Minimum Requirements for Plans Submittal
For Residential Building Permit

☐ Application for Land Use/Building Permit form shall be approved by Zoning. Page 2 of the Building Permit Application shall be completely filled out when the estimated value exceeds $2,500.00. The owner’s estimated value must be written on the front of the application in all cases.

☐ 2 Site plans approved by Zoning.

☐ 2 Sets of construction documents prepared by an Architect or Engineer registered in the State of Florida designed in accordance with the 2010 Florida Building Code Residential with wind criteria (Basic wind speed, wind exposure, components and cladding) per FBCR 301. All documents shall be signed, dated and affixed with a raised seal.

The following documents shall be attached:

☐ 2 sets of signed and sealed Truss engineering.


☐ 2 sets of mechanical duct, air conditioning, and condensing units’ layout.

☐ 2 copies of product approval installation details and specifications for all windows, doors, roofing and soffits with Orange County Product Approval Cover Sheet per Reference rule 9B-72. (See page 2 of 12 attached)

☐ 2 copies of Lot Grading/Drainage Plan and finished floor elevation approved by the Development Engineering Dept. or Ranger Drainage District approval. For infill lots, a separate inspection by a Building Inspector will be required. *An original Flood Plain Permit is required if lot is in Flood Zone and an Elevation Certificate will be required before vertical construction.

☐ Water and sewer connection fee receipts or an approved septic permit from the Orange County Health Department (800 Mercy Dr Orlando. Phone: 407-521-2630) and Orange County Development Engineering approval (4200 S. John Young Pkwy Orlando. Phone: Micah 407-836-7907 or Miguel 407-836-7914) must be presented when applying for a building permit.

☐ 1 extra site and floor plans for Property Appraiser’s office (not required to be signed and sealed).

☐ A licensed contractor will be required for this project. NOTE: Only a Licensed Contractor is allowed to give Power of Attorney to an agent. Power of Attorney must be original, site specific and notarized.

☐ Any project over $2,500 will require a certified copy of the recorded Notice of Commencement. The first inspection cannot be scheduled without this on file with the Division of Building Safety.

☐ The homeowner must occupy the home and must be present to obtain a building permit if they wish to be their own contractor. NOTE: Only a Licensed Contractor is allowed to give Power of Attorney to an agent.

☐ An Owner Builder Disclosure Statement is required to be completed for an owner builder.

☐ Revised Sheets must be inserted into full sets. Collate any pages stamped in red by Zoning, or have Zoning re-stamp revised plans. Changes are to be clouded on revised sheets.

PLEASE RETURN DENIAL COMMENTS WHEN RESUBMITTING PLANS*
A GUIDE FOR RESIDENTIAL PLAN APPROVAL
(Developed by The Division of Building Safety in conjunction with
The Home Builders Association of Mid Florida)

** ARCHITECT OR ENGINEER, PLEASE CONTACT PLANS EXAMINER TO
SCHEDULE AN APPOINTMENT TO DISCUSS DEFICIENCIES COMMENTS.
REFERENCE PHONE NUMBERS AT THE END OF DOCUMENT **

Product Information – Provide manufacturer, model number, current compliance report
numbers (ICC, NER, or other NRTL) and limitations contained therein.

Rule 9B-72 State Product Approval Documents – The following information must be
submitted for the building envelope elements a-f before a permit can be approved:
1). Orange County Product Approval Cover Sheet (Form #147 on website) filled out.
2). Manufacturer’s installation details and instructions
3) Copy of the Internet screen showing that product was approved, its Product Approval number,

a) Panel walls and roof systems
b) Exterior doors and windows
c) Roofing products
d) Skylights
e) Shutters and
f) Structural components
g) Soffits

I. General Requirements FBC 101:

a) All drawings shall be dimensioned and to scale. Site plans and building plans shall
correspond. Septic tank location is required on site plan.
b) Under no circumstances shall notes include the phrase “as per (local) code”, or “or
equal”. All notes and details shall be specific.
c) Submit only drawings and information for the buildings being permitted. Additional
material marked “void”, “not used”, or “crossed out”. If excessive in the opinion of
the Building Division, the plans will be denied.
d) Any changes to approved sealed drawings shall be approved by the architect or
engineer of record and accepted by the Building Division.

