



Building Division
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Interior/Exterior Alterations Checklist

Single Family Dwellings, Accessory Dwelling Units & Duplexes

This checklist is a submission guide for the 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 edition of the Florida Building Code – Residential.

GENERAL 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>

SUBMITTAL REQUIREMENTS:

<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>		
<input type="checkbox"/>	<p>EXISTING AS-BUILT CONDITIONS must be shown:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Number of Stories of the Dwelling • Existing Damage or Special Conditions • Existing Foundation, Floor, Roof Types • Existing Floor Plan & Elevations </td> <td style="vertical-align: top; padding-left: 20px;"> <ul style="list-style-type: none"> • Existing Window & Doors • Existing Fixtures & Equipment • Duplex Units - Fire Rated Walls & Ceilings </td> </tr> </table>	<ul style="list-style-type: none"> • Number of Stories of the Dwelling • Existing Damage or Special Conditions • Existing Foundation, Floor, Roof Types • Existing Floor Plan & Elevations 	<ul style="list-style-type: none"> • Existing Window & Doors • Existing Fixtures & Equipment • Duplex Units - Fire Rated Walls & Ceilings
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<input type="checkbox"/>	<p>SITE PLAN must show 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. 		