

Required Plan Review Documents

Permit #:	Job Address:
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<u>Single Family</u>	Yes	No	N/A
1. Complete building permit application	_____	_____	_____
2. Right-of-way permit application	_____	_____	_____
3. Complete set of plans	_____	_____	_____
a) Site drainage plan	_____	_____	_____
b) Energy calculations	_____	_____	_____
c) Door schedule	_____	_____	_____
d) Window schedule	_____	_____	_____
e) Truss layout w/uplifts >1000# & reactions >5000#	_____	_____	_____
f) Anchor types, manufacture and catalog number	_____	_____	_____
g) Plan dimensions/scale used	_____	_____	_____
h) Foundation plan view	_____	_____	_____
i) Structural Engineering (bean layout & schedule on structural plans)	_____	_____	_____
j) Construction details (footings, walls, roof, slab, etc.)	_____	_____	_____
k) Egress window requirements and locations	_____	_____	_____
l) Fireplace/down draft cook top details (manufacturer specifications)	_____	_____	_____
m) Sheer wall details	_____	_____	_____
n) Proposed usage of all building areas	_____	_____	_____
o) Roof material details	_____	_____	_____
p) Stairs/handrails/guardrails details	_____	_____	_____
q) Calculated loads of roof and flooring bearing members	_____	_____	_____
r) Condensing unit location (2' max. encroachment into side yard setback)	_____	_____	_____
s) HVAC layout w/sizes of duct, registers (return & supply), condensate lines, line set locations	_____	_____	_____
t) Air handler locations	_____	_____	_____
u) Plumbing details (flat line)	_____	_____	_____
v) Electrical plans	_____	_____	_____
w) Panel rating/location/riser diagram/load calculations	_____	_____	_____
x) Architectural/Engineered signed and sealed plans	_____	_____	_____
y) Information required per 1606.1.7 FBC (see page 2)	_____	_____	_____
z) Elevation drawings showing grade, F.F.E. (NAVD),	_____	_____	_____
aa) wall height and mean roof height	_____	_____	_____
bb) On the structural plans, show positive and negative pressures, assigned to all openings	_____	_____	_____
cc) Elevation of top of grade beam (6' NAVD Max.)	_____	_____	_____
dd) Impact Glass – Shutters – Both (Circle One)	_____	_____	_____
ee) The manufacturer's truss plan layout	_____	_____	_____
ff) A truss review statement raised sealed and signed by the design professional	_____	_____	_____

<u>Additional Documents required for Commercial/Multi-Family/Mixed Use</u>	Yes	No	N/A
1. Site development plan with approval number	_____	_____	_____
2. Fire sprinkler plans	_____	_____	_____
3. Fire life safety plan	_____	_____	_____
4. Fire rated opening protectives	_____	_____	_____
5. One hour protection	_____	_____	_____
6. Penetration details	_____	_____	_____
7. U.L. number and design provided	_____	_____	_____
8. Tenant separation	_____	_____	_____
9. Plumbing details (flat lines & isometrics)	_____	_____	_____
10. Fire Alarm	_____	_____	_____

1606.1.7 Information Required on Drawings.

The following information related to wind loads shall be shown on the construction drawings:

1. Basic wind speed, mph, (m/s). (170 mph as per Marco Island Administrative Construction Code)
2. Building (exposure) category.
3. Wind exposure – if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated.
4. The applicable internal pressure coefficient.

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- 5. Components and Cladding. The design wind pressures in terms of psf (kN/m2), to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional.

Site Plan Requirements

- 1. Boundary survey including all easements
- 2. Bench mark requirement showing center of road
- 3. Flood zone identifying flood zone (i.e. V or AE)
- 4. Survey must show minimum B.F.E. or 18" above the crown of the road whichever is the greater of the two.
- 5. Building footprint showing proposed F.F.E. (NAVD)
- 6. Locations with unusual topography shall incorporate the abutting right-of-way area into site plan.

FEMA Requirements

- 1. Elevation Certificates will show Elevation data in NAVD.
- 2. In a V-zone an entry is allowed below the required base flood elevation. The entry shall be no larger than 299 sq. ft.
- 3. Breakaway wall certification designed by Engineer
- 4. V-zone certification by Engineer
- 5. In areas that are located wholly or partially below the required base flood elevation, enclosed parking of automobiles and limited storage of implements used solely for the maintenance of the structure are permitted. A copy of a letter submitted to the owner advising that flood rate premiums may be increased is required.
- 6. AE-zone if garage floor is located below the required B.F.E., then show all hydrostatic relief vents (minimum requirements one sq. inch per s.f. of area. Minimum of two vents located on different walls are required. Maximum height to the bottom of the venting is required to be a maximum of 12" above grade.)
- 7. All building materials located below flood must be F.E.M.A. approved (no drywall).
- 8. Flood proofing certification by Engineer (AE Zone Commercial only)
- 9. In existing structures, if the floor elevation is below the required base flood elevation, submit "Contractor Affidavit Estimated Value of Improvement" and "Owner Affidavit Estimated Value of Improvement".

I CERTIFY THAT ALL THE ABOVE REQUIRED DOCUMENTS ARE INCLUDED WITH THE PERMIT APPLICATION.

Florida Statute #837.06 –False Official Statements Law states that:
"Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree, punishable as provided by a fine to maximum of \$500.00 and/or maximum of a sixty day jail term."

Florida Statute #837.012 – Perjury when not in an official proceeding states that:
"Whoever makes a false statement, which he does not believe to be true, under oath, not in an official proceeding, in regard to any material matter shall be guilty of a misdemeanor of the first degree, punishable as provided in s.s. 775.082 or s.s. 775.083"

I further understand and certify that the structure will not be used or occupied for any purpose until all required inspections are complete and a certificate of occupancy issued.

Florida Statute #92.525b(2):
"Under penalty of perjury, I declare that I have read the foregoing statements and that the facts stated in it are true."

Contractor Company Name: _____ Qualifier Name: _____

Contact Info: _____ Qualifiers Signature: _____

State of Florida, County of Collier

Sworn to and subscribed before me this ____ day of _____, 20____, by _____,

who is personally known to me, or who has produced _____, as identification.

Signature of Notary

(seal)

Printed or Typed Notary Name