CITY OF SEBASTIAN
PLAN REVEW CHECKLIST

Minimum Requirements for New One & Two Family Residential Structures

	SPECIAL FLOOD HAZARD AREA	Items to be Included – Each Box Shall be Circled as Applicable		
	Is the proposed structure located in a special flood hazard area (SFHA)? YES NO If YES, the following requirements apply:			
1.	**Flood Protection:** Flood Damage Control Regulations and minimum standards under the National Flood Insurance Program require new construction, substantial improvements and remodeling projects to be protected from flood damage. Pursuant to these regulations, the following minimum information must be included with plans submitted for approval for structures built within the Special Flood Hazard Area: verification of grade and structural related elevations, certification of materials, ventilation and flood proofing techniques, area identified for remodeling and the value of construction and added engineer certifications for construction within a floodway or velocity zone and for commercial construction below the base flood elevation. All requirements based on City of Sebastian flood plain ordinance.	Yes	No	N/A
2.	Substantial Improvement or Substantial Damage, whereby the cost of the improvement or repairs are more than 50% of the pre-damaged market value of the building. The building contractor and the building owner(s) shall sign a flood zone affidavit and include the cost estimate for repairs or improvements in accordance with FEMA regulations. Affidavits are available through the Building Department.	Yes	No	N/A
3.	For properties located in a Special Flood Hazard Area, the applicant must submit a sealed survey which clearly delineates the SFHA. If the sealed survey indicates that the entire structure is located outside of the SFHA, Flood Damage Control Regulations will not apply. However, in all cases involving SFHA properties, a final elevation certificate will be required prior to final inspection.	Yes	No	N/A
4.	Structures located in a special flood hazard area shall have an elevation certificate submitted after the slab is poured and prior to any vertical walls being built. A final elevation certificate submitted before requesting the final inspection.	Yes	No	N/A
5.	Foundation drawings must include the floor elevation of all areas of the building including attached garage.	Yes	No	N/A
6.	If any portion of the structure is located within the designated floodway or within a velocity zone, sealed engineering studies must be submitted prior to issuing the building permit. Refer to the City of Sebastian Land Development Code Article XII Flood Protection Ordinance for further requirements.	Yes	No	N/A
	REQUIRED DOCUMENTS MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION	**Items to be Included – Each Box Shall be Circled as Applicable**		
1.	Building permit application with original notarized signature of qualifier or Owner/Builder permit application with original notarized signature of owner. Owner/Builder must personally appear and complete disclosure statement in accordance with FS 489.103. To qualify under the Owner/builder exemption, the ownership of the property must not be under a corporation and the property must be for the owner's use and not offered for sale, lease or rent for a period of one year. Provide a Copy of the recorded deed (if metes and bounds) or legal description.	Yes	No	N/A
2.	Florida Energy Efficiency Forms: Provide two (2) complete sets of R405-2017 compliance forms and one (1) additional copy of the front sheet only. All front sheets shall contain the signature of the person who performed the calculations and the signature of the owner/agent. Provide two (2) copies of cooling and heating load and sizing calculations and two (2) Energy Performance Level (EPL) cards signed by the builder. An Envelope Leakage Test performed by an approved 3rd party agency shall be submitted on the appropriate form prior to issuance of Certificate of Occupancy.	Yes	No	N/A
3.	Site plans: For each permit type (ie: House, Driveway & Land Clearing) Provide two (2) copies of single line drawings to scale (1:20 or 1:30 scale) showing property boundaries, lot dimensions, location of proposed and existing structures on the lot, street in front of the property and street name. If located on a corner lot, indicate the names of both streets, all easements, conservation and/ or wetland areas.	Yes	No	N/A
4.	Sanitary sewer/water receipt from Indian River County Utilities. If sanitary sewer/ water service is not available, provide a copy of septic tank permit/well permit from Indian River County Health Department. This information must be provided prior to release of permit. **NOTE:** Septic tank /well is not an option. If facilities are available, the plumbing systems shall be connected to the available services.	Yes	No	N/A
