



BUILDING DIVISION
 120 Malabar Road, S.E., Palm Bay, FL 32907
 Phone: (321) 953-8924 • Fax: (321) 953-8925

CUSTOMER SERVICE INFORMATION ON RESIDENTIAL PLAN REVIEW

REQUIRED DOCUMENTS MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION
<input type="checkbox"/> A copy of the recorded deed.
<input type="checkbox"/> Florida Energy Efficiency Forms: Provide one (1) complete set of Form 1100B-08 with two additional copies of the front sheet along with one (1) energy guide. A mechanical contractor typically prepares an energy guide. All front sheets shall contain the complete project, address, and signature of the owner/agent.
<input type="checkbox"/> Heat Load Calculation: Provide two (2) copies of the Manual "J" form. An insulation company typically prepares the Manual "J" form.
<input type="checkbox"/> Survey: Provide two (2) copies of single line drawings to scale with sufficient clarity showing property boundaries, lot dimensions, location of proposed and existing structures on the lot, street in front of the property and street name (embossed seal survey). If located on a corner lot, indicate the name of streets, all easements, conservation and/or wetlands areas. If potable water supply is from a well, location of the well shall be shown on the survey plan. If on septic, location of septic tank and drainfield shall be shown on survey plan. Landscape and drainage must be shown on the survey plan.
<input type="checkbox"/> Sanitary sewer/water receipt: If other than City of Palm Bay Utilities, provide a copy of paid receipt or memo from supplying utility indicating building permits may be issued. If sanitary sewer/water service is not available, provide a copy of septic tank permit. This information must be provided prior to release of permit. NOTE: Septic tank/well is not an option. If sanitary sewer and water service is available, provide a memo stating that you will be connecting to the available system or a copy of the paid receipt.
<input type="checkbox"/> Complete Owner/Builder Affidavit, if applicable under Florida Statute 489.103(7). Affidavits are available at the permitting office. Complete the entire application for building permit, naming primary builder as well as all sub-contractors. This will include all State licensing numbers (certification and/or registration) and County competency numbers. Provide copy of said license for each of the contractors identified.
<input type="checkbox"/> Owner/Builder must provide a complete list of all the sub-contractors, if applicable. This list shall include the following: Electrical, Plumbing, HVAC, roofing, drywall and all other trades.
<input type="checkbox"/> A copy of the recorded Notice of Commencement (if more than \$2500 or \$7500 for mechanical).
<input type="checkbox"/> A copy of Certificate of Insurance showing proof of worker's compensation and general liability, or a copy of worker's compensation exemption.
<input type="checkbox"/> Submit the City of Palm Bay driveway/drainage permit application to Public Works, (321) 952-3403.
<input type="checkbox"/> Upon completion of construction, provide a copy of paid Brevard County Impact Fee receipt upon request for Certificate of Occupancy.
<p>SPECIAL FLOOD HAZARD AREA IS THE PROPOSED STRUCTURE LOCATED IN A SPECIAL FLOOD HAZARD AREA? IF YES, PLEASE CONTACT THE CITY OF PALM BAY LAND DEVELOPMENT DIVISION AT (321) 733-3042 OR E-MAIL: floodzone@palmbayflorida.org</p>

GENERAL PLAN REQUIREMENTS

- Plans and specifications: Two (2) copies of drawings to scale with sufficient clarity and detail to indicate the nature and scope of work. Such drawings shall contain information in the form of notes or otherwise, as to the type of materials, is essential to conform to technical codes of the Florida Building, Plumbing, Mechanical, Gas, Energy Efficiency, Accessibility, and National Electrical Codes. Such information shall be specific and the technical codes shall not be cited as a whole or in part, nor shall the term “legal” or its equivalent be used as a substitute for specific information. All drawings, specifications and accompanying data shall bear the name and signature of the person(s) responsible for the design. Plans shall include a floor plan, foundation plan, wall sections, floor/roof system plan or truss layout with uplift values and all exterior elevations. For plans that include multiple options, only those options for the building being considered for permit shall be identified. All others shall be removed or crossed out.
NOTE: All structure plans shall be signed and sealed by Florida design professional or be accompanied by an approved alternative design method in accordance with the Florida Building Code.
NOTE: A separate title indicating the name, address, telephone number and registration or license number of the person responsible for each system or design must be included on each submitted construction drawing.

THE FOLLOWING INFORMATION RELATED TO WIND LOAD SHALL BE SHOWN ON THE CONSTRUCTION PLAN

- Basic wind speed according to the current Florida Building Code.
- Wind importance factor and building category.
- Wind exposure – if more than one wind exposure is utilized, the wind direction shall be indicated.
- Applicable internal pressure coefficient.
- Components and cladding. The design wind pressure in term of psf (kN/m²) to be used for the design of exterior components and cladding materials not specifically designed by a registered design professional.

