



# THE TOWN OF *INDIAN RIVER SHORES*

## Building Department

### SINGLE FAMILY RESIDENCE CHECKLIST

#### [Florida Building Code 8th Edition \(2023\)](#)

Please include the following items in the order shown below. If any item is not included, identify the item and the reason for its exclusion in the narrative.

A non-refundable plan review fee is due upon submission of your application. Additional fees will be due prior to issuing the permit.

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| <input type="checkbox"/> <b>Building Permit Application</b>                       | Complete all information on the Building Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert "N/A" for "not applicable". For further information or questions on the completion of the Building Permit Application, contact the Building Department at <a href="mailto:inspections@indianrivershores.gov">inspections@indianrivershores.gov</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <a href="#">Application</a>                                                                                                                                                             |
| <input type="checkbox"/> <b>Owner/Builder Disclosure Statement</b>                | <b>APPLICABLE TO OWNER/BUILDERS ONLY.</b><br>An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by Florida Statute 489.503(6) in order to be exempt from professional licensure requirements as an Owner/Builder. For further information, contact the Building Department at <a href="mailto:inspections@indianrivershores.gov">inspections@indianrivershores.gov</a> .                                                                                                                                                                                                                                                                                                                            | <a href="#">Florida Statute 489.503(6)</a>                                                                                                                                              |
| <input type="checkbox"/> <b>Land Clearing Plan &amp; Environmental Assessment</b> | <p>A Land Clearing Plan will be reviewed for approval with your Land Clearing Permit Application. Refer to Checklist for Land Clearing Plan.</p> <p>An environmental assessment, as prepared by an environmental professional, is generally required prior to the approval of the Land Clearing Plan. Proposed impacts to listed species, such as the gopher tortoise, will require state permits. These permits must be uploaded to your building permit application before the Land Clearing Plan can be approved. Contact the <a href="#">Florida Fish and Wildlife Conservation Commission</a> (FWC) for more info.</p> <p>The building permit may be exempt from the requirement to obtain an approved Land Clearing Plan. This would be based on an environmental assessment that shows no listed species or no habitat areas exist, and where authorized clearing has been previously approved.</p> | <a href="#">Land Clearing Permit Application</a><br><br><a href="#">Sample Land Clearing Plan</a>                                                                                       |
| <input type="checkbox"/> <b>Native Tree Requirements for C.O.</b>                 | <p>Required trees will be identified on the conditions added to the building permit and inspected prior to C.O.</p> <p>Existing native trees can be counted toward this requirement if protected during development.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <a href="#">Landscaping Standards</a><br><a href="#">Landscape Permit Application</a><br><a href="#">Tree Protection Regulations</a><br><a href="#">Tree Removal Permit Application</a> |

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|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> <b>Health Department Septic Tank Permit</b>  | <p>If your property is served by septic system and additional living space is being constructed, a copy of the Health Department approved septic tank permit with the original approved stamped plans must be submitted. Please contact the Environmental Division of the Health Department at 772- 221-4090 to request a septic tank permit application.</p> <p>If your property is served by a public or private sewer (non-septic) system, no such Health Department approval is required.</p>                                                                                 |                                                               |
| <input type="checkbox"/> <b>Surveys/Site Plans</b>                    | <p>Survey date cannot be older than October 4, 2002 (with the exception of driveways and fences) and cannot contain previous approval stamps. Surveys/Signed &amp; Sealed Site Plans must include the following:</p> <ul style="list-style-type: none"> <li>• N.A.V.D. elevations (property corners, mid-points at lot lines and average crown of road)</li> <li>• Proposed drainage</li> <li>• Flood Zone</li> <li>• Proposed setbacks from the property line to all sides of the proposed structure</li> <li>• All easements, landscape buffers, and preserve areas.</li> </ul> | <a href="#">Site Plan Review Application</a>                  |
| <input type="checkbox"/> <b>Lot Coverage Calculation</b>              | <p>Show the lot coverage calculations on a survey/site plan (Town Ordinance Land Development Code Chapter 160, Section 160.02, Table 160)</p> <p>LOT = X SF = 100%</p> <p>HOUSE = X SF = X % (House-porches) POOL = X SF = X %</p> <p>DECKS = X SF = X % DRIVE = X SF = X %</p> <p>EQUIPMENT PADS = X SF = X %</p> <p>Open space = Total Lot sf - (House footprint + Pool + Decks + Drive + Equipment Pads + sidewalks + walkways)</p> <p>For further information, contact Growth Management at 772-288-5495.</p>                                                                 | <a href="#">Table 160: Lot, Setback, and Bulk Regulations</a> |
| <input type="checkbox"/> <b>Complete Set of Sealed Plans</b>          | <p>A complete and concise illustration of the proposed work prepared with sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the code, relevant laws, ordinances, rules and regulations. All required pages must be signed and sealed by a registered design professional where required by Chapter 471, Florida Statutes or Chapter 481, Florida Statutes. The maximum sheet size is 24"x 36".</p>                                                                                 |                                                               |
| <input type="checkbox"/> <b>Florida Energy Code for Bldg. Constr.</b> | <p>(If adding living space) - Form 402-8th Ed. (2023) (Current version). This form is usually prepared, signed and dated by the Architect/Engineer of record or the A/C Contractor.</p>                                                                                                                                                                                                                                                                                                                                                                                           | <a href="#">Form 402 Appendix C</a>                           |

