

## Foundation Only Permit Checklist

Certain new buildings, such as high-rise buildings, may apply for foundation only permits to begin construction before the complete plans are approved for permitting. **The following items are required for foundation only permits:**

- A signed and notarized letter from the contractor of record stating that they are **proceeding at their own risk** without assurance that a permit for the remainder of the work will be granted; and that corrections may be required in order to meet the provisions of the technical codes and/or ordinances, laws, rules and regulations.
- Completed Threshold Inspectors Package (available at stpete.org).
- Soils report.
- Approved site plan showing building placement on the property.
- Foundation plan with applicable sections and details, piles, pile caps, grade beams, footings, etc.
- Basic life safety plan stamped "For Reference Only"
- Elevations
- Under slab MEP's, fire system pipe sleeving and conduit path if applicable (must be included in the scope of work).
- Completed Building Permit application (available at <http://www.stpete.org/Applications.htm>).

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### Foundation Plans Should:

- Be signed and sealed by professional registered engineer, with all construction materials and methods specified;
- Provide building's occupancy classification;
- Identify type of construction;
- Address all structural requirements, soil conditions/analysis, termite protection, design loads, wind loads, finished floor elevations, and building height in stories and feet;
- Thoroughly describe the location, nature, and extent of the proposed work;
- Identify the FEMA flood zone requirements;
- Identify any and all trades that must be placed and inspected prior to foundation system placement;
- Specify monolithic or mat slab foundation requirements; and
- Indicate if finished floor is included in the foundation permit scope of work.

**Do not include** any other information such as floor plans and interior finishes.

### Site Plan Should include:

- Proposed location of the structure with dimensioned distances from the property lines and other structures on the same site with vehicle use areas and landscaped areas identified;
- 20 ft. wide Fire Department vehicle access;
- fire hydrant location within 300 ft. from any corner of the proposed building;
- Fire Department connection within 100 ft. of the proposed building; and
- locations of all site utilities, tanks, water lines, sewer lines, gas lines, electrical lines, mechanical, etc.