**RESIDENTIAL PLAN REVIEW**

**\*\*This information is only intended as a guideline for application submittal and may or may not be all inclusive.**

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| **DETAILED RESIDENTIAL CHECKLIST FOR NEW/ALTERATIONS/ADDITIONS** | |
| **DUE AT SUBMITTAL** | **Completed Application-** The [Application Form](http://www.colliergov.net/home/showdocument?id=53891) should be as complete as possible.  **Authorization Form** -If applicable ([click here](http://www.colliergov.net/home/showdocument?id=63504) to get the correct form). Must be signed by the qualifier of the company.  **Private Provider Documents-** If applicable  **Right Away Application-** If applicable, will be filled out at time of application.  The driveway shall appear on all site plans, with an extra copy of the site plan for the Transportation Department. (Click here for [ROW application](http://www.colliergov.net/home/showdocument?id=54469))  **Well Application-** if applicable the well site should appear on the plans. [Click here](https://www.colliergov.net/home/showdocument?id=68084) for the Well Permit application.  **Correct Number of Plans-** Three sets of plans, if on septic or well, please provide an extra set of plans and all necessary Health Department documents.  **Elevation Certificate-** If located below the 100 year flood elevation. [Click here](http://www.colliergov.net/home/showdocument?id=53500) for the 50% Rule  **Lot Coverage Form-**Concurrency information will be taken from the Building Permit Application.  Therefore fields such as **Lot Area / Acreage, Utility Provider, and Meter Size MUST** be filled out.  (Click here for [Lot Coverage](http://www.colliergov.net/home/showdocument?id=53550) form)  **Health Department-** Septic and Engineering applications shall include the septic permit application, the percolation test, the drain field design, and a copy of the Boundary Survey.  These items must be included with the permit application.  **Vegetation Removal Form-** Required if woody vegetation will need to be removed. Click on link for [Vegetation Removal Affidavit](http://www.colliergov.net/home/showdocument?id=38241) |
| **DUE AT ISSUANCE** | **Payment-** You can pay with Cash, Credit Card or Check. [Click here](https://eps.mvpbanking.com/cgi-bin/cclogin.pl?access=90873027) to pay online. Impact fees are due before the CO will be issued on a permit. |
| **DUE BEFORE FIRST INSPECTION** | **Notice of Commencement (NOC) -** The purpose of recording a Notice of Commencement (NOC) is to protect the owner from liens being placed on the property without the knowledge of the property owner.   * Step 1 – RECORD   + A Notice of Commencement may be recorded in the [Collier County Clerk of Courts](https://www.collierclerk.com/) * Step 2 – File a certified copy of the Recorded Notice of Commencement with the Inspections Desk before the first inspection.   + By fax, email or hand deliver to the Permitting office   + Fax: 239-252-6414   + Email: [GMD\_BLDG\_INSPECTIONS@colliergov.net](mailto:GMD_BLDG_INSPECTIONS@colliergov.net)   **Subcontractor Affirmations-** [Click here](https://www.colliergov.net/home/showdocument?id=55235) for Subcontractor Affirmation Form. |
| **BUILDING PLANS** | |
| Provide statement of compliance on all plans to read substantially as follows:  **“These plans were prepared and shall comply with the following:**   * **Fifth Edition (2014) Florida Building Code, *Building, Plumbing, Mechanical, Fuel Gas and/or Existing Building*** * **Fifth Edition (2014) Florida Fire Prevention Code** *(if applicable)* * **2011 National Electric Code** * **The City of Fort Myers Code of Ordinances** * **Florida Department of State, Administrative Code** * **2014 Florida Statutes”**   Building Data Table, to include**:**   * 1. Occupancy classification of the building and all areas of the building which have mixed occupancy. This is determined from Chapter 3 of the FBC.   2. Type of construction: Type I through Type VI. This is determined from Chapter 6 of the FBC. Include whether or not the construction type is protected or unprotected.   3. Sprinkled or Un-sprinkled.   Key plan showing the entire building and area of change, if any.  Demolition drawings, if applicable. Indicate specifically what is and what is not load-bearing.  For roof assemblies required by the code, the construction documents shall illustrate, describe, and delineate:   1. Type of roofing system. 2. Materials. 3. Fastening requirements. 4. Wind resistance rating required for installation. 5. Flashing requirements 6. Product evaluation and installation shall indicate compliance with the wind criteria required for the specific site or a statement by an architect or engineer for the specific site must be submitted with the construction documents.   Floor plan(s) showing:   1. Dimensions of corridors, doors, rooms, stairs, etc. 2. Labeling of use of all rooms and areas.   Door schedule, including rating, label type, and hardware  Window Schedule, including fire-rating, positive and negative wind load pressures, emergency escape requirements, ect.  Details of all stairs, handrails, guardrails, ect. | |
