



June 15, 2015

MEMORANDUM

Bulletin G-04-15

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O.
Chief, Building Inspection Division

Re: **Residential Plan Review Checklist – Revised June 2015**

Attached for your use is a copy of the Residential Plan Review Checklist that has been revised per the 5th Edition of the Florida Building Code – Residential. This checklist is what our plans examiners will be referring to when reviewing residential plans submitted under that code. Many projects submitted are not typical, not all items on this list will be pertinent to all plans submitted, similarly just because an item isn't on the checklist does not mean the plans examiner cannot require a correction/resubmittal. However, if you use this as a guideline when preparing your plans it will help in making the review time shorter.

On the new residential Checklist, we've:

- Updated the references to reflect the Florida Building Code 5th Edition (2014),
- Edited/Added some items we previously required:
 - Pre/Post Development drainage conditions, if applicable (Permit Package, #9)
 - Impervious surface area for the site (Site Plan, #10)
 - Typical Landscape and Irrigation drawings, if applicable (Site Plan, #11)
 - Attic access opening dimensions (Floor Plans, #4)
 - Roof Ventilation Calculations (Floor Plans, #9)
 - Dwelling/garage opening/penetration protection and dwelling/garage separation details (Floor Plan, #10)
 - Location of all required GFI/AFI and waterproof receptacles (Floor Plans, #11)
 - Location of required venting for all fuel-burning appliances (Floor Plans, #13)
 - Building Height (Exterior Elevations, #2)
 - Fireblocking/draftstopping locations identified (Wall Section, #5)
 - Structural flood zone compliance (Structural Floor Plans, #9)
 - Duct sizing and layout (Energy Forms, #11)
- Added Items to reflect some new requirements of the Florida Building Code 5th Edition (2014):
 - Volume of space within the thermal envelope (Project Information, #4)
 - 75% High-Efficacy lighting (Floor Plans, #12)
 - Protection of projections less than 5' from property line (Wall Section, #4)
 - Mechanical Ventilation details (Energy Forms, #12)

Residential Plan Review Checklist - Florida Building Code 5th Edition (2014)

City of Jacksonville - Building Inspection Division

Y	N	n/a	BUILDING PERMIT APPLICATION FORM (On-line application form available) (FBC-Building 105)
			1. All applicable application sections or fields filled-in. (FBC-Building 105.3)
			2. Owner/Agent and Contractor/Qualifier signature notarized. (FBC-Building 105.1)
			3. All application related Agencies signed-off. (FBC-Building 105.1)
Y	N	n/a	PERMIT PACKAGE (FBC-Building 107)
			1. Two (2) copies of Site Plan (legal survey).
			2. Two (2) sets of Architectural drawings.
			3. Two (2) sets of Signed and Sealed Structural drawings.
			4. Two (2) sets of the FLORIDA ENERGY EFFICIENCY CODE FOR BUILDING CONSTRUCTION FORM 405 (or other approved form) plus One (1) copy of the Cover Sheet. (FBC-Building 107)
			5. Two (2) sets of truss package (with EOR approval). (FBC-Residential R802.1.7)
			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).
			9. Two (2) copies of a Pre/Post Development drainage conditions (if applicable). (Bulletin G-02-14)
Y	N	n/a	SITE PLAN (FBC-Building 107.2.5)
			1. Site Plan dwg's dimensioned & All bldg. setbacks from the property line indicated.
			2. North arrow indicated, A/C pad, pool, fencing & ancillary buildings located.
			3. Finish Floor Elevation & All corner of lot elevations indicated.
			4. Building footprint and orientation same on all floor plans.
			5. Direction of surface storm water flow indicated.
			6. Show protected trees to remain as shown on approved development plans.
			7. Septic System located (if applicable).
			8. Private well located (if applicable).
			9. Sidewalks, driveway & landscape structures.
			10. Area of impervious surface on site (home, sidewalks, driveway, etc).
			11. Provide typical landscape and irrigation drawings (if applicable)
Y	N	n/a	PROJECT INFORMATION (Architectural) (FBC-Building 107)
			1. Area of enclosed conditioned space.
			2. Area of enclosed unconditioned space.
			3. Area of unenclosed space.
			4. Volume of space within thermal envelope
Y	N	n/a	FLOOR PLANS (Architectural)
			1. Sleeping rooms have adequate window size and proper location for escape & rescue. (FBC-Residential R310)
			2. One Bath/Toilet room with a 29" minimum clear access, on the lower floor. (FBC-Residential R320)
			3. Hazardous glass locations indicated.(FBC-Residential R308.4)
			4. Attic access located with opening dimensions. (FBC-Residential R807)
			5. Ductwork and Gas equipment protection provided in the Garage. (FBC-Mechanical 603.15, FBC-Fuel Gas 303.4)
			6. Stair construction details indicate proper tread/riser relationship, handrail location, handrail/guardrail heights, and maximum open rail spacing indicated. (FBC-Residential R311.7, R312.1)
			7. Flashing details at Walls, WRB, Windows, Doors, Chimneys, Wood trim, Decks/porches, Roof-Wall intersections (FBC-Building 107.2.4, FBC-Residential R703.8 FBCR)
			8. Smoke detectors and Carbon Monoxide detectors (if applicable) located. (FBC-Residential R314, R315)
			9. Roof Ventilation Calculation (FBC-Residential R806)
			10. Dwelling/garage opening/penetration protection and dwelling/garage separation (FBC-Residential R302.5, R302.6)
			11. Location of all required GFI/AFI and waterproof receptacles. (FBC-Residential E3901, E4002)
			12. 75% High-Efficacy lighting (FBC-Energy Conservation R404)
			13. Location of required venting for all fuel-burning appliances, including fireplaces (FBC-Residential Chapter 24)
Y	N	n/a	EXTERIOR ELEVATIONS (Architectural)
			1. Floor to floor height(s) or plate to plate height(s) indicated.
			2. Building height indicated (required finish floor at front door to roof peak).
			3. Exterior finish materials indicated on ALL sides.

