



**DEPARTMENT OF PUBLIC WORKS**  
**Building Inspection Division**

**BUILDING INSPECTION DIVISION CITY OF JACKSONVILLE, FLORIDA**  
**RESIDENTIAL PLAN REVIEW CHECKLIST FOR BUILDING PERMITS**

Permit No: \_\_\_\_\_ Plans Examiner: \_\_\_\_\_ Date: \_\_\_\_\_

The following are minimum required information. Specific required information may be indicated or required on other drawing sheets or permit package documents per FLORIDA BUILDING CODE 2004 - RESIDENTIAL. Each sheet must contain the name, address, telephone number, signature, date, and license number, when applicable, of the person responsible for the system or design indicated there on.

Check (√) appropriate boxes below		
YES	NO	N/A

<b>I.</b>		<b>GENERAL DOCUMENTATION</b>			
	<b>A.</b>	<b>BUILDING PERMIT APPLICATION FORM</b>			
		1. All items on Front side completed.			
		2. Owner/Agent and Contractor/Qualifier information notarized.			
		3. All <b>required</b> items on Back side completed (Sections V thru XVII on "older" form).			
	<b>B.</b>	<b>PERMIT PACKAGE</b>			
		1. Two (2) copies of Site Plan (legal survey).			
		2. Two (2) sets of Architectural drawings.			
		3. Two (2) sets of Structural drawings.			
		4. Two (2) sets of the FLORIDA ENERGY EFFICIENCY FORMS plus One (1) copy of the 600A/600B Cover Sheet.			
		5. Two (2) sets of truss package.			
		6. Two (2) sets of the PRODUCT APPROVAL INFORMATION SHEETS.			
		7. Septic Tank Permit (if applicable).			
		8. JEA Letter of Service Availability (except for new subdivisions).			
<b>II.</b>		<b>SITE PLAN</b>			
		1. Site Plan drawings dimensioned.			
		2. Building footprint and orientation same on all plans.			
		3. All building set backs from the property line indicated.			
		4. North arrow indicated.			
		5. Finish Floor Elevation indicated.			
		6. All corner of lot elevations indicated.			
		7. Direction of surface storm water flow indicated.			
		8. A/C pad located.			
		9. Septic System located (if applicable). Provide a copy of the Septic Tank Permit.			
		10. Private well located (if applicable).			
<b>III.</b>		<b>ARCHITECTURAL and STRUCTURAL DRAWINGS</b>			
	<b>A.</b>	<b>COVER SHEET</b>			
		1. Design Professional's name, address, phone number, fax number, and e-mail (if applicable)			
		2. Raised seal and signature of the Design Professional (if applicable).			
		3. Building Code Summary			
		4. Area of enclosed conditioned space.			
		5. Area of enclosed unconditioned space.			