| Door and window cut-sheets for all doors and windows located in exterior walls. Cut-sheets shall show compliance with a required wind loads, include a fastener schedule with installation specifications, indicate the positive and negative pressures, and whether it is or is not impact resistant.  Detailed wall sections for all walls and roofs (including exterior slab elevations at exit)  **Mechanical plan,** as applicable to the project:   1. Duct layout showing supply and return ducts. 2. Equipment location. Dead loads from placement of equipment must be accounted for on any structural details as applicable (i.e. truss loading). 3. Wind load compliance details of all equipment to be located outside of the building envelope. 4. Energy calculations and Manual J shall be included in each set of plans, with 1 copy of the front page of the Energy Calculations to be sent to the State, attached to the application.  **The square footage on the Energy Calculations shall be equal to the Living Area that is stated on the Plans and Application.**   **Electrical plan**, as applicable to the project   1. Plan to show all receptacles. 2. Lighting, including emergency lighting. 3. Exit signs. 4. Luminaire schedule. 5. Fault current analysis. 6. Elevation of equipment if in a flood zone. 7. Load calculations, etc. 8. Smoke Detector Location   **Plumbing plan,** as applicable to the project:   1. Fixture location   **Wind Design Data**. The following information related to wind loads shall be shown on the construction drawings, regardless of whether wind loads govern the design of the lateral-force-resisting system of the building:   1. Basic wind speed (3-second gust), miles per hour (m/s) 2. Wind importance factor, Iw, and building category 3. Wind exposure – if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated. 4. The applicable enclosure classifications and if designing with ASCE 7 internal pressure co-efficient. 5. Components and Cladding. The design wind pressures in terms of psf (kN/m^2), to be used for the selection of exterior component and cladding materials not specifically designed by the registered design professional.   **Product Approvals-**Two sets of NOA or State of Florida product approvals for windows, doors, and shutters. | |
| **SITE PLAN** | |
| Raised seal boundary survey of the parcel, showing current conditions. **(For Additions and New Buildings Only -** No drawings will be reviewed for new construction or additions unless this items is provided)  Architectural Master Site Plan showing *(no civil engineered drawings)*:   1. North arrow and scale. 2. Building location and setbacks to property lines and other structures. 3. Any easements on or immediately adjacent to the parcel. 4. Flood zone designation and proposed finished floor elevation. 5. Lot coverage calculations. 6. Water, sewer locations, and location of specific tanks. 7. Storm water calculations location, details, and calculations as applicable to project. Storm water runoff direction(s) and receiving body of water name. 8. Type of construction. | |
| Drainage Map and Erosion Control Plan showing:   1. **All residential permit packages require a copy of the County Site Drainage Form in each set of plans and one extra copy for the Engineering Department, with the exception of Golden Gate Estates.**   If your one or two family project is located in the Vineyards, Berkshire Lakes, Audubon, Grey Oaks, or Orange Tree, site drainage plans approved by the developer must be included with your building permit package. 2. Existing and proposed drainage for the property and abutting parcels, which shall include flow paths, drainage feature (including, but not limited to, detention/retention facilities, pipes, inlets, outfall structure, swales, etc.) elevations (existing and proposed) on the parcel and 40’ into abutting parcels. 3. Areas of disturbance and acreage. 4. BMP’s (best management practices) and installation details | |
| **ADDITIONAL INFORMATION** | |
| Separate permits required for:   1. Fire alarm, Fire sprinkler, standpipes, underground fire lines, hood suppression, etc. from the Fire Prevention division prior to commencement of related work. 2. Build-Out and/or Renovation of each unit in Shell or Multi-Tenant Building, detached structures, demolition of entire structures (one permit per building/structure), shutters, awnings, pool/screen enclosures, fences, walls, dumpster enclosures, retaining walls, radio/tv antenna/satellite dish, construction trailers, office/sales trailers, signs, hoods, walk-in coolers, walk-in freezers, generators, irrigation/sprinklers, grease interceptors (outside), gas lines, site improvements, etc. from the Building division   Windows/Doors: If NOT being installed size for size, indicate on plans how that opening is going to be increased or decreased to accommodate the new window/door. **NOTE:** If enclosing an existing opening, indicate in job description on permit application that the improvement is a renovation/alteration to the structure.  Tempered Glazing Requirements:   1. Windows within a 24” arc of any door jamb. 2. Exposed area of an individual pane greater than 9 square feet. 3. Bottom edge of glass in less than 18 inches from floor. 4. Windows in a wall enclosing a hot tub, sauna, bathtub, or shower 5. Windows 60 inches or less horizontally from the bottom tread of a stairway where the glass is 60 inches from the floor. 6. Windows adjacent to stairways, landings, and ramps, within 36 inches of a walking surface when the exposed surface of the glass is less than 60 inches above the plane of the adjacent walking surface.   Windows and Doors must comply with the wind load requirements of Section 1609 of the FBC (Commercial Only)  Windows/Doors: If 25% of the aggregate area of glazing is being replaced, wind borne debris protection (impact glass, shutters, storm panels) are required on those openings being replaced. (1 & 2 Family Dwellings Only) | |