



City of Jacksonville - Department of Public Works  
 Building Inspection Division

## Aluminum Enclosure – 1 & 2 Family Checklist

(REVISED: 4/21/2026)

Based on the most current Florida Building Code - Resource only - This does not replace or limit compliance with the Florida Building Code or Local Ordinance.

✓	<b>Permit Package General Requirements</b>
	1. This checklist is for One & Two Family Additions and Alterations & Repairs "Type of Improvements". Each Type of Improvement requires a separate building permit.
	2. To submit a Building Permit, go to <a href="https://jaxepics.coj.net">https://jaxepics.coj.net</a> .
	3. Complete all required fields in JaxEpics, including all required fields (indicated by an asterisk (*). Provide a detailed description of work. Include the enclosed and unenclosed areas on the <b>Specs Tab</b> . Upload documents listed below as applicable.
	4. A Notice of Commencement (NOC) form is required if the total job cost is greater than \$5,000.00. After the NOC is recorded with the Clerk of the Court, email it to <a href="mailto:biddocuments@coj.net">biddocuments@coj.net</a> . The recorded NOC must be received prior to scheduling an inspection but will not delay the permit issuance.
	5. Obtain any required forms from the Building Inspection Division website.
✓	<b>Permit Package Document Names - Folder Locations</b>
	<b>Note:</b> Documents shall be uploaded into folders listed below in <i>Italics</i> and named as indicated in <b>BOLD TYPE</b> .
	1. <b>Affidavit for Existing Slab, Attaching to an Existing Structure, Homeowner-Sunroom Enclosure</b> - Upload (if applicable) into the <i>Correspondence</i> folder as a single PDF.
	2. <b>Airport Noise Zone Notice</b> (if a Cat. IV or V is constructed on the property and it is in an airport noise zone, a recorded copy of the Airport Noise Zone Acknowledgement Notice is required, City Ord. 656.1010) - Upload into the <i>Correspondence</i> folder as a single PDF.
	3. <b>Certificate Of Appropriateness (COA)</b> (if Historic review is required, see Agency tab) - Upload into the <i>Certificate Of Appropriateness</i> folder as a single PDF.
	4. <b>Current JEA Bill</b> - Upload into the <i>JEA Letter of Service Availability</i> folder as a single PDF.
	5. <b>DOH 'No Objection' Site Plan</b> - Upload into the <i>Health Dept - Onsite Septic Approved Permit</i> folder as a single PDF.
	6. <b>DOH 'Existing System' Approval Letter</b> - Upload into the <i>Health Dept - Onsite Septic Approved Permit</i> folder as a single PDF.
	7. <b>Egress Plan</b> (Cat. II, III, IV or V only) - Upload into the <i>Architectural Plans</i> folder as a single PDF.
	8. <b>Energy Form and Calculations</b> (Cat. IV & V only) - Upload into the <i>Energy Calculations</i> folder as a single PDF.
	9. <b>Energy Form State Copy</b> (Cat. IV & V only) - Upload into the <i>Energy Calculations</i> folder as a single PDF.
	10. <b>Flood Hazard Area Letter</b> - Upload into the <i>Structural Plans</i> folder as a single PDF.
	11 <b>Narrative</b> (typewritten response/summary to plan review comments) - Upload into the <i>Correspondence</i> folder as a single PDF.

	12. <b>Notarized Letter Of Agency</b> (if an agent signs for the property owner) - Upload into the <i>Permission &amp; Property Owner Document</i> folder as a single PDF.
	13. <b>PAIS-COJ</b> (Product Approval Information Sheets) - Upload into the <i>Product Approval Sheets</i> folder as single PDF.
	14. <b>Property Owner Permission Form</b> - Upload into the <i>Permission &amp; Property Owner Documents</i> folder as a single PDF.
	15. <b>Property Owner Disclosure Statement</b> (if the Property Owner acts as owner-builder) - Upload into the <i>Permission &amp; Property Owner Documents</i> folder as a single PDF.
	16. <b>Property Deed</b> (A recorded deed is required if the Property Appraiser does not indicate current Property Ownership) - Upload into the <i>Permission &amp; Property Owner Documents</i> folder as a single PDF.
	17. <b>Site Plan-Drainage Plan or Legal Survey</b> - Upload into the <i>Site Plans</i> folder as a single PDF.
	18. <b>Structural Plans</b> - Upload into the <i>Structural Plans</i> folder as a single PDF.
✓	<b>Energy Form 402 &amp; 405 - FBC Energy Conservation 101.5.1</b>
	1. Complete the project information in the header (City of Jacksonville jurisdiction number is 261300)
	2. Provide the Residential Energy Conservation Code Documentation Checklist.
	3. Complete and provide form R402, R405, R406 or total UA, with required signatures.
	4. Complete and provide the input Summary Checklist, which may be used for field verification.
	5. Complete the "Prepared By" & "Owner/Agent" certification block. Sign, print name and date the form.
	6. Complete the Energy Performance Level (EPL) display card. The builder's signature and property address are required.
	7. Provide HVAC system sizing and selection (ACCA Manual S).
	8. Provide a duct supply, return air and air distribution design (ACCA Manual D), FBC-Mechanical 603-2; FBC Energy Conservation R103.2.
	9. Provide mechanical ventilation, FBC-R303; FBC-Energy Conservation R403.
	10. Provide calculations, based on ACCA Manual J (2023, 8th Edition), FBC-Energy Conservation R403.
	11. The building orientation and dimensions shall match the site plan.
	12. The equipment total cooling shall be between 100% to 115% of the project's required cooling load. If the Manual J does not contain equipment information, provide an equipment summary sheet (manufacturer, tonnage, model number, total cooling, SEER; HSPF/AFUE, FBC-Energy R403).
✓	<b>Product Approval Information Sheet (PAIS-COJ) - City of Jacksonville Form</b>
	1. Complete the City of Jacksonville Product Approval Information Sheet, F.S. 553.842. A Miami-Dade Notice of Acceptance (NOA) is acceptable.
✓	<b>Site/Drainage Plan - Legal Survey - Landscape (no aerial photos)</b>
	<b>Note:</b> Only the <b>Site/Drainage Plan</b> shall be provided with the requirements listed below. Upload into the Site Plan folder.
	1. The site/drainage plan or legal survey shall include the following: building dimensions, setbacks from all property lines, a north arrow, the HVAC pad, fencing, driveway, sidewalk, accessory structures, pre/post drainage conditions, finish floor elevation, surface/storm water flow, etc.
	2. The building orientation and dimensions shall match the architectural floor plan.
	3. Identify on the Site Plan, the location of the well and onsite sewage (septic) system (if applicable).
	4. Questions concerning Site Plans, Legal Surveys, Special Flood Hazard Areas (FEMA), or Drainage: Contact DMG at <a href="mailto:reviewgrp@coj.net">reviewgrp@coj.net</a> or (904) 255-8310. Contact Zoning at <a href="mailto:zoning@coj.net">zoning@coj.net</a> or (904) 255-8300.

