



Building Division
PO Box 490, Station 9
Gainesville, FL 32627
Ph: 352-334-5050

Email: building@gainesvillefl.gov

Interior/Exterior Alterations Checklist

Single Family Dwellings & Duplexes
(No Increase in Building Footprint or Stories)

The Building Division is committed to a quick turn-a-round for 1 & 2 Family Dwelling renovation projects, and 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 to the Building Division, which in return will help to expedite the review.

☐ 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
- ✓ All Drawings must be submitted as Individual Files
- ✓ Plans must include Owner's Name & Project Address
- ✓ Designer's Name & Contact Info must be on Plans
- ✓ Files names must clearly identify the content and/or be written exactly as shown on the index

☐ General Requirements

- ☐ **Apply online at PermitGNV.com**
- ☐ **Sub-Contractors Apply Online**
 - Sub Permits will not be issued until the Prime Permit is issued
- ☐ **Conditions that may Impact your Project:**
 - Projects in a Historic District
 - Projects in a Special Flood Hazard Area

☐ Plan Submittal thru ProjectDox

- ☐ **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
- ☐ **Existing As-Built Conditions**
 - Existing Building Construction Type
 - Number of Stories of the Dwelling
 - Existing Damage or Special Conditions
 - Existing Foundation, Floor, Roof Types

- Existing Floor Plan & Elevations
- Existing Window & Doors
- Existing Fixtures & Equipment
- Duplex Units - Fire Rated Walls & Ceilings

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

- Building - Signed & Sealed Engineering - (Structural repairs and/or alterations may require engineering from an architect or engineer based on the extent and scope of the structural work. If no structural work is proposed clearly indicate so in the scope.
- Building - Foundation / Slab Details
- 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 - New Equipment Location
- Electrical - New Panel / Receptacles / Outlets
- Electrical - New Service Size & Location
- Electrical - New Smoke / CO Detectors
- Plumbing - New Fixtures & Locations
- Plumbing - New Shower Pan Detail / Info
- Plumbing - New Tub / Shower Controls
- Gas - New Appliances & Riser Diagram