

# Single Family Dwelling New Construction & Additions

Adding Building Footprint or Square Footage

BP - \_\_\_\_\_ - \_\_\_\_\_ (City Office Use)

# ePlan Review

City of Gainesville  
Building Inspection Department

# Applicant Checklist

Florida Building Code  
Residential  
1 & 2 Family Dwellings

The Building Inspection Department is committed to a fast turn-a-round for New SFD projects and additions; the success of this process is dependent on the applicant's submittal. This checklist is available to assist the applicant in providing a quality permit submittal package, which in return will expedite the review process to issue of the building permit.

**Project Address:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

- Completed Permit Application Provided**
- A Valid E-911 County Issued Address Provided**

**Completed & Accurate Site Drawing Provided**

- Drawing done to Scale**       **Utilities Shown**
- Existing Buildings Shown**       **Easements Shown**
- New Construction Shown**       **Driveway Shown**
- Lot Dimensions Shown**       **North Arrow Shown**
- Address & Parcel # Shown**       **Streets / Roads Shown**
- Building(s) to Property Lines Distances Shown**

**NOTE:** A missing or incomplete Site Drawing will delay the review and approval process. Improvements to the property are reviewed & approved by Zoning, Public Works, & GRU.

**Scope of Work Provided (check as applicable)**

- Building - Structural**       **Plumbing**
- Building - Non-Structural**       **Gas**
- Mechanical**       **Exterior**
- Electrical**       **Roof**

**NOTE:** Scope of Work should be clearly shown on the plans in specific details and/or in notes.

**Existing Conditions Shown for Additions**

- Existing Floor Plan**
- Existing Elevations**

**NOTE:** Provide accurate information about the existing building.

- Sub-Contractor List Provided**
- Subs will apply for Separate Permits**

**Minimum Requirements for Construction Plans**

- ✓ **Minimum Sheet Size - 11"x17"**
- ✓ **Plans Must be Drawn to Scale - 1/4" or 1/8" per foot**
- ✓ **Plans Must be Drawn with Straight Edge or CAD**
- ✓ **Show all Doors, Windows, Equipment, & Fixtures**
- ✓ **Label all Rooms and Provide Dimensions**
- ✓ **Identify all Load-Bearing Walls, Headers, & Beams**
- ✓ **Plans must be Legible & include Project Address**
- ✓ **Designer's Name & Contact Info must be on Plans**

**Proposed Construction Documents Provided**  
*Check as Applicable to the Proposed Scope of Work*

- Building - Sealed Engineering Provided**
- Building - Accurate Floor Plan Provided**
- Building - Egress & Hazardous Windows Shown**
- Building - Wall/Floor/Roof Sections Provided**
- Building - Rafter / Ceiling Joist Layout Provided**
- Building - Sealed Truss Drawings Provided**
- Building - Exterior Elevations Provided**
- Building - Energy Forms Provided**
- Building - FL Product Approval Form Provided**
- Mechanical - Manual J & D Provided**
- Mechanical - Equipment Location Shown**
- Electrical - Panel/Receptacles/Outlets Shown**
- Electrical - Service Size & Location Shown**
- Electrical - Smoke/CO2 Detectors Shown**
- Plumbing - Fixtures & Locations Shown**
- Plumbing - Shower Pan Detail/Info Provided**
- Plumbing - Tub/Shower Controls Info Provided**
- Gas - Appliances & Riser Diagram Shown**

**Applicant's Statement:** (Please initial each Statement)

\_\_\_\_\_ I understand Additional Information may be Required prior to the Issuance of the Permit

\_\_\_\_\_ I understand the Permit may be issued with Conditions and Agree to Provide the Required Information as indicated in the Permit Conditions: