



Highlands County Building Division

**Minimum Requirements for One & Two Family & Residential Additions**

.10 PER SQUARE FOOT PLAN REVIEW FEE IS DUE AT TIME OF SUBMITTAL

| REQUIRED DOCUMENTS<br>MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION   |   | Items to be Included –<br>Each Box Shall be Circled as Applicable    |    |     |
|---|---|--|----|-----|
| 1   | Building Permit Application with Zoning, Planning, 911 Addressing and Health Dept. approvals  | Yes  | No | N/A |
| 2   | Florida Energy Efficiency Forms: Provide (1) complete set of Form 600A or 600B and (2) additional copies of the front sheets. All front sheets shall contain the signature of the person who performed the calculations and the signature of the owner/agent, (2) copies of manual “J” short form, and (1) energy guide. Manual “J” forms and energy guide are obtained from the Mechanical Contractor.   | Yes  | No | N/A |
| 3   | <b>Flood Protection:</b> Flood Hazard Development Permit if required. Minimum standards under the National Flood Insurance Program require new construction, substantial improvements, and remodeling projects to be protected from flood damage. Pursuant to these regulations, the following information must be included with plans submitted for approval for structures built within the Special Flood Hazard: verification of grade and structural related elevations; certification of materials, ventilation, and flood proofing techniques, area identified for remodeling and the value of construction; and added engineer certifications for construction within a floodway or velocity zone and for commercial construction below the base flood elevation.  | Yes  | No | N/A |
| 4   | Site plans: Provide (2) copies of single line drawings to scale (1:20 or 1:30 scale) showing property boundaries, lot dimensions, and location of proposed and existing structures on the lot, street in front of the property and street name. If located on a corner lot, indicate the names of both streets. Also include all easements, conservation, septic & water and/ or wetland areas.   | Yes  | No | N/A |
| 5   | If addition is considered habitable space for residential and is on septic tank, contractor/agent shall provide Highlands County Health Department approval for “existing septic tank”. Contact Health Department @ 402-6550  | Yes  | No | N/A |
| 7   | Homeowner affidavit if applicable under <b>Florida Statue 489.103(7)</b> . Affidavits available at the permitting offices.  | Yes  | No | N/A |
| 8   | Prior to obtaining Building Permit you must obtain a driveway permit from the County Engineering Dept. and receive your preliminary inspection. If utilizing an existing driveway then you must obtain an existing driveway inspection.   | Yes  | No | N/A |
| PLANS AND SPECIFICATIONS<br>New 1 & Family Residential Structures (Items 1 – 16)  |   | Items to be Included – Each<br>Box Shall Be Circled As<br>Applicable |    |     |
| 1   | (2) copies of drawings to scale (3/16" = 1'min.) 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 quality of materials, where the quality is essential to conforming with the technical codes of the 2023 Florida Building, Plumbing, Mechanical, Fuel Gas, Energy Efficiency, Accessibility, and 2020 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/persons responsible for the design. <b>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 structural plans shall be signed and sealed by a design professional or be accompanied by an approved alternative design method authorized by the Building Commission.</b> | Yes  | No | N/A |
| GENERAL PLAN REQUIREMENTS<br>Plans shall have the structural design criteria clearly indicated<br>(i.e., wind loading, floor and roof live and dead loads). |   | Items to be Included – Each<br>Box Shall Be Circled As<br>Applicable |    |     |
| <b>The following information related to wind loads shall be shown on the construction plans:</b>  |   |  |    |     |
| 1   | Basic wind speed, mph, (km/hr.).  | Yes  | No | N/A |
| 2   | Wind importance factor (I) and building category.   | Yes  | No | N/A |

|  |  |     |    |     |
|--|--|-----|----|-----|
| 3  | Wind exposure – if more than one (1) wind exposure is utilized, the wind exposure and applicable wind direction shall be indicated.  | Yes | No | N/A |
| 4  | The applicable internal pressure coefficient.  | Yes | No | N/A |
| 5  | Components and Cladding. The design wind pressures in terms of psf, (kN/m <sup>2</sup> ) to be used for the design of exterior component and cladding materials not specifically designed by the registered design | Yes | No | N/A |
| <b>Floor plans shall include the following:</b>  |  |     |    |     |
| 1  | Size and arrangement of all rooms with intended use for each room.   | Yes | No | N/A |
| 2  | All plumbing fixtures.   | Yes | No | N/A |
| 3  | Attic access (22" x 30" minimum).  | Yes | No | N/A |
| 4  | Emergency egress windows in all bedrooms.  | Yes | No | N/A |
| 5  | Location of air handler.   | Yes | No | N/A |
| 6  | Location of electrical panel & meter can   | Yes | No | N/A |
| 7  | Location of fireplaces.  | Yes | No | N/A |
| 8  | Complete door and window schedule and installation details.  | Yes | No | N/A |
| 9  | Garage door installation details and data indicating compliance with the wind load requirements of Section 1606.   | Yes | No | N/A |
| 10   | Location and dimensions of all interior and exterior shear walls   | Yes | No | N/A |
| 11   | Locations of all interior bearing walls, columns, and pads.  | Yes | No | N/A |
| 12   | All header and lintel sizes, types, ratings, and locations.  | Yes | No | N/A |
| <b>Foundation plans shall include the following:</b>   |  |     |    |     |
| 1  | Exterior and interior footing size and reinforcement, including lapping of reinforcement, location and dimensions of foundation dowels, vertical steel, and anchor bolt sizes.                                     | Yes | No | N/A |
| 2  | Column pad sizes and reinforcement.  | Yes | No | N/A |
| 3  | Termite treatment of soil, vapor barrier, wire mesh or fiber additive, clean compacted fill under all slabs (soil compaction tests may also be required).  | Yes | No | N/A |
| <b>WALL SECTIONS – ONE STORY WOOD FRAME WALLS</b>  |  |     |    |     |
| <b>Provide a detailed cross-section of each wall type from the foundation through the roof, including the following:</b> |  |     |    |     |
| 1  | Foundation with reinforcement. (Bottom of all footings is at least 12" below finish grade).  | Yes | No | N/A |
| 2  | Pressure treated plate with anchor bolt size, spacing, embedment, and washer size or approved alternate anchor.  | Yes | No | N/A |
| 3  | Size, grade and species of all structural lumber.  | Yes | No | N/A |
| 4  | Stud size and spacing, top and bottom connection for bearing walls.  | Yes | No | N/A |
| 5  | Double top plate, show splicing for shear walls.   | Yes | No | N/A |
| 6  | Wall sheathing size and type with nailing schedule, special blocking, and nailing for shear walls.   | Yes | No | N/A |
| 7  | Ceiling and eave height and overhang.  | Yes | No | N/A |
| <b>WALL SECTIONS – MASONRY WALLS</b>   |  |     |    |     |
| 1  | Foundation with reinforcement. (Bottom of all footings is at least 12" below finish grade).  | Yes | No | N/A |
| 2  | Size of vertical reinforcement showing lap dimensions and embedment into footing, and bond beam.   | Yes | No | N/A |
| 3  | Wall thickness, ceiling, and eave height and overhang.   | Yes | No | N/A |
| 4  | Bond beam size, type, and size reinforcement indicating lap.   | Yes | No | N/A |
| 5  | Lintel type dimensions and reinforcement.  | Yes | No | N/A |
| 6  | Size and grade of top plates, including dimensions and spacing of anchor bolts and washers, or size, type and spacing of truss anchors.  | Yes | No | N/A |
| 7  | Exteriors finishes and wall coverings. Brick veneer, additional footing width, tie schedule, and flashing.   | Yes | No | N/A |
| 8  | Roof structure (truss or conventional wall) wall connections. Nailing schedule for roof sheathing and roof covering.   | Yes | No | N/A |
| 9  | Window and door anchorage details.   | Yes | No | N/A |
| <b>WALL SECTIONS – TWO STORY</b>   |  |     |    |     |
| 1  | All of the one-story information plus floor framing and draft stopping.  | Yes | No | N/A |
| 2  | Connections to wall above and below.   | Yes | No | N/A |
| 3  | Nailing schedule for floor sheathing.  | Yes | No | N/A |

