



**HIGHLANDS COUNTY BUILDING
DEPARTMENT**
**Minimum Requirements for Residential
Additions or Accessory Structures**

TEN CENTS PER SQUARE FOOT PLAN REVIEW FEE IS DUE AT TIME OF SUBMITTAL

REQUIRED DOCUMENTS MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION		Items to be Included – Each Box Shall be Circled as Applicable		
1	Building Permit Application with Zoning and Planning approvals	Yes	No	N/A
2	Florida Energy Efficiency Forms: Provide one complete set of Form 402-2010 or 402A and two (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, two copies of manual “J” short form, and one energy guide. Manual “J” forms and energy guide are obtained from the Mechanical Contractor.	Yes	No	N/A
3	Flood Protection: 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 floodproofing 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 two copies of single line drawings to scale (1:20 or 1:30 scale) showing property boundaries, lot dimensions, 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 at 863-402-6550.	Yes	No	N/A
6	Homeowner affidavit if applicable under Florida Statue 489.103(7) . Affidavits available at the permitting offices.	Yes	No	N/A
7	If constructing an additional driveway, you must obtain a driveway permit from the County Engineering Dept. and receive your preliminary inspection before the building permit may be issued.	Yes	No	N/A
PLANS AND SPECIFICATIONS		Items to be Included – Each Box Shall Be Circled As Applicable		
1	Two 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 2017 Florida Building, Plumbing, Mechanical, Fuel Gas, Energy Efficiency, Accessibility, and 2014 National Electrical Codes. Such information shall be specific, and the technical codes shall not be cited 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. 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 Florida Building Commission.	Yes	No	N/A
GENERAL PLAN REQUIREMENTS Plans shall have the structural design criteria clearly indicated (i.e., wind loading, floor and roof live and dead loads).		Items to be Included – Each Box Shall Be Circled As Applicable		
The following information related to wind loads shall be shown on the construction plans:				
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 ²) to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional.	Yes	No	N/A
Floor plans shall include the following:				
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
Foundation plans shall include the following:				
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
WALL SECTIONS – ONE STORY WOOD FRAME WALLS				
Provide a detailed cross-section of each wall type from the foundation through the roof, including the following:				
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
WALL SECTIONS – MASONRY WALLS				
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
WALL SECTIONS – TWO STORY				

1	All of the one-story information plus floor framing and draftstopping.	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
INTERIOR BEARING WALLS				
1	All foundations, connections to foundation, and roof structure.	Yes	No	N/A
GABLE ENDS				
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
POSTS, COLUMNS, AND BEAMS				
1	All materials and connections from the foundation to the roof structure with anchorage and connection details.	Yes	No	N/A
SECOND STORY FLOOR FRAMING PLAN				
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
ROOF FRAMING PLAN				
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 engineered truss shop drawings shall be provided on the job site for the inspectors.	Yes	No	N/A
6	Type and thickness of roof sheathing, including nailing schedule.	Yes	No	N/A
EXTERIOR ELEVATION PLAN SHALL INCLUDE THE FOLLOWING:				
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
ELECTRICAL PLANS SHALL INCLUDE THE FOLLOWING:				
1	Designer name and registration number shall be on all plans.	Yes	No	N/A
2	Provide riser diagram including service size.	Yes	No	N/A
3	Provide electrical layout plan showing location of receptacles, switches, lighting outlets, and fixed appliances.	Yes	No	N/A
4	Show locations of smoke & carbon monoxide detectors per FBC sections R314 & R315	Yes	No	N/A
5	Indicate circuits requiring AFCI protection and outlets requiring GFCI protection per 2014 NEC	Yes	No	N/A
6	A load calculation may be required at the discretion of the plans examiner.	Yes	No	N/A
Product Approvals to be submitted with plans				