



Construction Services Division
 1400 N. Boulevard
 Tampa, FL 33607
 Phone: (813) 274-3100
 Fax: (813) 259-1712
www.tampagov.net/permits

RESIDENTIAL PLAN SUFFICIENCY GUIDELINES

Client Facilitator:	Project No:	Control No:
----------------------------	--------------------	--------------------

Please use this checklist for all new construction, additions, accessory structures, pools, pool enclosures and modular building construction to indicate that your submittal is complete. A complete and thorough submittal package will ensure a more timely review and response by staff.

SEC. A	GENERAL INTAKE REQUIREMENTS
1.	Provide completed project application. On line click on the following link: Application or request a copy at the Construction Service Center
2.	Water and wastewater applications must be completed by applicant for all one and two family residential projects. CSC Client Facilitators can assist with these applications during intake process. New construction projects require one site plan be submitted with the water and wastewater applications. On line click on the following links: Water Application Wastewater Application or request a copy at the Construction Service Center
3.	If you are the homeowner and applying for the permit provide homeowners disclosure statement per Florida Statutes. On line click on the following link: Homeowner affidavit or request a copy at the Construction Service Center

SEC. B	SPECIAL DESIGN REVIEW REQUIREMENTS
1.	Is the property in a Special Flood Hazard Area (AE, VE) and if it is what is the Base Flood Elevation (B.F.E.). To find out contact Hillsborough County Hazard Mitigation at 307-4541 or click on the following link Flood Zone Map .

a.	<p>If the property is in a special flood hazard area , It must meet the following special requirements</p> <p><u>New Construction in A or AE Zone:</u></p> <ul style="list-style-type: none"> ○ If project is in a AE Zone the top of the lowest living area must be at or above the Design Flood Elevation (BFE plus six inches) ○ In an AE Zone , areas below the DFE are limited to parking, small storage areas and entry to the structure. Walls enclosing these areas require a minimum of two Hydro-Static openings (Flood Vents) , having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding. The flood vents must be located on two separate walls to allow flood waters to flow thru as required by the National Flood Insurance Program (NFIP). ○ Flood vent locations must be shown on the foundation plan, floor plan and elevation sheet. ○ Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding. Must be at or above the DFE. <p><u>New Construction in V or VE Zone</u></p> <ul style="list-style-type: none"> ○ If project is in a VE Zone the bottom of the lowest horizontal structural member must be at or above the Design Flood Elevation (BFE plus six inches) and any walls below the DFE must be breakaway type construction. ○ Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding. Must be at or above the DFE. ○ V zone Building design performance certificate completed by a State of Florida Registered Professional Engineer or Architect. On line click on the following link V zone Building design performance certificate or request a copy at the Construction Services Center.
----	--

	<p>b. Substantial Improvement or Damage to Existing Structures (AE and VE Zones)</p> <p><u>If structure was constructed prior to the PRefirm 6/18/1980,</u></p> <ul style="list-style-type: none"> ○ Additions to the structure can be built and improvements can be made in such a manner to match the existing building elevation as long as the value of the work does not exceed 50% of the existing building value. The value of the existing building can be determined from an independent appraisal or 60% of the value from the Hillsborough County Property Appraisers Website. ○ Projects that exceed the substantial improvement maximum value allowed must be elevated to the required DFE. ○ The value of the construction cost must be documented in one of three ways: <ul style="list-style-type: none"> ● Signed contract/Cost breakdown with a licensed general contractor ● Cost estimate based on ICC construction values ● Substantial improvement cost breakdown form including labor and materials by the homeowner. On line click on the following link Substantial Improvement Cost Breakdown Form or request a copy at the Construction Services Center. ○ Client must complete flood information summary form. On line click the following link Flood Information Summary Form or request a copy at the Construction Services Center ○ Client must complete FEMA owner/contractor affidavits. On line click the following links: Owner Affidavit Contractor Affidavit or request a copy at the Construction Services Center <p><u>If structure was constructed below the DFE after 6/18/1980, no improvements are permitted</u></p>
2.	Is the property in a Design Review District (Architectural Review Commission (ARC), Barrio Latino Commission (BLC) or Overlay District)? To find out contact Construction Service Center at 274-3100 or click on the links below.
a.	ARC a. Hyde Park
	b. Seminole Heights
	c. Tampa Heights
	ARC (plans must be stamped approved prior to submittal for building permit)
b.	BLC d. Ybor City (Barrio Latino)
	BLC (plans must be stamped approved prior to submittal for building permit)
	c. Overlay e. East Tampa Overlay District
	f. Parkland Estates Overlay District
	g. Seminole Heights Overlay District
	h. West Tampa Overlay District
	Overlay Districts (plans may require stamped approval prior to submittal for building permit)
3.	If the proposed project required a variance, provide letter of approval from Variance Review Board (VRB) or Zoning Administrator.
4.	Is the proposed structure located in the wind borne debris area?
	If YES, one of the following options shall apply
	a. Building may be designed as partially enclosed. This means that the building's design allows it to withstand the internal pressure buildup when an opening is breached. Plans include a note stating: "This structure has been designed as a partially enclosed structure in accordance with Florida Building Code
	b. Plywood shutters may be used but must be a minimum 7/16 inch thick, precut with anchorage system in place before the final building inspection. Plans include shutter details and anchoring details.
	c. Florida Product Approved shutters. Shutters must be roll-down, panel, accordion, or other approved design type. Plans include manufacturer, model number, installation instructions,
	d. Approved impact resistant windows and doors are acceptable.
SEC. C	GENERAL PLAN REQUIREMENTS
	All plans must be a minimum of 18 by 24 inches in size. (<i>Signs, residential pools, aluminum enclosures, sheds and residential driveway plans may be on 11 by 17 inch size.</i>) drawn to scale that provides sufficient clarity and detail to indicate the nature and scope of work. For model homes, swimming pools and aluminum screen enclosures plans on file service is available
1.	Two (2) sets of site plans
2.	Two (2) sets of building plans signed and sealed by a State of Florida Registered Architect or Engineer All information, drawings, specifications and accompanying data legibly bear the designers name, complete address and phone

