



Building Plan Checklist and Information Sheet

Applicant must submit the following:

1. Two (2) sets of working drawings also consisting of a PLOT PLAN, PLUMBING, ELECTRIC, & A/C drawings sealed by a Florida registered architect or engineer. Drawings should be submitted in the standard 24" x 36" dimensions. All plans must be stamped with Health Department (355-3052) approval and satisfaction that PBC Impact Fees have been paid. (233-5025 pbc)
2. Two (2) copies of plot plan shall show:
 - A. Location of all buildings
 - B. Front, rear, and side yard setbacks
 - C. Finished Floor Elevation – 1 foot above NCGS
 - D. Lot Size – depth, width, and total square feet
 - E. Percentage of lot coverage by all buildings (existing and proposed)
 - F. Percentage of total floor area (existing and proposed)
 - G. Septic tank location with health department approval (pbc health 355-3052)
 - H. Driveway location
 - I. Location of outside A/C unit/s (can not be visible from front or water)
 - J. Elevation of crown of abutting road/s
 - K. Elevation of existing grade at all corners & center of lot and neighboring property elevation at adjacent property line
3. Three (3) sealed surveys less than six months old showing:
 - A. All easements
 - B. Any existing structures
 - C. All existing trees and species of same (Australian Pine, Melaleuca, Brazilian Pepper, et cetera)
4. Three (3) sets of sealed "grading & drainage" plans and calculations prepared by a licensed Civil Engineer. Plans shall address Town Code Sections 66-1 and 67-33 and be coordinated with the landscape plan and driveway swale detail if applicable
 - A. Location of driveway and swales
 - B. Location of catch basins and storm drain lines (if applicable)
5. Two (2) sealed sets of pool drawings (if applicable)
6. Two (2) sealed sets of engineered drawings for seawall, dock, et cetera including state and/or federal agency permits (if applicable)
7. Two (2) copies of Proof of Ownership
8. Two (2) Complete Lists of all subcontractors
9. Two (2) Copies of Product Approvals
10. Two (2) Copies of Energy Calculations
11. Three (3) Copies of Landscape Plan that will be reviewed in relation to the drainage plan
12. An original executed Driveway Swale Detail Acknowledgement Form for Driveway Turnouts
13. Certification that there are no historic or specimen trees before clearing lot
14. Copy of recorded Notice of Commencement and copy of contractor/proposal.

Before a Certificate of Occupancy/Final Building will be issued by the Town, a copy of the completed Elevation Certificate (C1. finished construction only -- per 2012form) must be provided.

Other Building Requirements and Information

The following is not to be considered as ALL of the requirements and information necessary. This is only in response to the most frequently asked questions and the most frequent violations committed.

1. **Roofs**
 - A. Maximum height and Architectural features (balconies, et cetera) – See Code Sections 64-1, 64-2, 64-3, 64-4 and Code Section 67-32 for detail. A drawing that will detail the maximum height of the structure when applying the bulk lot coverage formula that is established by Code MUST accompany the sealed drawings (see attached)
 - B. Flat roofs shall not exceed more than 15% of entire building (may be increased to 20%, if at least 5% is used as a deck, porch or usable outdoor space)
 - C. Roof overhang shall not exceed more than 3' into the setback
2. **Special detail to be shown on sealed drawings includes:**
 - A. A 4" sewer stubout located within 3' of front of building
 - B. All pertinent information related to the electrical, alarm and plumbing installations

General Contractor's responsibilities are: WORK HOURS 8 AM- 6 PM (MON-SAT)

- A. Payment of all fees prior to issuance of permit.
- B. To make certain that all sub contractors and tradesmen are registered with the Town
- C. To keep construction sites free of paper, trash, and debris dumpster are required.
COVERS ARE REQUIRED ON DUMPSTERS.
- D. To keep all building materials stored within the perimeter of lot.
- E. To provide adequate parking as acceptable to the Department of Public Safety
- F. To provide sanitary facilities on the construction site before commencing work and during the entire construction period.
- G. To provide three (3) sealed copies of a tie-in survey showing dimensions of building, all setback measurements, and the elevation of the slab prior to requesting an inspection for the slab and the subsequent installation of same.

Some helpful definitions:

- A. **Floor area, total:** as used for calculating floor area ratio means that the gross horizontal areas of all floors of all buildings on a lot, measured from the exterior walls or other type of enclosure, or from the centerline of a wall separating two buildings, including garages, carports, and porte corcheres, but not including: basements, attics (unless used as living space), unenclosed decks or patios, covered porches, exterior balconies (covered or uncovered), or crawl spaces. When calculating total floor area, the first floor area under ceilings which are 16 feet or higher shall count as double, however, the first 300 square feet thereof shall be counted as one floor to allow for limited vaulted spaces.
- B. **Floor area ratio:** means the ratio of the total floor area of all structures on a lot to the usable land area.
- C. **Lot, through (double frontage):** means any lot, not a corner lot, having both the front and rear property lines adjacent to a public street, public street right-of-way, or waterway (25' setback then applies).

SECTION 67-52 OF THE CODE OF ORDINANCES REQUIRES THAT CONSTRUCTION SHALL COMMENCE WITHIN 6 MONTHS FROM DATE OF ISSUANCE OF BUILDING PERMIT. IF CONSTRUCTION HAS NOT COMMENCED WITHIN 6 MONTHS, THE BUILDING PERMIT SHALL EXPIRE. FOLLOWING COMMENCEMENT OF CONSTRUCTION PURSUANT TO A BUILDING PERMIT, ALL CONSTRUCTION SHALL BE COMPLETED WITHIN 1 YEAR, UNLESS EXTENDED FOR NO MORE THAN ONE 6 MONTH PERIOD BY THE ADMINISTRATIVE OFFICIAL, UPON A SHOWING OF GOOD CAUSE. SUBSEQUENT TO THE GRANTING OF ONE ADMINISTRATIVE EXTENSION, ANY ADDITIONAL EXTENSIONS MAY BE GRANTED BY THE TOWN COMMISSION UPON A SHOWING OF GOOD CAUSE.