



City of South Pasadena

COMMUNITY IMPROVEMENT

Office Address:

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South Pasadena, FL 33707

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Residential Plan Review Checklist

*This review is based upon the 2010 FL Building Codes

DATE: _____

PROJECT ADDRESS: _____

LOT: _____ BLOCK: _____ SUBDIVISION: _____

LEGAL DESCRIPTION: _____

LAND USE: _____ FLOOD ZONE: _____ OCCUPANCY: _____

SITE AREA: _____ SQ. FT. _____

BUILDING HEIGHT: _____ AREA _____ SQ. FT. _____

STORIES: _____ AREA _____

DESCRIPTION OF WORK: _____

VARIANCE #: Yes **No**

SITE PLAN#: Yes **No**

TYPE OF CONSTRUCTION: _____ BEDROOMS: _____ BATHROOMS: _____

APPRAISAL VALUE: \$ _____ PERMIT VALUE: \$ _____

- 1. Contractor shall sign the last page of the plan review check sheet prior to a permit being issued.**
- 2. Please correct the bolded comments.**
- 3. All plans to be submitted in scale (i.e. 1/4 inch=1 foot)**

GENERAL

	OK	N/A	SEE COMMENTS
1. Valuation/NOC			
2. Asbestos requirements - F.S. 469.003			
3. Turtle Ordinance: (Any light that can be seen from the beach) Any electrical light that can be seen from the beach must be Turtle protected.			
4. As-Built Survey CONTRACTOR TO SUBMIT AN AS BUILT SURVEY ONCE LOWEST BEARING MEMBER IS POURED. CONTRACTOR TO SUBMIT A FINAL SURVEY PRIOR TO A FINAL INSPECTION.			

5. Elevation certificate- CONTRACTOR AGREES TO SUBMIT ELEVATION CERTIFICATE(S) PRIOR TO: 1. POURING (LOWEST SLAB) 2. FRAMING INSPECTION (FINISH FLOOR/LOWEST HORIZONTAL MEMBER) & 3. FINAL ELEVATION CERTIFICATE PRIOR TO C.O. (LOWEST LEVEL OF ELECTRO/MECHANICAL EQUIPMENT)			
6. Show job address on plans			
7. Person responsible for plans			
8. Fully dimensional plot plan			
9. Sediment and erosion control measures. Please show this on the survey or plot plan. The Building Department shall inspect the site for compliance. Note: For any reason the control measures are damaged or other wised non-functional, this would cancel any inspection/s and a Red Tag will be placed on the job site until the site is back into compliance per the approved plans. PLEASE SHOW THE EROSION CONTROL MEASURES ON THE PLOT PLAN	X		
10. Fee Schedule			
11. Certificate of Completion required			
12. Certificate of Occupancy required			
13. Termites (105.10 & 105.11) OR (R318)			
14. Notice of Termite Protection (109.3.4)			
15. Wind Loads (1609);Exposure (1609.4.3) Zone D; Wind Speed: Category I:135mph, Category II: 145mph; Category III/IV: 155mph			
16. Product Approval Information on sealed plans for: Exterior Doors, Windows, Panel wall, Roofing Products, Shutters, Skylights, Structural Components and New Exterior Envelope Products (Req'd by F.S. 553.842 & Fla. Admin Code 9B-72))			
17. Enclosures & Breakaway Walls-FS No 27-Fema			
18. Drainage-See requirements for one & two family dwellings			
19. Condominium Association Approval Letter			
20. Silt Fence-See #16 in zoning info. PLEASE SHOW THE SILT FENCE AND EROSION PROTECTION ON THE PLOT PLAN			
21. Digital format now required -Only CD or DVD acceptable. Plans & drawings: Portable Document Format. For photographs: JPEG format - .jpg			
22. APPROVED PLANS SHALL BE ON SITE AT ALL TIMES. A RED TAG WILL BE ISSUED IF PLANS ARE NOT ON SITE DURING AN INSPECTION.			

COMMENTS:

ZONING

	OK	N/A	SEE COMMENTS
1. Survey (3 yrs. or less) BUILDER SHALL SUBMIT A SURVEY WITH IN 3 YEARS OF THE CONSTRUCTION DATE			
2. Setbacks Front: feet Rear: feet Side: feet THE CONTRACTOR IS RESPONSIBLE FOR THE STRUCTURE TO MEET THE SETBACK LISTED ABOVE.			
3. Density			
4. Parking/Access PLEASE SHOW THE PARKING REQUIREMENTS AND DRIVEWAY DEMENSIONS ON THE SITE OR PLOT PLAN. NOTE: THE DRIVEWAY MUST BE 3 FEET FROM THE PROPERTY LINE.			
5. Grade Elevations THE GRADE CANNOT BE MORE THAT 12 INCHES ABOVE THE CROWN OF THE ROAD			
6. Storm Drainage- A. Any discharges to the storm water system that are not composed entirely of storm water are prohibited. B. Any discharge to the storm sewer system, including, but not limited to, drainage ditches, canals, and storm water control structures containing any sewage, industrial waste, yard clippings or trimmings or other waste materials are prohibited. C. Illicit connections. No person shall maintain use or establish any direct or indirect connections to the storm sewer system. CONTRACTOR/HOMEROWNER AGREES TO THIS CODE REQUIREMENTS			
7. Permeable Space PLEASE SHOW ON SITE OR PLOT PLAN 35% PERMEABLE SPACE PER CITY CODE			
8. % of Building Coverage PLEASE SHOW ON SITE OR PLOT PLAN THAT THE BUILDING COVERAGE IS NO MORE THAN 50 % OF THE LOT PER CITY CODE			
9. Landscaping			
10. Accessory Structures			
11. Site Plan Review			
12. Variance			
13. Retention			
14. SFWMD Approval			
15. NPDES requirements (Site Plan Required) The Developer or Builder shall submit the plot plan or survey showing tree protection and the required sediment and erosion control measures for City compliance.			