	6.	Area of unenclosed space.			
	7.	Total land area (sq. ft.).			
	8.	Number of stories.			
	9.	Building height (ft.).			
	<b>B.</b>	<b>ARCHITECTURAL FLOOR PLANS</b>			
	1.	Sleeping rooms have adequate window size and proper location for escape and rescue.			
	2.	One (1) accessible Full Bathroom, if applicable, on the Lower Floor with 29" minimum clear access.			
	3.	Hazardous glass locations indicated.			
	4.	Stair construction details indicate proper tread/riser relationship, handrail location/height, and guardrail height/baluster spacing information.			
	5.	Attic access located (Rough-framed opening not less than 22"x30").			
	6.	Gas equipment protection provided in the Garage.			
	7.	Flashing details provided (Window/door, stucco, brick veneer, and stone veneer).			
	8.	Smoke detectors located.			
	9.	Electrical drawings if over 600 amps service includes receptacles, lighting circuits, panels, and load calculations.			
	<b>C.</b>	<b>EXTERIOR ELEVATIONS</b>			
	1.	Building height, floor to floor height(s), and plate to plate height(s) indicated.			
	2.	Exterior finish materials indicated on all sides.			
	3.	Chimney location and dimensions indicated when applicable.			
	4.	Porch/Balcony guardrail material, height, and baluster/post spacing indicated.			
	5.	Roof slopes indicated.			
	<b>D.</b>	<b>WALL SECTIONS</b>			
	1.	Fire resistant construction materials indicated.			
	2.	Insulation indicated.			
	3.	Exterior and Interior finish materials indicated.			
	4.	Roof overhang indicated.			
	<b>E.</b>	<b>STRUCTURAL DRAWINGS AND DETAILS</b>			
	1.	Engineering drawings are signed and raised sealed by the Florida Engineer/Architect of Record.			
	2.	Wind zone location or wind speed indicated.			
	3.	Wind importance factor indicated.			
	4.	Design loads (gravity and lateral) provided.			
	5.	Components and cladding pressures (psf) provided.			
	6.	Is the building in the wind-borne debris area?			
	7.	Building category indicated.			
	8.	Wind exposure indicated.			
	9.	Building Design Enclosure Classification (Enclosed, Partially Enclosed, Open) indicated.			
	10.	Foundation Plan, Floor Plan, and Site Plan footprint and orientation match.			
	11.	Foundation details provided.			
	12.	Foundation Plan includes slab thickness, reinforcing steel or fiber mesh, and dimensions.			
	13.	Foundation Plan includes compaction, moisture barrier, and termite treatment or other.			
	14.	Masonry construction details indicated when applicable.			
	15.	Masonry filled cells with reinforcing bars indicated when applicable.			
	16.	Shear walls indicated.			
	17.	Beams, lintels, and headers are sized and indicated.			
	18.	Wall sheathing nailing pattern indicated.			
	19.	Roof sheathing nailing pattern indicated.			
	20.	Connectors or clips schedule provided.			
	21.	Gable end bracing details provided.			
	22.	Framing details provided.			

	23.	Brittle wall construction information or schedule provided.			
<b>IV.</b>	<b>FLORIDA ENERGY EFFICIENCY FORMS</b>				
	<b>A.</b>	<b>FORM 600A or 600B</b>			
	1.	Property address indicated.			
	2.	Builder indicated.			
	3.	Jurisdiction Number indicated.			
	4.	PREPARED BY and OWNER/AGENT certification block completed (Print name and date).			
	5.	Number of bedrooms matches the floor plans.			
	6.	Conditioned floor area matches the floor plans (sq. ft.).			
	7.	Glass area matches the floor plans and exterior elevations (sq. ft.).			
	8.	Floor, wall, attic insulation R values provided.			
	9.	Cooling systems central units SEER rating $\geq$ 10.0.			
	10.	Heating systems, electric heat pump HSPF rating $\geq$ 6.8.			
	11.	Heating systems, natural gas AFUE rating $\geq$ 0.80.			
	12.	Hot water heating system meets minimum energy performance standards per Table 6-12, page 13.114 FBC 2004.			
	<b>B.</b>	One (1) additional copy of the 600A or 600B Cover Sheet only.			
	<b>C.</b>	Two (2) sets of the Manual J Form..			
	<b>D.</b>	Two (2) copies of the Energy Performance Level (EPL) Display Card.			
	1.	All data is identical to the Cover Sheet of Form 600A			
	2.	Certification information completed.			
	<b>E.</b>	Two (2) copies, of the manufacturer's equipment or equivalent data, which comply with 13-607.1.ABC.1.1.			
<b>V.</b>	<b>PREFABRICATED ROOF AND FLOOR TRUSSES</b>				
	1	Truss engineering signed and raise-sealed by a Florida engineer. Engineer of Record and Address information also indicated.			
	2.	Truss Layout/Placement Plans has same footprint and orientation as the Foundation and Floor Plans			
	3.	The Engineer of Record has approved the truss package. The Shop Drawing Review Disposition stamp has been applied on to the Truss Layout/Placement Plans.			
	4.	Truss design notes match the building design criteria.			
	5.	Truss bearing points match the Foundation Plan footing locations.			
<b>VI.</b>	<b>PRODUCT APPROVAL INFORMATION SHEET FOR THE CITY OF JACKSONVILLE, FLORIDA</b>				
	1.	Project information header filled-in.			
	2.	All applicable Categories and Sub-categories filled-in.			
	3.	Authorized Project Agent information completely filled-in.			

Revision update June 2006/rca