CITY OF PALM BAY IS LOCATED IN WIND BOURNE DEBRIS AREA AND ONE OF THE FOLLOWING OPTIONS ON COMPILATIONS MAY BE USED FOR COMPLIANCE FOR WIND SPEED DESIGN CRITERIA

- Building shall be designed as enclosed. This means that the glazed exterior openings shall be protected with the following options:
Option 1: Plywood shutters may be used. The plywood must be a minimum of 7/16 inch thick, precut with anchorage system in place before the final building inspection, and all other panels shall be properly identified. (One shutter must be installed at final inspection.)
Option 2: Approved shutter certified to meet impact tests. Plans must include manufacturer, model number, installation instructions and copy of impact test data. (One shutter must be installed at final inspection.)
Option 3: Approved impact resistant windows certified to meet impact tests. Plans must include manufacturer, model number, installation instructions and copy of impact test data.

FLOOR PLANS SHALL INCLUDE THE FOLLOWING

- Size and arrangement of all rooms with intended use of each room with ceiling or vaulted heights.
- All plumbing fixture locations.
- Attic access (22" x 30" min).
- Emergency egress windows in all bedrooms.
- Location of all mechanical equipment.
- Location of electrical panel (prohibited behind door).
- Location of fireplace and cricket construction details.
- Location and dimensions of all interior and exterior walls.
- Location of all interior bearing walls and columns.
- All header and lintel size, types, and locations.
- One bathroom door 2'-8" and clear floor space for accessibility.

FOUNDATION PLANS SHALL INCLUDE THE FOLLOWING

- Interior and exterior footing size and reinforcement, minimum concrete strength in psi, including lapping reinforcement, location and dimension of foundation dowels vertical steel, and anchor bolt size.
- Column pad size and reinforcement location.
- Slab thickness, minimum concrete strength in psi, vapor barrier, slab reinforcing or fiber additive, clean compacted fill under all slabs (95% minimum compaction test result).

TERMITE PROTECTION – PLAN MUST SPECIFY TYPE OF TERMITE TREATMENT

- Soil chemical barrier method
 - Other treatment – must specify the proposed method and submit documentation that substantiates the proposed method
- Include a note on the plan stating: The building has received a complete treatment for the prevention of subterranean termites. Treatment is in accordance with rules and laws established by the Florida Department of Agriculture and Consumer Services. (Per the Florida Building Code.)
 - Include a note on the plan stating: A Certificate of Compliance shall be provided to the Building Division before issuance of a Certificate of Occupancy.

WALL SECTION-ONE STORY WOOD FRAME WALL

Provide a detailed cross-section of each wall type from the foundation through the roof including the following

- Plan details illustrate a continuous load path from the foundation to the roof structure. Manufacturer and model number of all required connectors are specified on the plans. Provide hurricane tie down, strap, anchor or connector schedule.
- Foundation with reinforcement. (Bottom of all footings shall be at least 12" below finish grade.)
- Pressure treated bottom plate with anchor bolt size, spacing embedment, and washer size or approved alternate anchor.
- Size, grade and species of all structural lumber.
- Stud size and spacing, top and bottom connection for bearing.
- Double top plate, show splicing for shear walls.
- Wall sheathing size and type with nailing for shear walls.
- Ceiling and eave height and overhang protection.

WALL SECTIONS – MASONRY WALLS

- Plan details illustrate a continuous load path from the foundation to the roof structure. Manufacturer and model number of all require connectors be specified on the plans. Provide hurricane tie down, strap, anchor or connector schedule.
- Foundation with reinforcement. (Bottom of all footings shall be at least 12" below finish grade.)
- Size of vertical reinforcement showing lap dimensions and embedment into footing and bond beam.
- Wall thickness, ceiling and eave height and overhead projection.
- Bond beam size, type and size reinforcement indicating lap.
- Lintel type, fill, dimensions and reinforcement.
- Size and grade of top plates, including dimensions and spacing of anchor bolts and washers or size, type and spacing of the truss anchors.
- Exterior finishes and wall coverings (struck block prohibited). Brick veneer, additional footing width, ties schedule and flashing.

WALL SECTION - TWO STORY

- Plans illustrate a continuous load path from the foundation to the roof structure. Manufacturer and model number of all required connectors are specified on the plans. Provide hurricane tie down, strap, anchor or connector schedule.
- All the one-story information plus floor framing with draftstopping every 1000 sq. ft. (including subfloor).
- Nailing schedule for wall sheathing (including shearwalls).

INTERIOR BEARING WALLS

- Plans illustrate a continuous load path including a wall section, which shows the foundation wall attachment to the foundation and wall attachment to roof structure (interior bearing walls must correlate with the truss plan). Provide hurricane tie down, strap, anchor or connector schedule.

