

**1 & 2 Family Dwellings**  
Single Family Dwellings & Duplexes  
**Interior / Exterior Renovations**  
**No Increase in Building Footprint or Height**

**ProjectDox**  
**ePlan Review Checklist**  
**City of Gainesville**  
**Department of Doing**  
**Building Division**

Date:

**ProjectDox** offers a convenient and efficient way to submit construction documents for review. The Building Division is committed to a quick turn-a-round for 1 & 2 Family Dwelling renovation projects; the success of this process is dependent on the applicant's submittal. This checklist is provided to assist the applicant in providing a quality permit submittal package to the Building Division; which in return will help to expedite the review process and issuance of the building permit. (August 2018)

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

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

- Permit Application**  
 **Valid Email Address Required for ProjectDox**

- Scope of Work** (check as applicable)
- |  |                                       |
|--|---------------------------------------|
| <input type="radio"/> <b>Building - Structural</b>     | <input type="radio"/> <b>Plumbing</b> |
| <input type="radio"/> <b>Building - Non-Structural</b> | <input type="radio"/> <b>Gas</b>      |
| <input type="radio"/> <b>Mechanical</b>                | <input type="radio"/> <b>Exterior</b> |
| <input type="radio"/> <b>Electrical</b>                | <input type="radio"/> <b>Roof</b>     |

*Scope of Work can be a separate document or notes on the Construction Plans. Take-off & Estimation Worksheets are not acceptable in lieu of an accurate Scope of Work.*

**Existing As-Built Conditions**

- Existing Floor Plan**  
 **Existing Elevations**  
 **Existing Fixtures & Equipment**  
 **Existing Damage or Special Conditions**

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

Include information with accurate details so the Plans Examiner will understand the existing as-built conditions of the building.

**EXAMPLE:** 1 story dwelling on slab, wood-framed walls with conventional framed roof, and metal roofing.

- Existing Building Construction Type**  
 **Number of Stories of the Dwelling**  
 **Existing Foundation Type**  
 **Existing Floor Construction Type**  
 **Existing Roof Construction Type**  
 **Identify the Story of the Proposed Work**  
 **Existing Window & Doors**  
 **Duplex Units - Show all Fire Rated Walls & Ceilings**

**NOTE:** Structural repairs, changes, and alterations will require digitally signed & sealed details from an architect or engineer based on the extent and scope of the structural work - If no structural work is proposed clearly indicate so in the Scope of Work

- Sub-Contractor List**  **No Subs**  
 **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 - Signed & Sealed Engineering (see note)**  
 **Building - Accurate Floor Plan**  
 **Building - Egress & Hazardous Windows**  
 **Building - Wall / Floor / Roof Sections**  
 **Building - Rafter / Ceiling Joist Layout**  
 **Building - Signed & Sealed Truss Drawings**  
 **Building - Exterior Elevations**  
 **Building - Energy Forms**  
 **Building - FL Product Approval Form**  
 **Mechanical - Manual J & D - AHRI Report**  
 **Mechanical - New Equipment Location**  
 **Electrical - New Panel / Receptacles / Outlets**  
 **Electrical - New Service Size & Location**  
 **Electrical - New Smoke / CO Detectors**  
 **Plumbing - New Fixtures & Locations**  
 **Plumbing - New Shower Pan Detail / Info**  
 **Plumbing - New Tub / Shower Controls**  
 **Gas - New Appliances & Riser Diagram**