	PLANS AND SPECIFICATIONS **New 1 & Family Residential Structures**	**Items to be Included – Each Box Shall Be Circled As Applicable**		
1.	Two (2) copies of drawings at a scale that provides sufficient clarity and detail to indicate the nature and scope of work (recommend 1/4" = 1'). Such drawings shall contain information, in the form of notes or otherwise, as to the quality of materials, where the quality is essential to conforming with the technical codes of the **2017 Florida Building, Plumbing, Mechanical, Fuel Gas, Energy Efficiency, Accessibility and 2014 National Electrical Codes**. Such information shall be specific, and the technical codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used as a substitute for specific information. All drawings, specifications, and accompanying data shall bear the name and signature of the person/persons responsible for the design. For plans that include multiple options only those options for the building being considered for permit shall be identified. All others shall be removed or crossed out. **NOTE:** All structural plans shall be signed and sealed by a design professional or be accompanied by an approved alternative design method authorized by the Florida Building Commission.	Yes	No	N/A
	GENERAL PLAN REQUIREMENTS **Plans shall have the structural design criteria clearly indicated (i.e., wind loading, floor and roof live and dead loads).**	**Items to be Included – Each Box Shall Be Circled As Applicable**		
1.	**STRUCTURAL DESIGN CRITERIA CLEARLY INDICATED** (i.e., wind loading, floor and roof live and dead loads).	Yes	No	N/A
	The following information related to wind loads shall be shown on the construction plans:			
1.	Basic wind speed – Risk Category I- 150 mph (Vult), Risk Category II – 160 mph(Vult), Risk Categories III, IV – 170 mph(Vult) per City Ordinance	Yes	No	N/A
2.	Wind building risk category.	Yes	No	N/A
3.	Wind exposures – Exposure B **or** Exposure C if within 1500 ft. of the Indian River **or** Exposure D if within 600 ft. of the Indian River	Yes	No	N/A
4.	The applicable internal pressure coefficient.	Yes	No	N/A
5.	Components and Cladding. The design wind pressures in terms of psf, to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional.	Yes	No	N/A

	EXTERIOR WINDOWS & DOORS	Items to be Included – Each Box Shall Be Circled As Applicable		
1.	Exterior openings are required to meet the design wind load pressures	Yes	No	N/A
2.	Product Approvals required for components and cladding such as: vinyl siding, cement board siding, windows, doors, soffit material, metal roofing, skylights, etc. in the form of Miami Dade NOA, Florida Product Approval or sealed reports showing compliance with all applicable test data required by code shall be submitted for review. City approved copy shall be available on the job at the time of inspecion.	Yes	No	N/A
3.	Window and door buck attachments and waterproofing details to masonry or wood per engineer of record, product approval or AAMA 100 & 200 specifications.	Yes	No	N/A
	Impact Protection			
1.	Option 1: Approved impact resistant windows and doors certified to meet either Miami-Dade or Florida Product Approval impact tests. Plans include manufacturer, model number, installation instructions, and copy of Miami-Dade Product Approval, Florida Product Approval or impact test data for proposed impact resistant windows.	Yes	No	N/A
2.	Option 2: Approved shutters certified to meet either Miami-Dade County Product Approval or Florida Product Approval impact tests. Shutters must be roll-down, panel, accordian, or other approved design type. Plans include manufacturer, model number, installation instructions, and copy of Miami-Dade Product Approval, Florida Product Approval or impact test data for proposed shutters.	Yes	No	N/A
3.	Plywood shutters may be used but must be a minimum 7/16 inch thick, precut and predrilled with corrosion resistant anchorage system in place in accordance with R301.2.1.2 before the final building inspection. Plans to include shutter details and anchoring details per the requirements of the Florida Residential Building Code.	Yes	No	N/A

	FOUNDATION INSPECTION REQUIREMENT	Items to be Included – Each Box Shall Be Circled As Applicable		
1.	Termite protection- must specify type of termite treatment to be used on plans. • Soil Chemical Barrier Method applied in accordance with Fl. Dept. of Agriculture and Consumer Services • Registered termiticide formulated and registered as a wood treatment used for subterranean termite prevention must be installed per manufacturers labeled directions. • Other treatment methods must specify proposed method and submit documentation, which substantiates the proposed method as an approved termite protection system or method. • Final treatment of Soil Chemical Barrier Method requires a certificate of compliance submitted to the building department by a licensed pest control company before a certificate of occupancy will be issued. The certificate of compliance shall state: "The building has received a complete treatment for the prevention of subterranean termites. The treatment is in accordance with the rules and laws of the Florida Department of Agriculture and Consumer Services."	Yes	No	N/A
	FLOOR PLANS SHALL INCLUDE THE FOLLOWING:			
1.	Size and arrangement of all rooms with intended use for each room.	Yes	No	N/A
2.	All plumbing fixtures.	Yes	No	N/A
3.	Attic access (22" x 36" min.).	Yes	No	N/A
4.	Emergency egress windows in all bedrooms.	Yes	No	N/A
5.	Location of air handler.	Yes	No	N/A
6.	Location of electrical panel.	Yes	No	N/A
7.	Location of fireplaces.	Yes	No	N/A
8.	Location and dimensions of all interior and exterior shear walls.	Yes	No	N/A
9.	Location of all interior bearing walls, and columns.	Yes	No	N/A
10.	All header and lintel sizes, types, ratings, and locations.	Yes	No	N/A
	FOUNDATION PLANS SHALL INCLUDE THE FOLLOWING:			
1.	Interior and exterior footing size and reinforcement, minimum concrete strength in psi, including lapping of reinforcement, location and dimensions of foundation dowels, vertical steel, and anchor bolt sizes.	Yes	No	N/A
2.	Column pad sizes and reinforcement.	Yes	No	N/A
3.	Slab thickness, minimum concrete strength in psi, vapor barrier, slab reinforcing or fiber additive, clean compacted fill under all slabs (soil compaction tests may also be required).	Yes	No	N/A
	WALL SECTIONS – ONE STORY WOOD FRAME WALLS **Provide a detailed cross-section of each wall type from the foundation through the roof, including the following:**			
1.	Plan details illustrate a continuous load path from the foundation to the roof structure. Manufacturer and model number of all required connectors are specified on the plans.	Yes	No	N/A
2.	Foundation with reinforcement. (Bottom of all footings is at least 12" below finish grade).	Yes	No	N/A
3.	Pressure treated plate with anchor bolt size, spacing, embedment, and washer size or approved alternate anchor.	Yes	No	N/A
4.	Size, grade and species of all structural lumber.	Yes	No	N/A
5.	Stud size and spacing, top and bottom connection for bearing walls.	Yes	No	N/A
6.	Double top plate, show splicing for shear walls.	Yes	No	N/A
7.	Wall sheathing size and type with nailing schedule, special blocking and nailing for shear walls.	Yes	No	N/A
8.	Waterproofing details for exterior walls.	Yes	No	N/A
9.	Ceiling and eave height and overhang projections.	Yes	No	N/A
	WALL SECTIONS – MASONRY WALLS			
1.	Plan details illustrate a continuous load path from the foundation to the roof structure. Manufacturer and model number of all required connectors are specified on the plans.	Yes	No	N/A
2.	Foundation with reinforcement. (Bottom of all footings is at least 12" below finish grade).	Yes	No	N/A
3.	Size of vertical reinforcement showing laps dimensions and embedment into footing, and bond beam.	Yes	No	N/A
4.	Wall thickness, ceiling, and eave height and overhang projection.	Yes	No	N/A
5.	Bond beam size, type, and size reinforcement indicating lap.	Yes	No	N/A

6.	Lintel type dimensions and reinforcement.	Yes	No	N/A
7.	Size and grade of top plates, including dimensions and spacing of anchor bolts and washers, or size, type and spacing of truss anchors.	Yes	No	N/A
8.	Exteriors finishes and wall coverings. Brick veneer, additional footing width, tie schedule, and flashing.	Yes	No	N/A
9.	Roof structure (truss or conventional wall) wall connections. Nailing schedule for roof sheathing and roof covering.	Yes	No	N/A
10.	Window and door anchorage details.	Yes	No	N/A
WALL SECTIONS – TWO STORY				
1.	Plans illustrate a continuous load path from the foundation to the roof structure. Manufacturer and model number of all required connectors are specified on the plans.	Yes	No	N/A
2.	All of the one-story information plus floor framing draftstopping.	Yes	No	N/A
3.	Connections to wall above and below.	Yes	No	N/A
4.	Nailing schedule for wall sheathing.	Yes	No	N/A
5.	Continuous load path from the roof truss to the foundation.	Yes	No	N/A
6.	Waterproofing details for exterior walls.	Yes	No	N/A
INTERIOR BEARING WALLS				
1.	Plans illustrate a continuous load path including a wall section which shows the foundation, wall attachment to the foundation, and wall attachment to roof structure.	Yes	No	N/A