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                        |
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| <input type="checkbox"/> <b>Manual "J" Form</b>                                     | Must show equipment size and type. This form is usually prepared, signed and dated by the Architect/Engineer of record or the A/C Contractor.                                                                                                                                                                                                                                                                |                                                                                                        |
| <input type="checkbox"/> <b>Electrical Load Calculations</b>                        | This is a fill-in-the-blank form to allow us to ensure the new electric will not overload existing electric service, size and capacity. 8th Edition (2023) FBC/Residential 107.2.1.                                                                                                                                                                                                                          | <a href="#">Electrical Load Calculations</a>                                                           |
| <input type="checkbox"/> <b>Riser Diagram - Electrical</b>                          | This is a drawing depicting the electrical equipment being installed, as well as identifying all equipment, total amps, wire size, grounding, and whether it is an underground or overhead service. If this information is stated on the plans, this form does not need to be submitted.                                                                                                                     | <a href="#">Riser Diagram - Electrical</a>                                                             |
| <input type="checkbox"/> <b>Design Certification for Wind Load</b>                  | Must be signed and sealed by an Architect or Engineer. If this information is stated on the plans, this form does not need to be submitted. 8th Edition (2023) FBC/Residential/Building 107.3.                                                                                                                                                                                                               | <a href="#">Windows, Doors, &amp; Shutters</a><br><a href="#">Garage Doors</a><br><a href="#">Roof</a> |
| <input type="checkbox"/> <b>Indian River County Product Approval Affidavit Form</b> | Must be signed and sealed by the Architect or Engineer of Record. If this information is stated on the plans, this form does not need to be submitted. 8th Edition (2023) FBC/Building 107.3 & 107.2.1.                                                                                                                                                                                                      | <a href="#">Indian River County Product Approval Affidavit</a>                                         |
| <input type="checkbox"/> <b>Product Approval</b>                                    | Product approvals/Notices of Acceptance are published, pre-approved construction assemblies associated with specific materials, assemblies and construction methods that have been specifically tested in accordance with Florida requirements and ultimately have received a valid product approval designation that demonstrates compliance with the applicable building code requirements. F.A.C. 61G20-3 |                                                                                                        |
| <input type="checkbox"/> <b>Tile Roof Requirements</b>                              | For Concrete or Clay/Tile Roof specify how the roof field tile will be attached to the deck (reference F.S.R.A. Installation Manual). Provide section details showing the installation/attachment of ridge and hip cap tile. Demonstrate compliance with the 8th Edition (2023) FBC 1507.3 and 8th Edition (2023) FBC Residential R905.3. Also provide Product Approval for all roof adhesives.              | <a href="#">Roofing Permit Application &amp; Checklist</a>                                             |
| <input type="checkbox"/> <b>Single Family Plan Review Checklist</b>                 | This is a complete list detailing mandatory requirements and floor plan, electrical and mechanical information.                                                                                                                                                                                                                                                                                              | <a href="#">Refer to Single Family Plan Review Checklist</a>                                           |

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