in, (FBC-Building 105.3).
			2. Owner/Agent and Contractor/Qualifier signatures are notarized, (FBC-Building 105.1).
			3. Project Contact: Name, Telephone number and a valid email address (ID Tab).
			4. Provide a complete description of work, include building size and type of foundation (Overview Tab).
			5. Provide an accurate job cost estimate (Overview Tab).
			6. Provide <u>Type of Improvement</u> , "Accessory Building" and <u>Structure Type</u> "Single Family" (Overview Tab).
			7. Identify the building height from the finish floor to the roof peak (Overview Tab).
			8. Provide Enclosed Area, if structure is unenclosed, enter a value of "1" as Enclosed Area (Spec 1 Tab).
			9. Provide Unenclosed Area (Spec 1 Tab).
			10. Provide <u>Water Supply</u> and <u>Sewer Disposal</u> Type (Spec 1 Tab).
			11. Provide Occupancy Class. (<u>U</u>), Occupancy Load (<u>S.F. /200</u>), Live Load <u>50</u> and Construction Type <u>II-B</u> (Spec 1 Tab).
PERMIT PACKAGE (FBC-Building 107)			
			1. Site Folder - Site Plan / legal survey, uploaded as a single PDF.
			1a. Site Folder - If the lot has a Septic System, the Health Dept. must stamp the site plan; upload as a single PDF.
			2. Architectural Folder - Architectural drawings uploaded as a single PDF.
			3. Structural Folder - Digitally Signed/ Sealed Structural Drawing(s) uploaded as a single PDF.
			4. Correspondence Folder - A written response to the plan review comments, upload as a single PDF.
			4a. Correspondence Folder - If using a Private Plan Reviewer (PPR); upload all form(s), as a single PDF.
			4b. Correspondence Folder - If the lot has a Historical address, a Certificate Of Appropriateness (COA) is required, see Prereq tab in BID; Contact historicpreservation@coj.net ; upload the COA, as a single PDF.
			4c. Correspondence Folder - If lot is an ASH site, EPA approval is required (see Prereq tab in BID). Provide written approval from Jeff Foster, upload as a single PDF.
			5. Notice Of Commencement (NOC) Folder - NOC, if required & <u>recorded with the Clerk of the Court</u> , email it to biddocuments@coj.net .
			6. Permit Application Folder - Building Permit Application, front and back page, upload as a single PDF.
			7. Product Approval Sheets Folder - Product Approval Information Sheet(s), uploaded as a single PDF.
SITE PLAN (FBC-Building 107.2.5)			
			1. Indicate (dimension) all building setbacks from the property line.
			2. If lot has a Septic System, the Health Dept. must stamp the site plan, uploaded in the Site Folder , as a single PDF.
FLOOR PLANS (Architectural)			
			1. Identify window / door size.
			2. Identify building dimensions.
			3. Identify / label all areas and spaces.
			4. Provide a Building Code Summary, which shall include the Occupancy Class. (<u>U</u>), Occupancy Load (<u>S.F. /200</u>), Live Load (50) and Construction Type (II-B) (Spec 1 Tab).
EXTERIOR ELEVATIONS (Architectural)			
			1. Identify building height from finish floor at front door to roof peak and exterior finish materials on all sides.
STRUCTURAL FLOOR PLANS and DETAILS (FBC-Building 107)			
			1. Drawings shall be signed and sealed by a Florida Engineer or Architect and include the following: (1) The Ultimate design wind speed, Vult, (3-second gust), miles per hour (km/hr) and nominal design wind speed Vasd as determined in accordance with section 1609.3.1; (2) Risk Category; (3) Wind exposure. Applicable wind direction if more than one wind exposure is utilized; (4) Applicable internal pressure coefficient; (5) Design wind pressures to be used for exterior component and cladding materials not specifically designed by the registered design professional responsible for the design of the structure, psf (kN/m2), FBC 1603.1.4.
			2. The foundation plan footprint and orientation must match the floor plan and site plan.
			3. Identify foundation details, i.e. slab thickness, rebar/fiber mesh, compaction, & dimensions, FBC-R401.
			4. Indicate flood zone, elevation, and compliance with FBC-Residential R322, if applicable.
			5. Circle the site specific details.
			6. Provide framing details, including, clips, connectors, lintel and header sizes.
PRODUCT APPROVAL INFORMATION SHEET (PAIS) FOR THE CITY OF JACKSONVILLE, FLORIDA			
			1. Provide a completed City of Jacksonville product approval form.