GABLE END WALLS

- All sheathing, lateral bracing, nailing schedule for sheathing and connections to exterior wall.
- Gable trusses diaphragm installation, and method of horizontal bracing at wall.
- Roof sheathing attachment.
- Connections for uplift and lateral load.
- Masonry-gable end walls adjacent to cathedral ceilings are required to be continuous from the floor to the ceiling or roof diaphragm.
- Wood-gable end walls adjacent to cathedral ceiling are required to be continuous from the floor to the ceiling or roof diaphragm.

POSTS, COLUMNS AND BEAMS

- All materials and connections from the foundation to the roof structure with anchorage and connection detail. Provide hurricane tie down, strap, anchor or connector schedule.

SECOND STORY FRAMING PLAN

- Type and size of pre-engineered members and/or size, grade and species of conventional framing.
- Direction, span and spacing of floor structure members.
- Engineering for pre-engineered floor systems must be on site for inspection.
- Type and thickness of floor sheathing including nailing schedule.
- Required hangars, connectors and fasteners or structural members. Provide hurricane tie down, strap, anchor or connector schedule.

ROOF FRAMING AND ROOF COVERING

All roof construction and roof covering including asphalt shingles shall meet the structural and wind load requirements in accordance with the Florida Building Code. Construction plans must specify type of roof covering to be installed.

- Direction, span and spacing of all structural roof members.
- Size, grade and species of all framing lumber.
- Hold down connector sizes for all headers. Provide hurricane tie down, strap, anchor or connector schedule.
- Roofing framing layout plan indicating truss locations, specifications of connector showing uplift values (manufacturer's designation and load capacity) and nailing schedule.
- When pre-engineered trusses are being used, the signed and sealed engineered truss shop drawings must be provided on site for inspection and one signed and sealed copy submitted for the building permit file.
- Type and thickness of roof sheathing, including nailing schedule.
- Roof covering and fastening specified on submitted construction drawings.
- Roof flashing shall be specified on the submitted construction drawings.
- Plan details illustrate required attic cross ventilation of each space with weather protected openings

EXTERIOR ELEVATION PLAN SHALL INCLUDE THE FOLLOWING

- Front, rear and side elevations, including windows, doors, roof slope and chimneys.
- Roof overhangs and attic ventilation.
- Porch guardrails and stairs handrails.
- Crawl space ventilation and access panels.
- Complete stair details to include handrail, guardrail, tread and riser dimensions.

PLUMBING PLANS SHALL INCLUDE THE FOLLOWING

- Provide plumbing isometric for water supply and drainage system.

MECHANICAL PLANS SHALL INCLUDE THE FOLLOWING

- Designer name and seal shall be on all plans, if applicable.
- Duct layout and insulation R-value.
- Equipment schedules including energy efficiency, supply cfms and power requirements.
- Show location of all equipment.
- Show size of all tri-boxes, register outlets and reducers.
- Dryer vents and bathroom exhaust.
- Appliances located in the garage shall be protected from motor vehicle impact.
- Gas equipment located in confined space shall comply with the Florida Building Code - Fuel Gas.

ELECTRICAL PLANS SHALL INCLUDE THE FOLLOWING

- Designer name and seal shall be on all plans, if applicable.
- Provide riser diagram including size and type of service entrance conductors.
- Show panel location and specify service size (prohibited behind a door).
- Provide electrical layout plan showing location of all receptacles, switches and distribution panel.
- Provide smoke detectors in accordance with Florida Building Code.
- Provide AFCI's (arc-fault circuit interrupters) in dwelling except in areas where GFI's are provided.
- Provide electrical panel schedule with load summary.
- Provide concrete-encased electrode (Ufer ground) location.

EXTERIOR WINDOWS AND DOORS ARE REQUIRED TO MEET THE DESIGN WIND LOAD PRESSURES

- All exterior windows and glass doors are required to be tested by an approved independent testing laboratory in accordance with the Florida Building Code and shall bear an AMMA or WDMA label identifying the manufacturer, performance characteristics and approved product testing entity.
- Plan details illustrate that all exterior windows and doors shall be anchored per published manufacturer's recommendations to achieve the design pressure specified.
- Plan details illustrate that all exterior windows and doors where buck thickness is less than 1 ½ inches, shall be anchored through the jam into the structural substrate.
- Plan details illustrate that all exterior windows and doors where buck is less than 1 ½ inches or greater, the buck must be attached in a manner that transfers the load directly to the structure. Windows and doors shall be anchored through the jam into the wood buck.
- Plan details illustrate that the tapered window buck shall extend beyond the interior lip of the window.
- Plans details illustrate that mullions and adjacent door assemblies are required to be tested or engineered to transfer 1.5 times the designed loads to the rough opening substrate.
- A complete door and window schedule including manufacturer and model number has been included as part of the construction drawings.
- Garage door installation details and data indicating compliance with the wind load requirements of the Florida Building Code has been included as part of the construction drawings.

SITE INFORMATION

- Exterior A/C condensing unit location (prohibited in easement or zoning setback).