✓	<b>Structural Plans - Foundation / Framing - FBC-R301</b>
	1. The first page (coversheet) shall include the following: Index of the floor plan(s), elevations and structural drawing(s), 100% high-efficacy lighting, enclosed/unenclosed area, enclosed conditioned space and volume of space within the thermal envelope. A Building Code Analysis is required and shall include the minimum Basic Wind Speed; Exposure Category; Building Risk Category; Component and Cladding Pressures (PSF), FBC 1604; FBC-R301; Figure R301. If in an airport noise zone and the day/night noise level (DNL) is 65db or greater, provide an average minimum noise level reduction (NLR) of average minimum 30dBA throughout the dwelling, City Ordinance 656.1005 table 656-2; FBC-R327.
	2. Digitally signed and sealed by the Florida Engineer or Architect of Record or in accordance with the AAF manual.
	<b><u>Floor Plan(s) - FBC Residential Chapter 3</u></b>
	3. Provide a floor plan and all exterior elevations, including exterior materials. Label/dimension all room(s), space(s), door(s) and window(s). Include the location of ceiling fan(s).
	4. Identify Hazardous glazing location(s), FBC-R308.4. **This will be verified during the building inspection.
	5. Provide an Egress (Life Safety) plan. Include window & door size(s), location of interior partition walls and label the adjacent room names (bedroom, kitchen, etc.) in the existing structure. <b>Note:</b> This document is required for Cat. II, III, IV and V.
	6. Dimension the building height, from grade plane to highest roof peak.
	7. Label all exterior finish material(s) on all elevations.
	8. Provide wall assembly(s), wall section(s) from the foundation through the roof. The wall assembly shall include all interior/exterior material and if applicable, the termite inspection area FBC-R 318.7.
	9. Provide flashing details at weather resistance barrier (WRB), windows, doors, chimneys, decks, porches and roof-wall intersections, FBC 107.
	10. Provide stair construction details, which shall include riser, tread, handrail and guardrail dimensions (if applicable), FBC-R311; FBC-R312.
	11. The building orientation and dimensions shall match the site plan.
	12. Provide foundation details that include dimensions, slab thickness, reinforced steel/fiber mesh. Identify the site specific detail(s) if multiple foundation details are provided, i.e. slab, ribbon footing or turndown edge, etc., FBC-Residential R401.
	13. If the structure is in a <u>Flood Hazard Area</u> , provide a signed/sealed letter from the Engineer of Record with the following information: the lot is in a flood zone; identify the Base Flood Elevation (BFE) and the Design Flood Elevation (DFE); indicate the Finish Floor Elevation (FFE) of the Building/Structure, which shall be elevated at or above the DFE (BFE + 2-feet). Include the finish elevation of all Plumbing, Mechanical and Electrical equipment/components and that they are elevated at or above the DFE or designed in accordance with the flood-resistant construction. Enclosed areas below the DFE (garages) provide flood openings and flood resistant materials, FBC R-322.1.6; FBC-R322.2; COJ Ordinance 652.1207.
	14. Provide framing details, include fastener size and spacing. Indicate header / beam / lintel sizes and floor framing (if applicable).
	15. If masonry construction, provide fill cell and reinforcing details.
	16. If installing siding or roof shingles, provide engineering with the installation instructions. Identify the clearance for Termite Inspection on plans, for CAT III, IV and V sunrooms, FBC-Residential R318.7.
	17. If the aluminum structure is installed on a deck, provide engineering, FBC-Residential chapter 5.