	number, also legibly bear the name of the engineer or an architect of record along with his or hers registration number, complete address and phone number per FBC Residential Code and State of Florida Statute.
3.	Two (2) sets of energy calculations – Form A for new construction. Form B for additions and renovations.
SEC. D	SITE PLAN
1.	Locations of proposed additions/buildings/site utilities and legal description, dimensions of property lines, street in front of property/ street name, easements
2.	Signed and sealed topographical and tree survey on a 25 foot grid – NAVD 88 datum
a.	All New Construction (main building) of any size
b.	Additions and accessory structures over 1,000 sq.ft. (footprint)
3.	Tree/ barricade locations and details. Click on the following link: Chapter 13 Tree & Landscape Code Technical Manual
4.	Dimensions of building to property lines/setbacks
5.	Proposed driveway and sidewalk location and dimensions. For details click on the following link: Transportation Technical Manual
6.	Lot square footage and proposed impervious area coverage
7.	Proposed drainage plan and cross section
8.	Proposed finished floor elevation and crown of road elevation
9.	For swimming pools provide overhead power line clearance
SEC. E	BUILDING PLANS
1.	Floor plans drawn to scale (min 1/8" = 1.0") Items to be included:
	a. Size and arrangement of all rooms with intended use for each room
	b. All plumbing fixture locations
	c. One bathroom door (29 inch clear opening) at first floor full bath to comply with FBC Residential
	d. Room dimensions and ceiling heights
	e. Attic access (minimum 22" X 36")
	f. Location of air handler
	g. Location of fireplace(s)
	h. All hazardous glazing locations identified or hazardous glazing notation per FBC Residential Code
	i. Location of all interior bearing walls and columns
	j. All header/lintel sizes, types, and locations
	k. Provide door and window schedule
	l. Garage to habitable space separation noted
	m. Appliances in attic. Need to indicate air handler located in attic required to comply with FBC Mechanical Code.
	n. Location of shear walls
2.	Total square footage of each floor, living area, covered porch, entry, lanai, garage
3.	Egress: emergency window size/location and stair details
4.	Fire: smoke/carbon monoxide detector locations and fire resistant construction details (if required)
5.	Product approval table to include product manufacturer, category, subcategory, approval number and expiration date
6.	All exterior building elevations Items to be included:
	a. Windows, doors, roof slopes, exterior materials, final grade line and chimneys
	b. Roof overhangs, attic ventilation and fire resistance rating if applicable
	c. Porch guardrails and stair details
	d. Show all flood vent openings for construction below the DFE, crawl space ventilation and access panels
	e. Show height of structure from proposed finished grade to the highest point of the structure
7.	Termite protection notes per FBC Residential Code
8.	Structural design criteria Items to be included:

	a. Building codes under which project was designed
	b. Wind speed 3 sec gusts or fastest mile speed in mph
	c. Roof live/dead loads
	d. Floor live/dead loads
	e. Wind importance factor and building category
	f. Internal pressure coefficient
	g. Components and cladding references which include the design wind pressure in PSF to be used for the design of the exterior component and cladding materials along with the exposure type per FBC Residential
9.	Foundation plan Items to be include:
	a. Interior and exterior footing size, reinforcement, minimum concrete strength in psi, lap splice
	b. Slab thickness, minimum concrete strength in psi, vapor barrier, clean compacted fill under foundation or slab, soil termite treatment notation
	c. Column pad sizes and reinforcement
10.	Floor, roof framing plans or truss layout Items to be included:
	a. Size, direction, span, spacing, and connection of floor/roof structural members
	b. Floor/roof sheathing and thickness
	c. Crawl space construction and ventilation per FBC Residential Code
	d. Nailing schedule for wall, floor and roof sheathing per FBC Residential Code
11.	Exterior wall and interior wall sections including walls between units in two family construction Items to be included:
	a. 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
	b. Masonry wall thickness
	c. Foundation depth below finished grade
	d. Floor, ceiling and wall insulation R-values on plans
	e. Interior and exterior finish shown on plans
	f. Wood to earth clearance dimensioned
	g. Interior bearing wall detail
	h. Dwelling unit separation detail for two family dwelling/townhouse
12.	Structural details Items to be included:
	a. New to existing connection details for additions
	b. Masonry fireplace and chimney detail
	c. Lintel and header details/schedule
	d. Size, grade and species of all structural lumber
	e. Gable end bracing detail
13.	Signed/Sealed electrical plans are required if service is 600 amps or value of the work exceeds \$50,000