



Tubular Steel Structures - 1 & 2 Family Checklist

(REVISED: 4/20/2026)

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 & Two Family Accessory Structures and Additions with a Building Risk Category I "Type of Improvement". Each Type of Improvement requires a separate building permit. Note: Only one building permit is required, if the 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, indicated by 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 greater than \$5000.00. After the NOC is recorded with the Clerk of the Court, email it to BIIDocuments@coj.net . The recorded NOC must be received prior to scheduling an inspection but will not delay permit issuance.
	5. Obtain the following forms from the Building Inspection Division website, if applicable: NOC, Property Owner Permission Form, 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. Certificate Of Appropriateness (COA) (if Historic review is required, see Agency tab) - Upload into the <i>Certificate of Appropriateness</i> folder as a single PDF.
	3. Current JEA bill (for accessory structures and additions) - Upload into the <i>JEA Letter of Service Availability</i> folder as a single PDF.
	4. DOH 'No Objection' Site Plan - Upload into the <i>Health Dept - Onsite Septic Approved Permit</i> folder as a single PDF.
	5. Narrative (typewritten response/summary to plan review comments) - Upload into the <i>Correspondence</i> folder as a single PDF.
	6. 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.
	7. PAIS-COJ (Product Approval Information Sheets) - Upload into the <i>Product Approval Sheets</i> folder as single PDF.
	8. Property Owner Permission Form - Upload into the <i>Permission & Property Owner Documents</i> folder as a single PDF.
	9. Property Owner Disclosure Statement (if the Property Owner acts as his or her own contractor) - Upload into the <i>Permission & Property Owner Documents</i> folder as a single PDF.
	10. 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.
	11. Site Plan-Drainage Plan or Legal Survey - Upload into the <i>Site Plans</i> folder as a single PDF.

	12. Structural Plans - Upload into the <i>Structural Plans</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.
	Architectural Plan - Coversheet
	1. The first page (coversheet) of the architectural plans shall include the following: an index of all architectural drawings, enclosed and unenclosed areas and 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.
	Architectural - Floor Plan(s)
	1. Label and dimension the building size, all rooms, spaces, doors, windows, etc.
	2. Identify Hazardous glazing location(s), FBC R308.4.
	Architectural - Exterior Elevations
	1. Indicate location and size of windows and doors on all elevations.
	2. Dimension the building height, from finished floor at the front door to the 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.
	2. 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.
✓	Product Approval Information Sheet (COJ-PAIS) – City of Jacksonville Form
	1. Complete the City of Jacksonville Product Approval Information Sheet, F.S. 553.842. Florida Product Approval or Miami-Dade Notice of Acceptance (NOA) is acceptable.
✓	Site/Drainage Plan – Legal Survey – Landscape (no aerial photos)
	Note: Only the Site/Drainage Plan shall be provided with the requirements listed below.
	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, finished floor elevation, surface/storm water flow, etc.
	2. The building orientation and dimensions shall match the architectural floor plan.
	3. Locate the well and onsite sewage (septic) system on the site plan (if applicable).
	4. Any questions concerning Site Plans, Legal Surveys, Special Flood Hazard Areas (FEMA), Landscape or Drainage, contact reviewgrp@coj.net or (904) 255-8310. Any 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 an index of all structural sheets and a Building Code Analysis. The Building Code Analysis shall include the minimum Basic Wind Speed, Exposure Category, Building Risk Category and Component & Cladding Pressures (PSF), FBC 1604; FBC R301; Figure R301.
	2. The building orientation and dimensions shall match the architectural floor plan.
	3. The foundation details shall include dimensions, slab thickness and identify if using reinforced steel or fiber mesh, FBC R401.
	4. Provide framing details, including clip connectors and header sizes. Circle the site-specific details on generic plans which apply to the project.

5. If the structure is in a Flood Hazard Area, 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 or Structure, which shall be elevated at or above the DFE (BFE + 2-feet). Include the finish elevation of all Plumbing, Mechanical and Electrical equipment/component(s). The equipment/component(s) shall be elevated at or above the DFE or designed with flood-resistant materials. 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.