

Residential Plans Submittal Checklist

One or Two Family Residential Building Permit Application

- New Construction – new development and redevelopment
- Additions, Alterations or Repairs – addition or removal of floor area, alteration or changes to a structure

The Plan Reviewers at the City of St. Petersburg strive to provide a thorough and timely plan review process based on the [current adopted Codes and Ordinances](#). In order for us to provide the most efficient service, it is important that the applicant provide all the information necessary for the review. The following checklist includes general items that are expected when submitting applications and plans for review. Each project is unique and may require more information, however, the following list provides the minimum requirements.

- Completed [Permit Application](#)
 - Address and/or Parcel Identification Number included
- Owner/Contractor [Disclosure Statement](#) signature notarized (*FBC-B 105.1*), if applicable
- Agency or Board approvals (DRC, CPC), if applicable
- Minimum of two (2) complete sets of construction plans (minimum size of 11”x17”). Plans must be scaled and legible. (*FBC-B 107*)
 - Two (2) copies of [Cover Sheet](#)
 - Two (2) copies of [Site Plan](#) (including legal survey, if available)
 - Two (2) sets of [Building Plans](#)
 - Two (2) sets of Signed and Sealed [Structural](#) Drawings
 - Two (2) sets of the Florida [Energy Efficiency Code](#) for Building Construction Forms (if applicable)
 - Two (2) sets of the Product Approval Information Sheets
 - Windows, doors, garage doors, roof, soffit, fascia, siding, skylights, shutters
 - Residential Zoning Compliance Form or Information on Plans (email devrev@stpete.org for interactive copy)

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Cover Sheet

- Property Address, Parcel # and legal description, and Lot number
- Contact information: Owner, Contractor and Designer.
- Building Code Editions
- Occupancy group and use
- Type of Construction
- Number of stories
- Square Footage
- Flood Zone
- Zoning District (lookup: www.stpete.org/LDR)

Site Plan (*FBC-B 107.2.5*) – ***Plans must be to scale and show the scale utilized***

- Site Plan drawing's dimensioned with North arrow indicated **
- Locations of proposed additions/buildings/site utilities, dimensions of property lines, street in front of property and easements **
- Existing and proposed Grade Elevation and Finish Floor Elevation including the abutting properties and right-of-ways (survey may be required). [See Memo](#)
- Proposed drainage plan and cross section
- Building footprint and orientation same on all floor plans **
- Private well location (if applicable)
- Site Plan Zoning Requirements (*LDR Chapter 16*)
 - Zoning District (lookup: www.stpete.org/LDR) and Historic Designation (if applicable) **
 - Residential Compliance Form (email DevRev@stpete.org for interactive calculator
 - Flood Zone - if in Special Flood Hazard Area, show design flood elevation
 - Wetlands, Preservation area boundaries (if applicable)
 - Dimensions from property lines to stoop, porch, and building on all sides **
 - Area of impervious surface in the front and street side yards (yard area is from property line to required building setback line)
 - Location and dimensions of existing and proposed sidewalks, driveway(s), parking spaces, if required spaces are not within garage & landscape structures **
 - Dimensions from property lines to A/C pad, pool, decks, fencing and ancillary equipment locations **
 - Screening detail for any A/C ancillary equipment visible from the right-of-way **
 - Landscape plan showing required trees, shrubs and the method of irrigation (email DevRev@stpete.org for standard notes and details)
 - Show grand and protected trees to remain on the subject parcel and on adjacent property within 15-feet of all proposed construction, all trees to be removed marked with an X, **separate tree removal permit required**
 - Show method of tree protection if grand or protected trees on site (email DevRev@stpete.org for standard barricade detail)

For minor alterations and repairs, limited site plans required **

Building Plans (*FBC-B 107*)

Floor Plans

- Area sq./ft. breakdown: enclosed conditioned/unconditioned space, unenclosed space
- Size and arrangement of all rooms/spaces labeled with intended use
- Room dimensions and ceiling heights
- Location of all plumbing fixtures
- Location of all required GFCI/AFI and waterproof receptacles (*FBC-R E3901,E4002*)
- One Bath/Toilet room with a 29" minimum clear access, on the lower floor (*FBC-R R320*)
- Dwelling egress: window and door size and proper location (*FBC-R R310-11.2*)
 - Window & Door Compliance Form
- Stair construction details indicate proper tread/riser relationship, handrail location, handrail/guardrail heights and maximum open rail spacing indicated (*FBC-R R311.7, R312.1*)
- Hazardous glass locations indicated (*FBC-R R807, R308.4*)
- Attic access located with opening dimensions (*FBC-R R807*)
- 75% High-Efficiency Lighting (*FBC-EC R404*)
- Roof Ventilation Calculation (*FBC-R R806*)
- Location of air handler
- Location of exhaust fans (*FBC-R R303.5*)
- Location of Smoke detectors and carbon monoxide detectors (if applicable) (*FBC-R R314-315*)
- Dwelling/garage opening/penetration protection and dwelling/garage separation (*FBC R302.5-7*)
- Location of appliances, elevation above floor and impact protection (IRC M1307)

Exterior Elevations

- Windows, doors, roof slopes, exterior materials, final grade line and chimneys
- Exterior finish materials indicated on ALL sides
- Zoning Requirements - *LDR Chapter 16*
 - Dimensions from grade to finished floor, and from grade to beginning of roofline and to roof peak
 - If in Special Flood Hazard Area, dimension from required design flood elevation at finished floor to beginning of roofline and to roof peak
 - Fenestration and glazing calculations for each elevation for structures in Neighborhood Traditional (NT) zoning districts