COMMENTS:

BUILDING

	OK	N/A	SEE COMMENTS
1. Footing/Foundation * Need Geo-Tech Report for New Construction & 2 nd Story Additions.			
2. Floors Framing			
3. Walls: Masonry Wood Frame			
4. Partitions			
5. Tenant Separation			
6. Fire Wall			
7. Insulation			
8. Stairs/Handrail/Guardrail			
9. Roof Framing CONTRACTOR SHALL SUBMIT THE SEALED TRUSS REPORT PRIOR TO A FRAME INSPECTION			
10. Wall Connections			
11. Wall Veneer			
12. Roof Covering			
13. Structural Steel			
14. Chimney/Fireplaces			
15. Waterproof			
16. Light/Ventilation			
17. Means of Egress			
18. Doors/Windows			
19. Flood Proofing			
20. Living Level Grade			
21. Energy Calculations			
22. Threshold Documents			
23. Architect/Engineer Seals			
24. Handicapped Accessible			
25. Fire Sprinklers			
26. Fire Alarms			
27. Stairways (R 3.11.7)(R 3.11.7.4) (R311.7.4.3 & FBC SEC 1009)			
27a.Handrails (R 311.7.7 & FBC SEC 1012)			
28. Guardrails (R 312 & FBS SEC 1013)			
29. FEMA Requirements			
30. Fire Rated Assemblies for all penetrations			

COMMENTS:

ELECTRICAL

Electrical Load Calculation shall be submitted with all electrical permits	OK	N/A	SEE COMMENTS
1. Service Size			
2. Underground Service			
3. Wiring Diagram			
4. Over Current Protection			
5. Grounding			
6. Receptacles/Switches			
7. GFCI/ARC FAULT RECEPTICAL			
8. A/C Equipment			
9. Appliances			
10. Hazardous Location			
11. Special Occupancy			
12. Swimming Pool			
13. Sign			
14. Elevators			
15. Fire Alarm			
16. Communication			
17. Elevation (BFE)			
18. Generator			
19. Turtle Ordinance: (Any light that can be seen from the beach) Any electrical light that can be seen from the beach must be turtle protected			

COMMENTS:

ELEVATOR

	OK	N/A	SEE COMMENTS
1. Elevator Specifications			

COMMENTS:

FIRE SPRINKLERS/ALARM

	OK	N/A	SEE COMMENTS
1. Hydraulic Calculations			
2. Pipe Size/Type			
3. Head Location/Type			
4. Water Supply			
5. Wet System			
6. Dry System			
7. Halon System			
8. Suppression System			
9. Alarm Devices			
10. Other			

COMMENTS:

PLUMBING

A COMPLETE ISO DRAWING SHALL BE SUBMITTED WITH ALL PERMIT APPLICATIONS	OK	N/A	SEE COMMENTS
1. Plumbing Riser: Sanitary Water			
2. Gas Riser			
3. Fixtures			
4. Sewer			
5. Indirect Waste			
6. Venting			
7. Hot Water Heater			
8. Grease Traps			
9. Appliances			
10. Sump/Ejector pumps			
11. Storm Drains			
12. Health Dept. approval			
13. LP tank location			
14. Other			

COMMENTS:

MECHANICAL

MINIUM 13 SEER SYSTEMS MUST BE MATCH AND MEET THE U.S. DEPARTMENT OF ENERGY CERTIFICATION REQUIREMENTS	OK	N/A	SEE COMMENTS
1. Equipment location / Setbacks			
2. Equipment Specifications			
3. Outside Air Calculation			
4. Chimney and Vents			
5. Exhaust Systems			
6. Refrigeration			
7. Duct Systems			
8. Stairwells			
9. Atrium			
10. Boilers			
11. Solar Installations			
12. Fire Protection			
13. Other			

COMMENTS:

GAS

	OK	N/A	SEE COMMENTS
1. Gas Piping			
2. Venting			
3. Combustion Air			
4. Chimney & Vents			
5. Appliances			
6. Type of Gas			
7. Fireplaces			
8. LP Tank Location			
9. Riser Diagram/Shutoffs			

COMMENTS:

LIFE SAFETY

	OK	N/A	SEE COMMENTS
1. Means of Egress			
2. Exit Doors			
3. Door Hardware			
4. Corridor/Aisles			
5. Stairs			
6. Emergency/Exit Lights			
7. Special Occupancy			
8. Hazardous Material			
9. Fire Extinguishers			
10. Smoke Detectors CONTRACTOR TO INSTALL A SMOKE DETECTOR INSIDE AND OUTSIDE OF EACH BEDROOM			
11. Carbon Monoxide Alarm (Residential-within 10 ft of each room used for sleeping purposes) (Commercial-public lodging, as it relates to every enclosed space or room that contains a boiler system)(eff 7/1/08-Janelle's law (FS 553.885)) CONTRACTOR TO INSTALL A CARBON MONOXIDE DETECTOR IF NEEDED PER STATE STAUTE			
12. Other			

COMMENTS:

CONTRACTOR: (signature) _____

DATE: _____

CONTRACTOR: (print) _____

DATE: _____

REVIEWED BY: _____

DATE: _____