II. Submittal Documents FBC 107

________________________________________________________________________
________________________________________________________________________
III. Fire-Resistant Construction FBC R302:

R302.1 Exterior walls: Construction, projections, openings and penetrations of exterior walls of dwellings and accessory buildings shall comply with Table R302.1.

IV. The Minimum drawing set shall consist of:

A. Foundation Plan:
   1. Footing minimum requirements FBC R403.
   2. Column pad size and reinforcement FBC R403 and R407.
   3. Interior and exterior footing size and reinforcing, including lapping or crossing of reinforcing FBC R403.
   4. Protection against termites. FBC R318.
   5. Under-floor space (crawl space) FBC R408.
   6. Grouted Masonry construction; show all vertical reinforcement FBC R609.
   7. Concrete slabs on grade FBC R506.
   8. Vapor retarder. FBC R506.2.3.

B. Wall sections:
   1. One story: Wood Frame (* items also apply to concrete block)
      a) (*) Foundation with reinforcement, 12” below grade minimum FBC R403.1.4.
      b) Height above finish grade. 4” for masonry foundation walls and 6” above grade elsewhere FBC R404.1.6.
      c) Protection of wood and wood based products against decay. Framing members less than 8” and sheathing/siding 6” above grade FBC R317.
      d) Denote size, grade and species of all structural lumber. FBC R602 references wood design and construction in accordance with the AF&PA NDS (American Forest and Paper Association/National Design Specification) for Wood Construction.
      e) Stud size and spacing, specify top and bottom connection for bearing walls FBC R602.
      f) Double top plate, show splicing for shear walls FBC R602.
      g) Wall sheathing nailing schedule FBC R602.
      h) (*) Exterior finish – if stucco, document thickness and provide water resistant barrier per section R703.6.3: if siding, provide manufacture specification at job site. Tables R702.1(1) and R703.13.
      i) (*) Roof structure (trusses or conventional) specify connection to wall, provide nailing schedules for roof sheathing, show roof covering and sheathing FBC R301, R602, R802, R803 and R905.
      j) Roofing material underlayment shall comply with section FBC R905.
      k) Continuous load path from roof to foundation specifying all connectors and spacing FBC R301.
      l) (*) Brick veneer – show additional footing width, tie schedule, and flashing FBC R403 and R703.
      m) (*) Indicate window in wall sections.
      n) (*) Vertical reinforcing and lap/crossing of reinforcing. R609.
      o) (*) Continuous tie beam/top plate around building or alternate reinforcing FBC R609.
p) Double headers to studs connection for frame opening FBC R301 and R602.
q) Wood frame to block wall connection for bearing walls FBC R602 and R606.
r) Moisture vapor retarder. R506.2.3.
s) (*) Detail any special conditions:
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

2. Mobile/Manufactured Home set-up (tie-down), repair and remodeling shall comply with the Mobile/Manufactured Home Installation Standards. These guidelines shall be used to assure safe and livable housing and shall not be more stringent than the standard to which the home was originally constructed.
   a) Addition, including, but not limited to add-a-rooms, roof-overs and porches shall be free standing and self supporting with only the flashing attached to the main unit unless the added unit has been designed to be married to the existing unit. All additions shall be constructed in compliance with State and locally adopted building codes.
   b) Anchoring of additions shall be in compliance with requirements for similar type construction.
   c) Repair or remodeling of a mobile/manufactured home shall require the use of material and design equivalent to the original construction. Structure shall include, but not be limited to, roof system, walls, floor system, windows and exterior doors of the mobile/manufactured home.

3. Two stories: All of the above plus floor structure specifying floor framing. Specify connections to walls above and below and nailing schedules for floor sheathing FBC R301, R502, R503, and R602.

4. Interior bearing walls: Foundation, specify connections to foundation and floor and/or roof structure FBC R403, R502, R602 and R802.

5. Gable ends: Materials, sheathing, bracing, nailing schedules for sheathing and diaphragms and specify connections to wall below. Gable and Bonus truss gable ends shall be designed in accordance with FBC R602, R606 R609 and Figure R609.4.

