



Building Plan Checklist and Information Sheet

Must bring this form with you when you submit plans

Applicant must submit the following:

1. Provide two (2) sets of working drawings 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.
15. Before a CO/Final Building will be issued by the Town, a copy of the completed finished construction Elevation Certificate on the 2012 form must be provided. Please give the EC "Gig" List to your surveyor. All highlighted areas must be filled in correctly or it will be rejected.

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, etc.) – 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 cocheres, 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.

ELEVATION CERTIFICATE

Important: Read the instructions on pages 1-9.

SECTION A - PROPERTY INFORMATION

For Insurance Company Use:		
A1. Building Owner's Name	Policy Number	
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.	Company NAIC Number	
City	State	ZIP Code
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.)		
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.)		
A5. Latitude/Longitude: Lat. _____ Long. _____		Horizontal Datum: <input type="checkbox"/> NAD 1927 <input type="checkbox"/> NAD 1983
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.		
A7. Building Diagram Number _____		
A8. For a building with a crawlspace or enclosure(s):		A9. For a building with an attached garage:
a) Square footage of crawlspace or enclosure(s) _____ sq ft	a) Square footage of attached garage _____ sq ft	
b) No. of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade _____	b) No. of permanent flood openings in the attached garage within 1.0 foot above adjacent grade _____	
c) Total net area of flood openings in A8.b _____ sq in	c) Total net area of flood openings in A9.b _____ sq in	
d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No	d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1. NFIP Community Name & Community Number		B2. County Name		B3. State	
B4. Map/Panel Number	B5. Suffix	B6. FIRM Index Date	B7. FIRM Panel Effective/Revised Date	B8. Flood Zone(s)	B9. Base Flood Elevation(s) (Zone AO, use base flood depth)
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9. <input type="checkbox"/> FIS Profile <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other (Describe) _____					
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other (Describe) _____					
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input type="checkbox"/> No Designation Date _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA					

SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: Construction Drawings* Building Under Construction* **Finished Construction**
 *A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO. Complete Items C2.a-h below according to the building diagram specified in Item A7. Use the same datum as the BFE.

Benchmark Utilized _____ **Vertical Datum** _____

Conversion/Comments _____

a) Top of bottom floor (including basement, crawlspace, or enclosure floor) _____	<input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
b) Top of the next higher floor _____	<input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
c) Bottom of the lowest horizontal structural member (V Zones only) _____	<input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
d) Attached garage (top of slab) _____	<input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments) _____	<input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
f) Lowest adjacent (finished) grade next to building (LAG) _____	<input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
g) Highest adjacent (finished) grade next to building (HAG) _____	<input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support _____	<input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)

SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Check here if comments are provided on back of form. Were latitude and longitude in Section A provided by a licensed land surveyor? Yes No

Certifier's Name	License Number
Title	Company Name
Address	City State ZIP Code
Signature	Date Telephone

PLACE SEAL HERE

IMPORTANT: In these spaces, copy the corresponding information from Section A.			For Insurance Company Use:
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			Policy Number
City	State	ZIP Code	Company NAIC Number

SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION (CONTINUED)

Copy both sides of this Elevation Certificate for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments

Signature _____ Date _____ Check here if attachments

SECTION E - BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)

For Zones AO and A (without BFE), complete Items E1-E5. If the Certificate is intended to support a LOMA or LOMR-F request, complete Sections A, B, and C. For Items E1-E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.

- E1.** Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG).
a) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ feet meters above or below the HAG.
b) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ feet meters above or below the LAG.
- E2.** For Building Diagrams 6-9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 8-9 of Instructions), the next higher floor (elevation C2.b in the diagrams) of the building is _____ feet meters above or below the HAG.
- E3.** Attached garage (top of slab) is _____ feet meters above or below the HAG.
- E4.** Top of platform of machinery and/or equipment servicing the building is _____ feet meters above or below the HAG.
- E5.** Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? Yes No Unknown. The local official must certify this information in Section G.

SECTION F - PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and E for **Zone A (without a FEMA-issued or community-issued BFE) or Zone AO** must sign here. *The statements in Sections A, B, and E are correct to the best of my knowledge.*

Property Owner's or Owner's Authorized Representative's Name

Address _____ City _____ State _____ ZIP Code _____
Signature _____ Date _____ Telephone _____

Comments

Check here if attachments

SECTION G - COMMUNITY INFORMATION (OPTIONAL)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check the measurement used in Items G8 and G9.

- G1. The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)
- G2. A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.
- G3. The following information (Items G4-G9) is provided for community floodplain management purposes.

G4. Permit Number	G5. Date Permit Issued	G6. Date Certificate Of Compliance/Occupancy Issued
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- G7. This permit has been issued for: New Construction Substantial Improvement
- G8. Elevation of as-built lowest floor (including basement) of the building _____ feet meters (PR) Datum _____
- G9. BFE or (in Zone AO) depth of flooding at the building site _____ feet meters (PR) Datum _____
- G10. Community's design flood elevation _____ feet meters (PR) Datum _____

Local Official's Name _____ Title _____
Community Name _____ Telephone _____
Signature _____ Date _____

Comments

Check here if attachments

Building Photographs

See Instructions for Item A6.

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			For Insurance Company Use:
			Policy Number
City	State	ZIP Code	Company NAIC Number

If using the Elevation Certificate to obtain NFIP flood insurance, affix at least two building photographs below according to the instructions for Item A6. Identify all photographs with: date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." If submitting more photographs than will fit on this page, use the Continuation Page on the reverse.

Building Photographs

Continuation Page

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			For Insurance Company Use:
			Policy Number
City	State	ZIP Code	Company NAIC Number

If submitting more photographs than will fit on the preceding page, affix the additional photographs below. Identify all photographs with: date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View."