|   |  |     |    |     |
|---|--|-----|----|-----|
| 4   | Continuous load path from the roof truss to the foundation.  | Yes | No | N/A |
| <b>INTERIOR BEARING WALLS</b>                               |  |     |    |     |
| 1   | All foundations, connections to foundation, and roof structure.  | Yes | No | N/A |
| <b>GABLE ENDS</b>   |  |     |    |     |
| 1   | All sheathing, lateral bracing, nailing schedules for sheathing, and connections to wall below.  | Yes | No | N/A |
| 2   | Gable truss diaphragm installation, and method of horizontal bracing at wall/gable joint.  | Yes | No | N/A |
| 3   | Roof sheathing attachment.   | Yes | No | N/A |
| 4   | Connections for uplift and lateral load.   | Yes | No | N/A |
| <b>POSTS, COLUMNS, AND BEAMS</b>                            |  |     |    |     |
| 1   | All materials and connections from the foundation to the roof structure with anchorage and connection details.   | Yes | No | N/A |
| <b>SECOND STORY FLOOR FRAMING PLAN</b>                      |  |     |    |     |
| 1   | Type and size or pre-engineered members and/or size, grade, and species of conventional framing.   | Yes | No | N/A |
| 2   | Direction, span, and spacing of floor structural members.  | Yes | No | N/A |
| 3   | Engineering and specifications for pre-engineered floor systems shall be on the job site for the inspectors.   | Yes |    | N/A |
| 4   | Type and thickness of floor sheathing including nailing schedule.  | Yes | No | N/A |
| 5   | Required hangers, connectors, and fasteners of structural members.   | Yes | No | N/A |
| <b>ROOF FRAMING PLAN</b>                                    |  |     |    |     |
| 1   | Direction, span, and spacing of roof structure.  | Yes | No | N/A |
| 2   | Size, grade, and species of lumber for all framing.  | Yes | No | N/A |
| 3   | Hold down connector sizes for all headers.   | Yes | No | N/A |
| 4   | Roof framing layout plan indicating truss locations, specifications of connectors (manufacturer's designation and load capacity) and nailing schedule. | Yes | No | N/A |
| 5   | When pre-engineered trusses are being used, the signed and sealed  | Yes | No | N/A |
| 6   | Type and thickness of roof sheathing, including nailing schedule.  | Yes | No | N/A |
| <b>EXTERIOR ELEVATION PLAN SHALL INCLUDE THE FOLLOWING:</b> |  |     |    |     |
| 1   | Front, rear, and side elevations including windows, doors, roof slopes, and chimneys.  | Yes | No | N/A |
| 2   | Roof overhangs and ventilation.  | Yes | No | N/A |
| 3   | Porch guardrails and stair handrails   | Yes | No | N/A |
| 4   | Crawl space ventilation and access panels.   | Yes | No | N/A |
| 5   | Complete stair, handrail, and guardrail details including tread, riser, and handrail/guardrail dimensions.   | Yes | No | N/A |
| <b>ELECTRICAL PLANS SHALL INCLUDE THE FOLLOWING:</b>        |  |     |    |     |
| 1   | Designer name and registration number shall be on all plans.   | Yes | No | N/A |
| 2   | Provide riser diagram  | Yes | No | N/A |
| 3   | Provide panel schedule including size service.   | Yes | No | N/A |
| 4   | Provide electrical layout plan showing location of receptacles, switches, and distribution panel.  | Yes | No | N/A |
| 5   | Provide smoke detectors in accordance with FBC section R313  | Yes | No | N/A |
| 6   | Provide AFCI circuit breakers and GFCI circuit breakers as per 2017 NEC.   | Yes | No | N/A |

Revised 1/4/24

f