6. Chimneys: Materials, bracing, nailing schedules for sheathing, tie schedule for brick veneer, and specifications for connections to the roof structure below, and shall comply with FBCR Chapter 10.

7. Columns: Material, show and detail specific connection to foundation and roof structure.
C. **Roof framing plan:**

1. Direction, spans and spacing of roof structure.
   a) Denote size, grade, and species of lumber for all conventional framing FBC R602 and R802.
   b) **Specify** each roof member connectors, anchors and hangers FBC R301 and R802.
   c) **Specify** connectors, document size of headers for wood frame construction.
   d) Sealed truss engineering in accordance with F.S. 471 and FBC R802. The architect or engineer must provide the following for field built trusses: geometry of **all** components (profiles), framing plans or layouts, connection detail **specifications** based on calculated uplift on the Roof Framing Plan.
   e) Document grade and thickness of roof sheathing materials FBC R803.
   f) Provide nailing schedule. R803.2.3.1. (Staples not allowed unless accompanied by current compliance report.)
   g) Dormer framing details are required.
   h) Provide conventionally framed valley detail FBC R301.2.1.1 and R802.2.

D. **Second story floor framing plan:**

1. Engineering and specifications for pre-engineered floor systems FBC R502.
2. Direction, span, and spacing of floor structure FBC R502.
3. Pre-engineered members or sizes grade and species if conventionally framed FBC R301.2.1.1, R502, R602 and R802.
4. Nailing schedule of floor sheathing if used as a diaphragm FBC R503 and R602.

E. **Beams:**

Show and detail the size of all beams and specify their connectors and anchors and hangers FBC R301.2.1.1 and R502.

F. **Floor plans:**

1. Plumbing fixtures layout.
2. Hallways shall be 36” minimum per section FBC R311.6.
3. Emergency escape and rescue openings shall comply with FBC R310 and R612.4.2.
4. Attic access FBC R807.
5. Glass in hazardous locations. FBC R308.
6. All new single family houses, duplexes, triplexes, condominiums, and townhouses shall provide at least one bathroom, located with maximum possible privacy, where bathrooms are provided on habitable grade levels, with a door that has a 29 inch clear opening. However, if only a toilet room is provided at grade level, such toilet room shall have a clear opening of not less than 29 inches FBC R320.
G. Elevations:
Elevations shall show roof pitch, eave height, ceiling height, length of roof overhangs, exterior wall finish, chimney, guardrails at porches, and handrails at stairs. Windows with an opening more than 72” above finished grade, shall comply with FBC R612.2. Building address numbers shall be a minimum 4” high with a minimum stroke of a ½” per FBC R319.

H. Roof ventilation:
Roof venting shall comply with FBC R806. Unvented attic assemblies FBC R806.4.

I. Electrical layout:
Electrical layout shall include electrical riser diagrams (new SFR’s); panel schedules (new SFR’s) i.e., outlets, switches, lights, ceiling fans, smoke detectors FBC R314, Carbon Monoxide Alarms (CO2) detectors FBC R315, bath exhaust fans, and light in attic.

J. Stairway Illumination
All interior and exterior stairways shall be provided with a means to illuminate the stairs, including the landings and treads. Interior stairways shall be provided with an artificial light source located in the immediate vicinity of each landing of the stairway FBC R303.6.
Exception: An artificial light source is not required at the top and bottom landing, provided an artificial light source is located directly over each stairway section.

K. Mechanical Duct Layout and Energy Calculation Requirements:
Provide complete duct design with sizes, balanced return, and R-value complying with the ACCA Manual D heating and cooling equipment shall be sized in accordance with ACCA Manual S based on the loads calculated in accordance with Manual J of the 2010 Florida Energy Efficiency Conservation Code section 403.2.5.

1. Energy Gauge version 3.0 of the energy calculations is required for performance method or calculations can be in accordance with the prescriptive method (forms can be located in Appendix C 402-2010) and EPL Display Card per FBC EC 401.3.
2. The energy calculations may say “yes” or “no” for worse case.
3. The conditioned floor area in the energy calculations shall closely match that listed on the plans.
4. Identify location of air conditioning and condensing units on site plan.
5. SEER shall be 13 minimum.
6. HSPF shall be 7.7 minimum.
7. The energy calculations shall say PASS on the bottom.
8. The energy calculations shall be signed and dated by the preparer.
9. If any glass other than “single pane clear” is shown in the energy calculations, then the type of glass/windows (double pane, tinted, labeled, etc.) must be shown EITHER on the Window Location Form (the simplified floor/site plan that Building Safety has developed) or on the actual building plans or elevations.
10. If the Window Location Form is required, then its orientation shall match the orientation of the house on the survey.
11. Category IV and V sunrooms are required to have energy calculations. FBC R 301.2.1.1.2.