Y	N	n/a	WALL SECTION (Architectural) (FBC-Building 107.2.4; FBC-Residential R702,R703)
			1. Wall section(s) from foundation through roof incl. wall assembly (ext. & int.) materials.
			2. Fire resistant construction materials indicated when applicable.(FBC-Residential R302)
			3. Insulation information indicated. R-values must match energy forms.
			4. Projections ≥ 2 feet to < 5 feet 1-hour rated underneath. (FBC-Residential R302.1)
			5. Fireblocking/Draftstopping locations indentified, as applicable. (FBC-Residential R302.11, R302.12)
Y	N	n/a	STRUCTURAL FLOOR PLANS and DETAILS (FBC-Building 107)
			1. Drawings signed and sealed by the Florida Engineer or Architect of Record.
			2. Wind zone location or wind speed indicated. (FBC-Residential R301.2.1)
			3. Exposure Category (FBC-Residential R301.2.1.4)
			4. Building Risk Category (FBC-Building Table 1604.5)
			5. Design loads (gravity and lateral) provided.
			6. Components and cladding pressures (psf) provided. (FBC-Residential Fig R301.2(7))
			7. Foundation Plan's footprint and orientation matches Floor Plan and Site Plan.
			8. Found. Details (slab thickness, reinf. Steel/fiber mesh, compaction, & dimensions). (FBC-Residential R401)
			9. Indicate flood zone, elevation, and compliance with FBC-Residential R322, if applicable.
			10. Shear walls indicated.
			11. Framing details and Gable end bracing details provided.
			12. Beams, lintels, and headers are sized and indicated.
			13. Connectors or clips schedule provided.
			14. Wall and Roof sheathing nailing pattern indicated.
			15. Masonry construction details indicated when applicable. (FBC-Residential R606, R607)
			16. Masonry filled cells with reinforcing bars indicated when applicable. (FBC-Residential R606.9)
Y	N	n/a	FORM R402, REScheck PRINTOUT, FORM 405 (Energy Forms)
			1. Project info. header (Property address/Builder name/Jurisdiction No.) filled-in.
			2. Number of bedrooms matches the floor plans.
			3. If Line Item 5 is a "worst case", indicate building orientation on the Manual J.
			4. Conditioned floor area matches the floor plans S.F.
			5. Glass area matches the floor plans and exterior elevations S.F.
			6. Floor, wall, attic insulation R values provided (Plans/Wall Sections should match Energy Forms)
			7. PREPARED BY & OWNER/AGENT certification block filled-in. Print name & date.
			8. Check off all applicable components on the Code Compliance Checklist.
			9. Energy Performance Level (EPL) Display Card page certification info. completed.
			10. Air barrier and insulation inspection checklist (FBC- Energy Conservation R402.4.1.1, Table 402.4.1.1)
			11. Duct Sizing (Manual D or other approved method, FBC-Mechanical 603.2) and Layout (FBC-Energy Conservation R103.2)
			12. Mechanical Ventilation (FBC-Residential R303.4; FBC-Energy Conservation R403.5)
Y	N	n/a	LOAD CALCULATIONS (Energy Forms)
			1. Based on the ACCA Manual J 2003, 8th Edition minimum. (FBC-Energy Conservation R403.6.1)
			2. The equipment's Total Cooling should be within 100-115% of the project's required cooling load . If the Manual J does not contain equipment information, provide two copies of an Equipment Summary Sheet (manufacturer, tonnage, model no., total cooling, SEER, and HSPF/AFUE). (FBC-Energy Conservation R403.6.1)
Y	N	n/a	PREFABRICATED ROOF AND FLOOR TRUSSES
			1. Truss engineering signed/raise-sealed by a Florida engineer (FBC-Residential R802.1.7.2). Engineer of Record's (EOR) name and address information also indicated on the cover sheet.
			2. The EOR has approved the truss package. The Shop Drawing Review Disposition stamp has been applied on to the Truss profiles package & Truss layout plans.
			3. Truss Layout Plan has same footprint and orientation as the Foundation and Floor Plan. Confirm roof lines with Exterior Elevations (gable, hip).
			4. Truss bearing points match the Foundation Plan footing locations. (FBC-Residential R802.1.6.5)
Y	N	n/a	PRODUCT APPROVAL INFORMATION SHEET (PAIS) FOR THE CITY OF JACKSONVILLE, FLORIDA
			1. Project information header filled-in
			2. All applicable Categories/Sub-categories information filled-in.