

**INDIAN RIVER SHORES  
BUILDING DEPARTMENT  
PERMIT & PLAN REVIEW SUBMITTAL CHECKLIST**

**FBC 2020 7<sup>th</sup> Edition ~ NEC 2014**

**NOTE: *All permitting packages must be complete at submittal or will not be accepted by the Building Department.***

**\*\*See Electronic Permitting Procedures Attached**

1. Completed building and land clearing applications.
2. Signed & sealed plans by Florida Licensed Design Professional. (See plan specifications).
3. Three (3) copies of Certified Tree Survey with House Overlay.  
*(to accompany Building, Land Clearing, Stormwater applications).*
4. Stormwater Permit & Required Documentation
5. Recorded Warranty Deed.
6. Recorded Notice of Commencement.
7. Subcontractor Affidavits.
8. Soil Analysis Reports (new construction/addition/pools) signed & sealed by engineer.
9. Energy Efficiency Code, completed and signed.
10. HVAC sizing calculations/Manual J.
11. Product Approvals for: Windows / Doors / Garage Door / Shutters / Roof .
12. Truss Engineering & Layout.
13. Required State, Governmental, or Local Agency Permits (Ex: DEP, SJWM, USACE, IRC) if applicable.
14. Health Department (For Septic) if applicable.
15. Turtle Lighting Plan by Engineer, if applicable.
16. For FEMA Substantial Improvement- See Combination Building Permit Application. SI Application must be completed. Provide a copy of the property appraisal.

***In addition to the requirements in this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies. FS:553.79(12), FBC 105.3.3***

***Note: Property Owner Association approvals cannot be enforced by the Florida Building Code. Please contact your Association to obtain your rules and regulations.***

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### **PLAN SPECIFICATIONS**

*This information is intended to be a guideline and does not necessarily indicate all the details required to determine code compliance.*

*Plans submitted must certify compliance with the Florida Building Code 2020 7<sup>th</sup> Edition. Plans must be signed and sealed by an Engineer or Architect registered in the State of Florida, who shall state that the design submitted has been analyzed and/or designed by the Engineer or Architect to meet the requirements of the FBC.*

#### **SITE PLAN:**

- \* Flood zone classification.
- \* Show proposed finished floor elevation. Minimum FFE (finished floor elevation) is to be 2 feet above the base flood elevation in the town flood map or 20" above crown of road in non-flood locations. Maximum FFE is 20" above base flood elevation or 20" above crown of road in non-flood locations.
- \* Certified boundary survey.
- \* Show all streets and rights of way.
- \* North direction indication.
- \* Front, rear and side setbacks of proposed dwelling.
- \* Show proposed finished floor elevation.
- \* Location and elevation of benchmark.
- \* Tree Survey.
- \* Driveway description.
- \* Lot coverage and landscape percentage calculations.
- \* Elevations in NAVD.

#### **FOUNDATION PLAN:**

- \* Indicate foundation type and dimensions.
- \* Width, depth and location of all bearing footers.
- \* Size and number of reinforcement bars, designate corner bends.
- \* CBS construction shall show size and location of vertical steel.
- \* Show location of shear wall segments and reinforcing requirements.
- \* Slab depth and specifications, vapor barrier and termite treatment.
- \* Footings on fill require a soil analysis report by a qualified engineer.

#### **ELEVATIONS:**

- \* Show all four views of the structure including building heights.
- \* Roof height in accordance with LDC definitions.

## **FLOOR PLAN:**

- \* Exterior and interior dimensions showing all room sizes.
- \* Show all window, door and misc openings with sizes, locations.
- \* Show bearing and non-bearing walls and partitions.
- \* Show window and door header specifications and sizes.
- \* Specify engineered header type on plans and truss layout.
- \* Show attic access location(s) (minimum size 24" x 36").
- \* Plumbing fixtures and all fixed items - cabinets, counters, etc.
- \* Plumbing isometric diagram.
- \* Location of proposed electric meter, main disconnect, and distribution panels.
- \* Location of all electrical outlets, switches and fixtures.
- \* Provide electrical riser diagram, panel schedule and load calculations.
- \* Show all smoke detector and emergency egress locations
- \* Show sizes and locations of all A/C-heat equipment, ducts and registers.
- \* Show & identify accessible bath.

## **TYPICAL WALL SECTIONS:**

- \* Footing types and sizes indicated.
- \* Show wall type and sizes for specified materials.
- \* Vertical details (frame or block wall) with all anchoring details.
- \* Show tie beam/column details and truss anchors or connectors.
- \* Detail tie beam elevation transitions and reinforcing steel.
- \* Specify manufacturer and product ID. with values for connectors.
- \* Specify continuous load path components for code compliance.
- \* Show interior/exterior wall finishes and specifications.
- \* Roof type, sheathing and nailing schedule, roof coverings and finish.
- \* Detail connection of masonry to wood frame construction.

## **ROOF CONSTRUCTION:**

### **CONVENTIONAL FRAME:**

- \* Framing plan detailing bearing walls, headers and connectors
- \* Show lumber grade, size and species.
- \* Detail gable end framing where applicable.
- \* Specify connector mfg. / product Id. or equivalent.
- \* Specify type, grade, thickness of roof sheathing and nail pattern.
- \* Detail ceiling joist material and all mechanical connections.

### **PRE-ENGINEERED TRUSSES:**

- \* Submit mfg. truss layout with all trusses identified clearly.
- \* Submit connector schedule for uplift requirements.
- \* Identify point loading on truss layout when applicable.
- \* Specify type, grade, thickness of roof sheathing and nail pattern.
- \* Show ceiling diaphragm and blocking if applicable.
- \* Show roof underlayment's and finish coverings



## BUILDING DEPARTMENT ELECTRONIC PERMITTING PROCEDURES

Complete permit package submittals can be sent electronically through email to [inspections@irshores.com](mailto:inspections@irshores.com). All attached files must be in a format readable by Adobe Reader (PDF). The ***maximum size*** of all combined attachment files is ***24MB***.

All attachments must be **named** and broken down into **separate** PDF files. The permit package may need to be made into smaller attachments for routing purposes. *Smaller permit types with fewer documents can be sent in one attachment.* Other larger projects can be sent in the same format through Drop Box or must be submitted to the Department in person.

Please note, this format must be followed, or the application will **not** be accepted. (See the Permit & Plan Review Submittal Checklist for submittal guidelines).

### **Attachments:**

- Permit Applications
- Energy Calculations & Product Approvals
- Survey
- Truss Engineering & Layout
- All other required documents. **\*\*Documents prepared by design professionals must be digitally signed and have third party Certificate Authority signature verification.**
- Plans (one multi-page attachment). **\*\*Plans prepared by professional engineers or architects must be digitally signed and sealed in accordance with Florida Statutes, laws, and rules governing digital signatures.**

To help us process your application in a timely manner, ***please adhere to the following conventions.***

- **Email Subject:**
  - Permit Application for (e.g., :) 123 Main Street and Contractor Name.
- **Email Body:**
  - Must include the permit type (e.g.: Addition, Windows & Doors, Reroof, etc.). For smaller scopes of work, please include a detailed description. Emails must include relevant contact information such as name, phone number and email address.
- **Payments:**
  - Payments are due at the time of submission. We accept all major credit cards, cash or checks payable to the Town of Indian River Shores. A credit card authorization form can also be found on the website at [www.irshores.com](http://www.irshores.com).