Note: This criterion applies to new construction, additions, repairs and alterations.

L. Additional details:
1. Two story buildings:
   a) Complete stair section from starting point to termination of stair.
   b) Landings at doors shall comply with section FBC R311.3 and at stairs shall comply with FBC R311.7.5.
   c) Construction of exterior landings, decks balconies stairs and similar structures shall comply with section FBC R311.5.
   d) Stairways width 36” minimum per section FBC R311.7.1.
   e) Headroom (6’ 8” minimum) FBC R311.7.2.
   f) Tread and riser dimensions FBC R311.7.4.
   g) Guardrails showing height and spacing between intermediate rails FBC R312.
   h) Handrail shall comply with FBC R311.7.7.
   i) Special stairs shall comply with FBC R311.7.9.
   j) Balconies FBC R311.5.1.
   k) Windowsill heights FBC R612.2.

M. General
1. Attachment: Exterior balconies, landings, decks, stairs and similar facilities shall be positively anchored to the primary structure to resist both vertical and lateral forces. Such attachment shall not be accomplished by use of toenails or nails subject to withdrawal. FBC R311.5.1

2. Dwelling/garage opening/penetration protection R302.5:
   a) Opening Protection R302.5.1.
   b) Duct penetration R302.5.2:
   c) Other penetrations R302.5.3

3. Dwelling/garage fire separation R302.6.
   a) Opening requirement per table R302.5
   b) Separation requirement per table R302.6


5. Fireplaces and chimneys:
   a) Masonry fireplaces shall comply with FBC R1001.
   b) Masonry chimneys shall comply with FBC R1003. Provide a complete section from foundation to top of chimney. Footings shall comply with FBC R1003.2.
   c) Factory built (prefab) fireplaces and chimneys shall comply with FBC R1004 and R1005.
6. Door and window schedules:
   a) Document sizes on plans; egress door shall be a minimum 32” clear by
      78” clear in height per sections FBC R311.2.
   b) Windows and exterior doors shall comply with FBC R301.2.1 for wind
      pressures.

7. Glass block details shall comply with resistance to wind pressure FBC R301.1
   and R610.

8. Size of steel members and connection details shall be shown, material grade,
   weld grade and size FBC R301.1.1(2) AISI S230-07. Standard for Cold
   Formed Steel Framing- Prescriptive Method For One and Two Family
   Dwellings.

9. Pipes passing through the foundation FBC P2603.

10. If gutters are required, designer shall specify location and size. Roof drain-
     scuppers, etc.

11. All lintels regardless of type and/or manufacturer must be specific at every
    opening. They shall be specifically identified and indicated on the
    construction plans, along with the approved manufacturer’s installa-
    tions, load tables, and detail structural sections FBC R606.10. Florida Product Approval
    or N.O.A. may be used in lieu of load tables.

N. **Basements:**

Basements shall comply with FBC R202. Include calculations verifying whether
it qualifies as a story or a basement. Also, reference the definitions of “**story
above grade plane**” and “**grade plane**”.

O. **Structural Live Loads:**

Document live loads for the following FBC R301 and Table R301.5:

   a) Attic without storage 10psf
   b) Attic with limited storage 20psf
   c) Habitable attics and attics served with fixed stairs 30psf
   d) Balconies and decks (exterior) 40psf
   e) Fire escapes 40psf
   f) Guardrails and handrails 200psf
   g) Guardrails in-fill components 50psf
   h) Passenger vehicle garages 50psf
   i) Rooms other than sleeping room 40psf
   j) Sleeping rooms 30psf
   k) Stairs 40psf

P. **Light and Ventilation:**

1. All habitable room shall be provided with aggregate glazing area of not less
   than 8 percent of the floor of such rooms FBC R303.1.
2. Ventilation of toilet rooms and bathrooms shall comply with FBC R303.3 and
   R1507.
Q. **Minimum Room Areas and Ceiling Height:**
   1. Every dwelling unit shall have at least one habitable room that shall have not less than 120 square feet of gross floor area. Other habitable rooms shall have a floor area of not less than 70 square feet exception kitchens. FBC R304.1 and R304.2.
   2. One and two family dwellings shall comply with the ceiling height requirements of FBC R305.