GABLE ENDWALLS				
1.	All sheathing, lateral bracing, nailing schedules for sheathing, and connections to wall below.	Yes	No	N/A
2.	Gable truss diaphragm installation, and method of horizontal bracing at wall/gable joint.	Yes	No	N/A
3.	Roof sheathing attachment.	Yes	No	N/A
4.	Connections for uplift and lateral load.	Yes	No	N/A
5.	Masonry – Gable endwalls adjacent to cathedral ceilings are required to be continuous from floor to ceiling or roof diaphragm. FBC R609.4	Yes	No	N/A
6.	Wood – Gable endwalls adjacent to cathedral ceilings are required to be designed to accommodate all loads and transmit those loads to the supporting structural elements. FBC R601.2	Yes	No	N/A
POSTS, COLUMNS, AND BEAMS				
1.	All materials and connections from the foundation to the roof structure with anchorage and connection details.	Yes	No	N/A
SECOND STORY FLOOR FRAMING PLAN				
1.	Type and size or pre-engineered members and/or size, grade, and species of conventional framing.	Yes	No	N/A
2.	Direction, span, and spacing of floor structural members.	Yes	No	N/A
3.	Engineering and specifications for pre-engineered floor systems shall be submitted for review and available on the job site for the inspectors.	Yes	No	N/A
4.	Type and thickness of floor sheathing including nailing schedule.	Yes	No	N/A
5.	Required hangers, connectors, and fasteners of structural members.	Yes	No	N/A
6.	Draftstopping location in floors > 1000sf.	Yes	No	N/A
ROOF FRAMING PLAN				
1.	Direction, span, and spacing of roof structure.	Yes	No	N/A
2.	Size, grade, and species of all framing lumber.	Yes	No	N/A
3.	Hold down connector sizes for all headers.	Yes	No	N/A
4.	Roof framing layout plan indicating truss locations, specifications of connectors (manufacturer's designation and load capacity) and nailing schedule.	Yes	No	N/A
5.	When pre-engineered trusses are being used, the signed and sealed engineered truss shop drawings shall be submitted for review and provided at the job site for the inspectors.	Yes	No	N/A
6.	Type and thickness of roof sheathing, including nailing schedule.	Yes	No	N/A
7.	Roof covering specified on the submitted construction drawings.	Yes	No	N/A
8.	Roof covering manufacturer's installation instructions have been submitted with construction drawings.	Yes	No	N/A
9.	Roof covering fastening has been specified on the submitted drawings.	Yes	No	N/A
10.	Roof covering test data certifying wind load compliance submitted with construction drawings.	Yes	No	N/A
11.	Roof flashings have been specified on the submitted construction drawings.	Yes	No	N/A
12.	Plan details illustrate required attic cross ventilation of each space with weather protected openings.	Yes	No	N/A
EXTERIOR ELEVATION PLAN SHALL INCLUDE THE FOLLOWING:				
1.	Front, rear, and side elevations including windows, doors, roof slopes, and chimneys.	Yes	No	N/A
2.	Roof overhangs and attic ventilation.	Yes	No	N/A
3.	Porch guardrails and stair handrails.	Yes	No	N/A

4.	Crawl space ventilation and access panels.	Yes	No	N/A
5.	Complete stair, handrail, and guardrail details including tread, riser, and handrail/guardrail dimensions.	Yes	No	N/A
PLUMBING PLAN				
1.	Plumbing riser diagram	Yes	No	N/A
2.	Gas piping diagram with tank location shown	Yes	No	N/A
MECHANICAL PLAN SHALL INCLUDE THE FOLLOWING:				
1.	Designer name and registration number shall be on all plans.	Yes	No	N/A
2.	Duct lay out and insulation R-value. Show balanced return air ducts or return air grilles in habitable spaces excluding bathrooms, closets, storage rooms, and laundry rooms.	Yes	No	N/A
3.	Dryer vents and bathroom exhausts.	Yes	No	N/A
4.	Equipment schedule including energy efficiency, supply cfm(s), and power requirements.	Yes	No	N/A
5.	Show location of all equipment.	Yes	No	N/A
6.	Show size of all tri-boxes, register outlets, and reducers.	Yes	No	N/A
7.	Indicate all tapes, connectors, and mastic shall be UL-181 listed.	Yes	No	N/A
ELECTRICAL PLANS SHALL INCLUDE THE FOLLOWING:				
1.	Designer name and registration number shall be on all plans.	Yes	No	N/A
2.	Provide riser diagram, including size and type of service entrance conductors.	Yes	No	N/A
3.	Provide panel schedule including service size.	Yes	No	N/A
4.	Provide electrical layout plan showing location of receptacles, switches, and distribution panel.	Yes	No	N/A
5.	Provide Smoke Alarms in accordance with Florida Building Code Section R314 and Carbon Monoxide Alarms in accordance with Florida Building Code Section R315.	Yes	No	N/A
6.	Provide GFCI protection and AFCIs (arc-fault circuit interrupters) in accordance with Florida Building Code Section E3902.	Yes	No	N/A