

# Residential Plan Review Checklist\* - Based on Florida Building Code 6th Edition (2017)

City of Jacksonville - Building Inspection Division - 214 North Hogan Street, Jacksonville, Florida 32202

\*This is a summary of commonly missed items. Actual Plan Submission comments may include FBC 6th Edition items not included on this checklist.

Y	N	n/a	<b>BUILDING PERMIT APPLICATION FORM (On-line application form available) (FBC-Building 105)</b>
			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 105.3)
Y	N	n/a	<b>PERMIT PACKAGE - SUBMITTAL DOCUMENTS (FBC-Building 107)</b>
			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 Energy Form Package, including 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 R802.10)
			6. Two (2) sets of the PRODUCT APPROVAL INFORMATION SHEETS. (F.S. 553.842)
			7. Active 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	<b>SITE PLAN (FBC-Building 107.2.5)</b>
			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 landscape and irrigation drawings (if applicable).
			12. In Flood Hazard Areas, elevation heights of all floors (garages, porches, etc.), equipment, etc.
Y	N	n/a	<b>PROJECT INFORMATION (Architectural) (FBC-Building 107)</b>
			1. Area of all enclosed conditioned space, all enclosed unconditioned space, AND all unenclosed space.
			4. Volume of enclosed conditioned space.
Y	N	n/a	<b>FLOOR PLANS (Architectural)</b>
			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. Provide protection from impact in garages for Ductwork and Appliances. (FBC-Residential M1307, 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 exterior window/door openings, intersections with chimneys/masonry/etc, projecting wood trim, exterior decks/porches/stairs, wall/roof intersections, veneers, etc. (FBC-Building 107.2.4, FBC-Residential R703.4)
			8. Smoke detectors and Carbon Monoxide detectors (if applicable) located. (FBC-Residential R314, R315)
			9. Provide Roof Ventilation Calculations. (FBC-Residential R806)
			10. Provide details for Dwelling-garage opening and penetration protection; Provide details for Dwelling-garage fire separation. (FBC-Residential R302.5, R302.6)
			11. Provide location of all required GFI/AFI and waterproof receptacles. (FBC-Residential E3901, E4002)
			12. Provide minimum 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	<b>EXTERIOR ELEVATIONS (Architectural)</b>
			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	<b>WALL SECTION (Architectural) (FBC-Building 107.2.4; FBC-Residential R302, R702, R703)</b>
			1. Wall section(s) from foundation through roof incl. wall assembly (ext. & int.) materials.
			2. Fire-resistant rated wall details provided, when required. (FBC-Residential R302)
			3. Insulation information indicated. R-values and type of insulation must match energy forms.
			4. Fire-resistant rated projection details provided, when required. (FBC-Residential R302)
			5. Fireblocking/Draftstopping locations identified, as applicable. (FBC-Residential R302.11, R302.12)
Y	N	n/a	<b>STRUCTURAL FLOOR PLANS and DETAILS (FBC-Building 107; FBC-Residential 301)</b>
			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 in Flood Hazard Area.
			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. Conventional roof framing details provided, if required.
			16. Attachment for garage door bucks; Attachment for window/door bucks in masonry openings.
			17. Masonry construction details indicated when applicable. (FBC-Residential R606, R607)
			18. Masonry filled cells with reinforcing bars indicated when applicable. (FBC-Residential R606)
Y	N	n/a	<b>FORM R402, REScheck PRINTOUT, FORM 405 (Energy Form Package)</b>
			1. Project info. header (Property address/Builder name/Jurisdiction No.) completed.
			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 area provide on architectural drawings.
			5. Glass area matches the windows on the architectural drawings.
			6. Floor, wall, attic insulation R-values provided (Architectural drawings should match Energy Forms).
			7. PREPARED BY & OWNER/AGENT certification block completed. Print name & date.
			8. Check off all applicable components on the Code Compliance Checklist.
			9. Energy Performance Level (EPL) Display Card page certification information completed.
			10. Air barrier and insulation inspection checklist (FBC- Energy Conservation R402.4.1.1, Table 402.4.1.1)
			11. Provide Duct Sizing (Manual D, or other approved method) and Layout. (FBC-Energy Conservation R103.2)
Y	N	n/a	<b>LOAD CALCULATIONS (Energy Form Package)</b>
			1. Based on the ACCA Manual J. (FBC-Energy Conservation R403.7.1)
			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 R403.7.1)
Y	N	n/a	<b>PREFABRICATED ROOF AND FLOOR TRUSSES (FBC-Residential R802.10)</b>
			1. Truss engineering signed/sealed by a Florida engineer (FBC-Residential R802.10). 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 R802.10)
Y	N	n/a	<b>PRODUCT APPROVAL INFORMATION SHEET (PAIS) FOR THE CITY OF JACKSONVILLE, FLORIDA</b>
			1. Project information header completed.
			2. All columns for all applicable Categories/Sub-categories information completed.