R. **Veneered Walls:**
Stone and masonry veneer shall comply with the requirements FBC R703.7.

S. **Roof Coverings:**
Roof coverings shall be applied in accordance with applicable provisions of this section and the manufacturer’s installation instructions FBC R905. Asphalt shingles’ wind resistance shall comply with FBC R905.2.6.1.

T. **Aluminum:**
   2. Wall thickness of aluminum screen enclosures shall be not less than 0.040 inches FBC 2002.3.1.
   3. The thickness of wall panels shall be not less than 0.024 inches FBC 2002.5.
   4. AAF Guide to Aluminum Construction in High Wind Areas is acceptable for conforming to accepted engineering practice FBC 2002.4.1 and FBC R01.2.1.1.1.

U. **Wood:**
   1. Truss Engineering shall reflect all imposed loads from equipment or other components, which are not part of the truss design. FBC R301.1.
   2. Documentation is required on grade and species of framing materials FBC R502.1, R602.1 and R802.1.
   3. All wood in contact with the ground and that supports permanent structures intended for human occupancy shall be approved preservative treated wood. FBC R317.1.2.
   4. Posts, poles and columns supporting permanent structures shall comply with FBC R317.1.4.
   5. Wood siding, sheathing and wall framing on the exterior of a building having a clearance of less than 6 inches from the ground. FBC R317.1. (5).
   6. Sills and sleepers on a concrete or masonry slab that is in direct contact with the ground unless separated from such slab by an impervious moisture barrier FBC R317.1 (3).
   7. Fire blocking is required in concealed spaces of stud walls and partitions including furred spaces at ceiling and floor levels. Fire blocking materials per section FBC R302.11.
   8. Draft stopping is required in floor/ceilings so that no horizontal area exceeds 1000 square feet FBC R302.12.
V. **Existing Buildings/Existing Florida Building Code 2010:**

Repairs, alteration and additions shall comply with the Existing Florida Building Code 2010.

W. **Dwelling Unit Separation:**

1. Provide a typical wall section of all fire rated assemblies. Section views shall show construction of wall(s) from floor to termination point FBC R302.1.
2. Town House separation shall comply with section FBC R302.2.
3. Provide details and specifications for penetration. The penetration shall be an approved system that has been tested in a wall assembly. Penetrations shall have an F rating not less than the required rating of the wall being penetrated FBC R302.4.1.2.
4. Electrical outlets or boxes located on opposite sides of rated walls or partitions shall be separated by a horizontal distance of not less than 24 inches FBC R302.4.2.
5. Exterior walls on a lot shall comply with section FBC R302.1.

The Division of Building Safety accepts the following publications:

- FM Specification Tested Products Guide
- GA Fire Resistance Design Manual
- ESI Evaluation Report Listing
- UL Fire Resistance Directory
- Warnock Hershey
- ICC Evaluation Reports
- Florida Product Approval
- Miami Dade Product Approval

X. **Custom Doors:**

Custom (one of a kind) exterior door assemblies shall be tested by an approved testing laboratory or be engineered in accordance with accepted engineering practices FBC R612.8.3.

Y. **Spray Foam in Un-vented Conditioned Attic Assemblies:**

The following information will be required from the design professional of record if this product/method is used FBC R806.4:

a) The manufacturer’s installation details.
b) The ICC Evaluation Report showing compliance with the FBC R806.4.
c) Plans showing no attic ventilation.
d) Energy Calculations indication this product/method.

Z. **Exterior Covering:**

1. Two layers of felt or one layer of house wrap and one layer of felt are required behind stucco per section FBC R703.6.3.

2. Where stucco on wood frame is constructed above masonry or concrete, flashing or other approved drainage systems shall be installed as required by FBC R703.8, 703.11 and 703.12. This commonly occurs at the first to second floor joints, gable ends, one story walls at foundations, and upper level walls above roofs.
3. Per FBC R703.8(1), flashing at exterior window and door openings shall be installed in accordance with one of the following methods - Details required at plan review: a) The fenestration manufacturer’s written flashing instructions. b) The flashing manufacturer’s written instructions. c) In accordance with FMA/AAMA 100, FMA/AAMA 200, or FMA/WDMA 250. d) In accordance with the flashing method of a registered design professional.

AA. Florida Statutes:

1. Plans, specifications, reports and/or other documents prepared by engineer for public record shall be signed, sealed and dated in accordance to Florida Statutes. (Chapter 471)
2. Plans, specifications, reports and/or other document required the seal and signature of an engineer registered in the State of Florida. (Chapter 471)
3. Plans, specifications, reports and/or other documents prepared by architect for public record shall be signed and sealed and dated in accordance to Florida Statutes. (Chapter 481)
4. Plans, specifications, reports and/or other documents require the seal and signature of an architect registered in the State of Florida. (Chapter 481)
5. Plans, specifications reports and/or other documents requiring the seal of an architect (Chapter 481) or engineer (Chapter 471) shall be properly signed and sealed. The signature shall be handwritten (not stamped) and the seal shall be embossed on the documents(s).
6. Revision(s) to sealed documents prepared by an architect or engineer shall only be made by that architect or engineer. Revision(s) shall be properly signed and sealed in accordance to Florida Statutes. (Chapter 471 and 481).
7. Plans, specifications, reports or other documents requiring preparation by an architect or engineer under any specific code section of the standard building code, standard mechanical code, standard plumbing code, or national electrical code shall be signed, sealed and dated by architect.
8. Energy calculations required, Florida Energy Efficiency Code. (Chapter 553, part VII, Florida Statutes) (two sets of calculations on proper forms shall be provided.)
9. Electrical documents on a residential system, which exceeds 600 amps, shall be signed, sealed and dated by an Electrical Engineer registered on the State of Florida. (Chapter 471, 553, Part VI, Florida Statutes).
10. Heating, ventilation, and air conditioning document for any new building or addition, which requires more than a 15 ton per system, or which is designed to accommodate 100 or more persons shall be signed, sealed, and dated by a Mechanical Engineer registered on the State of Florida. (Chapter 471, Chapter 553, Part VI, Florida Statutes.)
2010 Florida Building Code  
Additional Submittal Requirements

**Building**

Architect or engineer of record shall identify on the floor plan or elevation plan, the size and design pressures for all exterior openings, in accordance with FBC R Tables FBC R301.2(2) and R301.2(4).

Truss engineer shall provide engineering in compliance with section R301 of the Florida Building Code Residential or provide a cover letter stating such.

The following information related to wind loads shall be shown on the construction drawings FBC R301. Please see Division of Building Safety website for updated wind maps.

- **Structural/Wind Load Information required on plans:**
  - Floor and roof live loads
  - Ultimate design wind speed (Vult) and 3-second gust/nominal windspeed (Vasd) both in miles per hour (mph). FBC R301.2.1.3.
  - Whether the building is in the Windborne Debris Region or not. See Division of Building Safety website for updated wind maps showing windborne debris regions. If in the windborne debris region, protect openings per FBC R301.2.1.2.
  - Wind exposure. Exposure C is default; if Exposure B is selected, a vicinity plan may be required to support the selection. FBC R 301.2.1.4.
  - The applicable enclosure classification (open, enclosed, partially enclosed).
  - The design wind pressures in psf to be used for the selection of exterior components and cladding materials not specifically designed by the registered design professional. FBC R301.2.1.
  - Specify Risk Category FBC 1604.5.

**Note:** These requirements are not all inclusive of the code requirements for the proposed building construction. The Division of Building Safety may require additional drawings, specifications, and/or calculations. (FBC 107)

**Residential Plans Examiners:**

Lonnie K. Bass (407) 836-5567 - Deputy Chief Plans Examiner  
Martin Hoffman (407) 836-5529  
Thomas Jaeger (407) 836-0949  
Altagracia Polanco (407) 836-2931