



Building Division  
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## New Construction/Addition Checklist

Single Family Dwellings & Duplexes  
(Adding Footprint or Square Footage)

The Building Division is committed to a quick turnaround for New SFD projects and additions. The success of this commitment is dependent on the applicant's submittal. This checklist is provided to assist the applicant/designer in providing a quality permit submittal package, which in return will help to expedite the review and approval process. The submittal must include the following items and indicate compliance with the current edition of the Florida Building Code – Residential and Land Development Code.

### ☐ Minimum Requirements for Plans

- ✓ All files must be clear & legible.
- ✓ Plans must be drawn to scale.
- ✓ Min. 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.
- ✓ Designer's name & contact info must be on the plans.
- ✓ File names must clearly identify the content and/or be written exactly as shown on the index.

### ☐ General Requirements

- ☐ **Apply online at PermitGNV.com**
  - Sub permits will not be issued until the master building permit is issued.
- ☐ **Conditions that may Impact your Project:**
  - Projects in Historic Districts, Special Flood Hazard Areas, in or adjacent to Protected Wetlands, with Regulated Trees, or Demolition of Historically Recognized Buildings.

### ☐ Plan Submittal thru ProjectDox

- ☐ **(Addition Only) - Scope of Work** – must include the full scope of the proposed project and indicate which trades will not be included: Building (Structural and Non-structural), Mechanical, Electrical, Plumbing, Gas, and Roof
- ☐ **(Addition Only) - Existing As-Built Conditions**
  - Existing Floor Plan & Elevations

### ☐ Required Construction Documents (if applicable to the proposed scope)

- Site Plan – Must show visible utilities, existing and proposed structures, distance from property lines to proposed structures, driveway/sidewalks, lot dimensions, north directional arrow, easements, streets/roads. See Site Plan checklist.
- Building - Signed & Sealed Engineering - (The Structural and Windload analysis must be digitally signed and sealed by the design professional.)
- Building - Foundation Plan (w/ Finished Floor Elevation)
- Building - Accurate Floor Plan w/ Dimensions
- Building - Egress & Hazardous Window Locations
- Building - Wall / Floor / Roof Sections
- Building - Rafter / Ceiling Joist Layout
- Building - Truss Drawings and Truss Layout
- Building - Exterior Elevations
- Building - Energy Forms
- Building - FL Product Approval Form
- Mechanical - Manual J & D - AHRI Report
- Mechanical - Equipment Location
- Electrical - Panel / Outlets / Fixtures
- Electrical - Service Size & Location
- Electrical - Smoke / CO Detectors
- Plumbing - Fixtures & Locations
- Plumbing - Shower Pan Detail / Info
- Plumbing - Tub / Shower Controls
- Gas - Appliances & Riser Diagram