



Building Division
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Accessory Structure Checklist

This checklist is a submission guide for the accessory structure minimum plan review criteria as required by the Florida Building Code. The submittal must include the following items that are applicable to your project and indicate compliance with the current editions of the Florida Building Code (FBC), National Electrical Code, and Florida Fire Prevention Code. This checklist does **not** apply to Accessory Dwelling Units (ADU).

GENERAL SUBMITTAL REQUIREMENTS:

<input type="checkbox"/>	<p>PERMIT APPLICATION – Apply online at www.PermitGNV.com - Do not upload construction documents to PermitGNV. All construction documents must be submitted to ProjectDox for review, which you will receive access to <u>after</u> the permit application is applied for and paid.</p> <p>Note: All sub trade work will require separate permits. (Electrical, mechanical, plumbing, gas, etc.)</p>
<input type="checkbox"/>	<p>SUBMITTAL QUALITY –</p> <ul style="list-style-type: none"> • All files must be clear & legible. “Optional” details must be marked off or voided, if not used. • Plans must be drawn to scale. Minimum drawing sheet size 11"x17" - No Maximum. • All files must be orientated properly w/out requiring further rotation to read. • All drawings must be submitted as individual files. • Plans must include owner's name & project address. • File names must clearly identify the content and/or be named with the sheet number and title.
<input type="checkbox"/>	<p>DESIGNER OF RECORD - Designer’s name, signature, and license number (if applicable) must be shown on the drawings. If created by a licensed architect or engineer, the drawings and documents must be digitally signed as required by Florida Statute.</p>

SITE & SCOPE REQUIREMENTS:

<input type="checkbox"/>	<p>SITE PLAN must show all of the following:</p> <ul style="list-style-type: none"> • All existing buildings/structures on the lot, clearly labeled. • Trees within 50ft of the work area and provide barricade details to protect all regulated trees. <ul style="list-style-type: none"> ○ No trees to be removed without City approval. • Visible utilities and easements including any well or tank locations, if applicable. • Provide and show the distances from the proposed structure to all adjacent property lines. • Provide the North directional arrow and label all adjacent streets.
<input type="checkbox"/>	<p>SCOPE OF WORK - Provide a written scope of work. A scope of work form is available on the City website, under Building Forms. Fill in each section and/or check the boxes if no work is being done.</p>

MANUFACTURED SHEDS/BUILDINGS ONLY - Sheds or buildings that are state approved through DBPR and are pre-built, then delivered and placed on site. (Not to be site built.)

<input type="checkbox"/>	Manufactured Specifications
<input type="checkbox"/>	Installation Instructions
<input type="checkbox"/>	Anchoring details
<input type="checkbox"/>	Foundation plan, if applicable

SITE BUILT SHEDS/BUILDINGS ONLY - Sheds or buildings being built on site, including panelized, pre-manufactured and/or pre-engineered buildings.

<input type="checkbox"/>	<p>BUILDING DATA –</p> <ul style="list-style-type: none"> <li style="margin-right: 20px;">• Building Height & Areas <li style="margin-right: 20px;">• Construction Type • List of applicable codes
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<input type="checkbox"/>	<p>EXTERIOR CLADDING COMPONENTS – Provide a complete and accurate list of the Florida product approval numbers for all exterior cladding components being used. The decimal number for the specific product must be included. A Florida Product Approval form is available under Building Forms on the City website.</p>
<input type="checkbox"/>	<p>ELEVATIONS:</p> <ul style="list-style-type: none"> • All sides • Roof pitch • Overhang dimensions • Attic ventilation detail • Skylights located & dimensioned, if any • Chimney location & dimensioned, if any
<input type="checkbox"/>	<p>FLOOR PLAN:</p> <ul style="list-style-type: none"> • All rooms/areas, windows, doors, and skylights must be clearly labeled with dimensions shown, demonstrating accessibility. • Stairs with dimensions (width, tread/riser), detail of guardrails & handrails, if applicable. • Equipment & appliance locations. • Plumbing, electrical, mechanical, and/or gas fixtures, if applicable.
<input type="checkbox"/>	<p>FOUNDATION PLAN:</p> <ul style="list-style-type: none"> • Location of all load bearing walls w/ required footings indicated as standard or monolithic and their dimensions and reinforcement. • All post and/or column footing w/ size and reinforcement. • Location of required vertical steel. • Any special support required by soil analysis such as piling.
<input type="checkbox"/>	<p>ROOF SYSTEM: Roof assembly: Roofing system, materials, manufacture, fastening requirements and product evaluation w/ wind resistance rating.</p> <p>TRUSS PACKAGE -</p> <ul style="list-style-type: none"> • Truss layout and engineered truss package showing individual truss designs. <p>CONVENTIONAL FRAMING LAYOUT -</p> <ul style="list-style-type: none"> • Rafter size, species, and spacing. • Attachment to wall and uplift. • Ridge Beam size, valley framing and support details.
<input type="checkbox"/>	<p>WALL SECTIONS: All materials making up the wall, including vertical & horizontal reinforcement.</p> <p>MASONRY WALL -</p> <ul style="list-style-type: none"> • Block size and mortar type w/ size and spacing of reinforcement. • Lintel and tie-beam sizes & reinforcement. <p>WOOD FRAME WALL -</p> <ul style="list-style-type: none"> • Size and species of studs. • Sheathing size type and nailing schedule. • Headers sizes.
<input type="checkbox"/>	<p>FLOOR FRAMING</p> <ul style="list-style-type: none"> • Floor truss package including layout and individual truss designs. • Floor joist size, species and spacing. • Girder size and species. • Attachment of joist to girder. • Wind load requirements, where applicable.
<input type="checkbox"/>	<p>WINDLOAD DESIGN - provide calculations and details digitally signed by a FL Registered Design Professional, if applicable.</p>