

City of Gainesville's Building Inspections Department

Remodel/Renovation (no addition) Plan Requirements & Checklist

ALL REQUIREMENTS SUBJECT TO CHANGE

EFFECTIVE June 30, 2015

THIS CHECK LIST IS A GUIDE TO BE USED FOR PROPER CONSTRUCTION PLAN SUBMITTAL. SOME ITEMS MAY NOT APPLY TO YOUR PERMIT APPLICATION. *IF AN ITEM IS REQUIRED AND NOT PROVIDED – THE PLAN REVIEW TIME PERIOD MAY BE STOPPED UNTIL PROPER DOCUMENTATION IS SUBMITTED.*
IF YOU ARE APPLYING AS AN “OWNER/BUILDER”, YOU MUST BRING IN A COPY OF YOUR WARRENTY DEED OR TAX NOTICE TO SHOW OWNERSHIP. THE PROPERTY MUST BE IN YOUR NAME.

All building plans must include the following items and indicate compliance with the Florida Building Code, Fifth Edition – Residential & Existing. (www.floridabuilding.org)

GENERAL REQUIREMENTS: Two (2) complete sets of plans containing a floor plan, site plan, foundation plan, floor/roof framing plan or truss layout, wall sections and all exterior elevations with the following criteria and documents:

Applicant	Plans Examiner	
<input type="checkbox"/>	<input type="checkbox"/>	All drawings must be clear, concise and drawn to scale. All rooms shall be dimensioned and labeled for use. (“Optional” details that are not used shall be marked void or crossed off). Square footage of different areas shall be on plans.
<input type="checkbox"/>	<input type="checkbox"/>	Designer’s name and signature on document. If drawn by licensed architect or engineer, official seal shall be affixed.

BUILDING PLANS

<input type="checkbox"/>	<input type="checkbox"/>	a) ELEVATIONS: (if being modified)
<input type="checkbox"/>	<input type="checkbox"/>	b) FLOOR PLAN: <u>(As is and proposed layouts)</u> <ul style="list-style-type: none"> - Rooms labeled & dimensioned - Windows & Doors: show size, mfg, approval listing and attachment specifications and safety glazing where needed - Fireplaces (gas appliance, vented or non-vented, or wood burning) w/ hearth - Plumbing fixture layout - Electrical layout: <ul style="list-style-type: none"> Service panel and sub-panel size & locations Meter location w/ type of service entrance (overhead or underground) - Mechanical/Gas: HVAC Equipment & Exhaust fan locations <ul style="list-style-type: none"> Type of Gas System (LP or Natural) Gas equipment location and BTU demand
<input type="checkbox"/>	<input type="checkbox"/>	d) ROOF SYSTEM: (if being modified) TRUSS PACKAGE or CONVENTIONAL FRAMING LAYOUT
<input type="checkbox"/>	<input type="checkbox"/>	e) WALL SECTIONS: <ul style="list-style-type: none"> MASONRY WALL <ul style="list-style-type: none"> - All materials making up the wall WOOD FRAME WALL <ul style="list-style-type: none"> - All materials making up wall METAL FRAME <ul style="list-style-type: none"> - Building designed by FL Registered Design Professional (signed and sealed documents required)

FLORIDA ENERGY CODE COMPLIANCE If modifying HVAC system

<input type="checkbox"/>	<input type="checkbox"/>	a) Energy Code Calculations (3 copies)
<input type="checkbox"/>	<input type="checkbox"/>	b) Manual J or alternate approved method (sizing equipment)
<input type="checkbox"/>	<input type="checkbox"/>	c) Manual D or alternate approved method (sizing duct) <ul style="list-style-type: none"> - include duct layout - show return air location and size