



New Building – 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.

✓	Permit Package General Requirements
	1. This checklist is for One and Two Family New Buildings, Accessory Structures and Additions Types of Improvement. Each Type of Improvement requires a separate building permit. Note: Only one building permit is required, if an Addition cannot be complete without Alteration work to the existing structure, i.e. new framed openings.
	2. To Submit a Building Permit, go to https://jaxepics.coj.net .
	3. Complete all required fields in JaxEpics, including required fields with an asterisk (*). Provide a detailed description of work. Include enclosed and unenclosed areas on the Specs Tab . Upload documents listed below as applicable.
	4. A Notice of Commencement (NOC) form is required if the total job cost is more than \$5,000.00. After the NOC is recorded with the Clerk of the Court, email it to biddocuments@coj.net . The recorded NOC must be received prior to scheduling an inspection but will not delay permit issuance.
	5. Obtain the following forms on the Building Inspection Division website, if applicable: NOC, Permission by Owner to Obtain Permits, Property Owner Disclosure Statement and COJ-PAIS (Product Approval Information Sheet).
✓	Permit Package Document Names - Folder Locations
	Note: Documents shall be uploaded into folders listed below in <i>Italics</i> and named as indicated in BOLD TYPE .
	1. Architectural Plans - Upload into the <i>Architectural Plans</i> folder as a single PDF.
	2. Narrative (typewritten response/summary to plan review comments) - Upload into the <i>Correspondence</i> folder as a single PDF.
	3. Airport Noise Zone Notice (if the property is in an airport noise zone, a recorded copy of the Airport Noise Zone Acknowledge Notice is required, City Ord. 656.1010) - Upload into the <i>Correspondence</i> folder as a single PDF.
	4. Energy Forms and Calculations - Upload into the <i>Energy Calculations</i> folder as a single PDF.
	5. Energy Form State Copy - Upload into the <i>Energy Calculations</i> folder as a single PDF.
	6. DOH 'No Objections' Site Plan - Upload into the <i>Health Dept - Onsite Septic Approved Permit</i> folder as a single PDF.
	7. DOH 'Existing System' Approval Letter - Upload into the <i>Health Dept - Onsite Septic Approved Permit</i> folder as a single PDF.
	8. DOH Construction-OSTDS New Approved (for new onsite sewage systems) - Upload into the <i>Health Dept - Onsite Septic Approved Permit</i> folder as a single PDF.

	9. DOH Construction Inspection and Final Approval (for new onsite sewage systems) - Upload into the <i>Onsite Septic Final Approval</i> folder as a single PDF. This must be submitted as a revised document to the active permit.
	10. JEA Letter of Service Availability (for a new building on an infill lot) - Upload into the <i>JEA Letter of Service Availability</i> folder as a single PDF.
	11. Current JEA Bill (for accessory structures and additions) - Upload into the <i>JEA Letter of Service Availability</i> folder as a single PDF.
	12. Notarized Letter of Agency (if an agent signs for the Property Owner) - Upload into the <i>Permission & Property Owner Document</i> folder as a single PDF.
	13. Property Owner Permission Form - Upload into the <i>Permission & Property Owner Documents</i> folder as a single PDF.
	14. Property Owner Disclosure Statement (if the Property Owner acts as their own contractor) - Upload into the <i>Permission & Property Owner Documents</i> folder as a single PDF.
	15. Property Deed (A recorded deed is required if the Property Appraiser does not indicate current Property Ownership) - Upload into the <i>Permission & Property Owner Documents</i> folder as a single PDF.
	16. COJ-PAIS (Product Approval Information Sheets) - Upload into the <i>Product Approval Sheets</i> folder as single PDF.
	17. Site Plan-Drainage Plan or Legal Survey - Upload into the <i>Site Plans</i> folder as a single PDF.
	18. Landscape-Irrigation Plan (for active subdivisions) - Upload into the <i>Site Plans</i> folder as a single PDF.
	19. Structural Plans - Upload into the <i>Structural Plans</i> folder as a single PDF.
	20. Repeat An Existing Residential Permit (form) - Upload into the <i>Structural Plans</i> folder as a single PDF.
	21. Flood Hazard Area Letter - Upload into the <i>Structural Plans</i> folder as a single PDF.
	22. Truss Package & Layout Sheet/Engineered Lumber - Upload into the <i>Truss Details</i> folder as a single PDF.
✓	Architectural Plans - FBC-Residential Chapter 3
	Note: Only the Architectural Plans shall be provided with the requirements listed below. Upload into the Architectural Plan folder. If the drawings are prepared by a design professional, they shall be digitally signed and sealed.
	<u>Architectural Plan - Coversheet</u>
	1. The first page (coversheet) of the architectural plans shall include the following: an index of all architectural drawings, roof ventilation calculations, 100% efficacy lighting, enclosed/unenclosed area, enclosed conditioned space and volume of space within the thermal envelope. It shall also have a Building Code Summary. The summary shall include the building code edition, occupancy classification (R3), FBC Chapter 3; occupancy load calculation, FBC Chapter 10; minimum floor live load, FBC Chapter 16; and construction type, FBC Chapter 6. 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.
	<u>Architectural - Floor Plan(s)</u>
	1. Label/dimension all rooms, spaces, doors, windows, fixtures, appliances, cabinets, garage appliance protection, attic access, etc.

	2. Label all emergency & rescue openings in each sleeping room, FBC-R310.
	3. A full bathroom on the habitable grade level shall have a door with not less than a 29-inch clear opening, FBC-R320.
	4. Identify Hazardous glazing location(s), FBC-R308.4.
	5. Identify dwelling-garage opening penetration protection and dwelling-garage fire separation, FBC-R302.
	6. Identify/locate smoke alarms, carbon monoxide alarms, ground fault interrupters (GFI) and arc fault circuit interrupters (AFCI), FBC-R314; R315; NEC 210.8; NEC 210.12.
	Architectural - Exterior Elevations
	1. Dimension the finish floor to finish floor heights or plate to plate heights.
	2. Dimension the building height, from grade plane to highest roof peak.
	3. Label all exterior finish material(s) on all elevations.
	Architectural - Exterior/ Interior wall sections and Details
	1. Provide wall assembly(s), wall section(s) from the foundation through the roof. The wall assembly shall include the termite inspection area FBC-R 318.7) and all interior/exterior materials for vented/unvented soffits.
	2. Identify fire resistant construction material(s), if required, FBC-R302.
	3. Building projections >2 feet to <3 feet from the property line shall be a minimum of 1-hour rated underneath the eaves, soffits, etc., FBC-R302.
	4. Provide flashing details at walls, weather resistance barrier (WRB), windows, doors, chimneys, wood trim, decks, porches and roof-wall intersections, FBC 107.
	5. Provide stair construction details, which shall include riser, tread, handrail and guardrail dimensions (if applicable), FBC-R311; FBC-R312.
	6. Identify all components/connectors of the structural load path system.
✓	Energy Form 402 & 405 - FBC Energy Conservation 101.5.1
	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 form.
	6. Complete the Energy Performance Level (EPL) display card. The builder's signature and property address is 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-Energy Conservation R103.2; FBC-Mechanical 603-2.
	9. Provide mechanical ventilation, FBC-R303; FBC-Energy Conservation R403.
	10. Provide calculations, based on ACCA Manual J, 2023, 8th Edition minimum, FBC-Energy Conservation R403.
	11. The building orientation and dimensions shall match the site plan.
	12. The equipment total cooling shall be within 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).
✓	Product Approval Information Sheet (COJ-PAIS) - City of Jacksonville Form

	1. Complete the City of Jacksonville Product Approval Information Sheet, F.S. 553.842. A Miami-Dade Notice of Acceptance (NOA) is acceptable.
✓	Site/Drainage Plan - Legal Survey - Landscape (no aerial photos)
	Note: Only the Site/Drainage Plan and the Landscape Plan 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, sidewalks, 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. The Landscape plan (for active subdivisions) shall identify all protected trees to remain on the approved civil plans. For in-fill lots, identify any protected trees to be removed.
	5. Questions concerning Site Plans, Legal Surveys, Special Flood Hazard Areas (FEMA), Landscape or Drainage, contact www.reviewgrp@coj.net or (904) 255-8310. Questions concerning Zoning, contact zoning@coj.net or (904) 255-8300.
✓	Structural Plans - Foundation / Framing - FBC-R301
	Note: Only the Structural Plans shall be provided with the requirements listed below. The Structural Plans shall be digitally signed and sealed, F.S. 471.025; F,S, 481.221.
	1. The first page (coversheet) shall include the following: Index of all structural sheets; Building Code Analysis, which includes; the minimum Basic Wind Speed; Exposure Category; Building Risk Category; Component and Cladding Pressures (PSF), FBC 1604; FBC-R301; Figure R301
	2. The building orientation and dimensions shall match the architectural floor plan.
	3. Provide foundation details. They shall include dimensions, slab thickness, reinforced steel/fiber mesh, FBC-R401.
	4. 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.
	5. Identify braced (shear) walls (if applicable).
	6. Provide framing details. They shall include gable end, window, door, garage door buck attachment, etc.
	7. Identify the size/dimensions of headers, beams and lintels, etc.
	8. Provide a wall/roof sheathing connector schedule, which shall include the fastener size & pattern.
	9. If masonry construction, provide fill cell and reinforcing details.
	10. Provide engineered floor joists and floor beam details (if applicable).
	11. Provide roof, wall and floor framing plans (if applicable). Provide balloon framing details (if applicable).
	12. Identify/label all components of the structural gravity and uplift load path system.
✓	Trusses (Roof / Floor) - FAC 61G15.31.003

	1. Provide digitally signed & sealed truss drawings, FBC-R802. Include the Engineer of Record's (EOR) name & address on the coversheet.
	2. The Engineer of Record (EOR) shall review and provide by written approval of the truss package (shop drawings). Provide approval on: (1) the truss package coversheet; or (2) the truss layout sheet; or (3) the structural drawings (digitally signed and sealed); or (4) a EOR letterhead (digitally signed and sealed).
	3. The orientation of the truss layout plan(s) shall match the foundation plan and structural floor framing plan.
	4. The roof line(s) shall match the architectural exterior elevations.
	5. The truss bearing points shall match the footing location(s) on the foundation plan, FBC-R801.2 OR the truss design drawings shall be prepared in conformance with section FBC-R802.10.