Wall Section (*FBC-B 107.2.4; FBC-R R702-703*)

- Wall section(s) from foundation through roof including wall assembly (ext & int) materials including connectors' manufacturer, model number and uplifts
- Fire resistant construction materials indicated when applicable (*FBC-R R302*)
- Insulation information indicated; R-Values must match energy forms
- Projections ≥ 2 feet to < 5 feet: 1-hour rated underneath (*FBC-R R302.1*)
- Fireblocking/Draftstopping locations identified, as applicable (*FBC-R R302.11-12*)
- A section including a typical window on both floors, or a note as to the inches the windows are recessed from the face of the building (*Zoning Requirements – LDR Ch. 16*)

Structural Foundation Plans and Details (*FBC-B 107*)

- Drawings signed and sealed by the Florida Engineer or Architect of Record or state approved design manual
- Wind zone location or wind speed indicated (*FBC-R R301.2.1*)
- Exposure Category (*FBC-R R301.2.1.4*)
- Building Risk Category (*FBC-B Table 1604.5*)
- Design Loads (gravity and lateral) provided
- Enclosure classification/internal pressure coefficient (*FBC-R R301.2(7)*)
- Foundation Plan's footprint and orientation matches Floor Plan and Site Plan
- Foundation details (*FBC-R R401*)
 - Slab thickness
 - Reinforcing Steel/mesh
 - Compaction
 - Dimensions
- Shear walls indicated
- Framing details and Gable end bracing details provided
- Beams, lintels and headers are sized and indicated
- Connectors or clips schedule provided
- Wall and Roof sheathing nailing pattern indicated
- Masonry construction details indicated when applicable (*FBC-R R606-607*)
- Masonry filled cells with reinforcing bars indicated when applicable (*FBC-R R606.9*)

Flood Zone Requirements (if applicable)

- Indicate flood zone, elevation and compliance with *FBC-R R322*
- Base flood Elevation + 2' (*FEMA*)
- Show flood vents and sq. inch flow through calculation
- Flood resistant materials
- Appraisal in last six months
- Substantial Improvement Package (if project is greater than 25% of the structure value)

Energy Efficiency Forms

- [Form R402](#)
- [REScheck Printout](#)
- Form 405
 - Load Calculations
 - Based on the ACCA Manual J 2003, 8th Edition minimum (*FBC-EC R403.6.1*)
 - The equipment's Total Cooling should be within 100-115% of the project's required cooling load. If the Manual J does not contain the equipment information, provide two (2) copies of an Equipment Summary Sheet: manufacturer, tonnage, model no., total cooling, SEER, and HSPF/AFUE (*FBC-EC R403.6.1*)

Prefabricated Roof and Floor Trusses

- Truss engineering signed/raised-sealed by a Florida engineer (FBC-R R802.1.7.2)
- Engineer of Record's (EOR) name and address information indicated on the cover sheet.
- The EOR has approved the truss package. The shop drawing review disposition stamp has been applied onto the truss profiles package & truss layout plans.
- Truss layout plan has same footprint and orientation as the foundation and floor plan. Confirm roof lines with Exterior Elevations (gable, hip).
- Truss bearing points match the Foundation Plan footing locations (FBC-R 802.1.6.5)
- Uplifts shown on plan

Revisions – If plans returned for corrections

- Submit only the sheets (signed and sealed) that are being revised (2 sets) and one set of the original sheets removed
- Provide application number and address of project
- Identify clearly all revisions on the drawings (cloud)
- Comments – attach written response to all comments, include narrative that lists and explains all revisions.

Contractor Requirements

- Active State of Florida Contractors License
- Active Pinellas County Construction Licensing Board (PCCLB) License

Notice of Commencement (NOC)

Before first inspection can be scheduled, a [Notice of Commencement](#) must be received. The purpose of recording a Notice of Commencement (NOC) is to protect the owner from liens being placed on the property without the knowledge of the property owner.

According to Florida Statutes:

- Section 713.13, before starting any improvement to real property for which the direct contract price is greater than \$2,500, the owner or owner's agent (contractor) must:
 - Step 1 – RECORD
 - A Notice of Commencement may be recorded in the [Pinellas County Clerk of Court's](#) office at any of their branch locations. Their closest branch to our office is located at *545 First Avenue North – St. Petersburg, FL 33701 – 727-464-7000*
 - Step 2 – File a certified copy of the Recorded Notice of Commencement with the Construction Services and Permitting office PRIOR to requesting the first inspection.
 - By mail, fax, email or hand deliver to the Permitting office
- The Construction Services and Permitting Division may not perform inspections until step 2 has been completed by the owner or owner's agent.
- The recording of the Notice of Commencement is not required prior to the issuance of a permit.

Most Common Reasons for Disapprovals

1. Site plan/survey not included
2. Site plan/survey not dimensioned
3. No landscape plan submitted
4. Building permit application not signed
5. Location of AC unit not shown on site plan/survey
6. Submittal does not include 2 sets of plans
7. Plans are not signed and sealed
8. Contractor's information is not current in system
9. Application missing complete owner information
10. At revision status – disapproval is common as a result of a lack of narrative submittal and delineation of changes