



City of Auburndale

Residential Plan Review Checklist

Revised September 2021

All permit application packages must be complete prior to acceptance. You must check each box section to the left or indicate N/A on this submittal. For questions, please email permit@auburndalefl.com

Application and Submittal Requirements

- Building Permit Application completed, signed, and notarized.
- Application must include correct address and complete parcel I.D. number.
- Contractor information is required to be included on the permit application (if contractor is applicant).
- A notarized power of attorney shall be required from the licensed contractor if he/she appoints and employee of his/her company to sign the permit application as the contractor.
- Completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- Approval letter from sanitary sewer provider (if other than the City of Auburndale).
- Copy of the onsite sewage disposal system construction permit issued by Polk County Health Department (if applicable).
- Two (2) sets signed and sealed building construction plans.
- Two (2) site / plot plans.
- Two (2) sets floor and roof truss engineering or layout.
- Two (2) copies of completed and signed Auburndale Product Approval Specification form. Alternatively, two (2) copies of the manufacturer's installation instruction for the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding.
- Two (2) copies of completed energy calculations. Energy calculations and EPL card must be filled out and signed by all requires parties and indicate City of Auburndale as the Jurisdiction.
- The following forms are also required:

Utility Application	Sub Contractor Declaration
Notice of Commencement	Private Provider Notice to Building Official (if applicable)

****Please see the following pages for construction document submittal guidelines****

Site Plan / Plot Plan

Y	N	N/A	Item
			Lot number
			Address / Legal Description
			Setback lines from principal structure and any accessory structures to property boundary (Minimum of eight; two on each side)
			Primary building setback lines/envelope
			Location of any fencing that is currently installed on the property, as applicable
			A/C unit locations with setback from property line
			Gas tank or appliance location with setback from property line and distance from house. Specify size and whether in-ground or above ground
			Driveway location with dimensions. Please indicate if existing or proposed
			Survey type
			Existing easements: drainage, utility, etc.
			Building separations, if applicable
			Location of septic systems
			Flood zone reflecting current FEMA map revision date
			Lot grading type (A, B, C, etc.)
			Elevation showing crown of the adjacent street or right-of-way upon which the structure fronts (for type A and B Lots)
			Lot corner elevations and break point elevations
			Drainage swales (if applicable) with profile view

			Proposed finished floor elevation
--	--	--	-----------------------------------

Building Plans

Y	N	N/A	Item
			Construction document shall indicate code edition being applied
			Construction type
			Plans to a minimum ¼" scale
			Designer information: name, address, registration#, seal and signature on all signed/sealed pages
			Page size minimum 22" X 34"
			All pages numbered and labeled
			Wind design data required on drawings per FBC 1603.1.4 to meet 139 mph ultimate design wind speed for risk category II buildings (residential)

- Ultimate design wind speed (Vult)
- Nominal design wind speed (Vasd)
- Risk category
- Enclosure classification
- Internal pressure coefficient
- Component and cladding design wind pressures in terms of psf
- Structural calculations, if necessary

			For additions, alterations, and renovation – please indicate the portions of the home that exist and proposed, as applicable. This includes any structural/non-structural elements, electric, mechanical, plumbing, concrete slabs, and any other relevant details.
--	--	--	---

Floor Plan

Y	N	N/A	Item

			Building area tabulation
			Room size
			Corridors
			Stair location/guardrails
			Safety glass locations
			Egress door and emergency escape windows sizes and location
			Stairs construction requirements
			Special column/post anchorage
			Interior load bearing wall locations
			Shear walls
			Down cells
			Lintel schedule
			Attic access location and size
			Accessibility restroom (door) location
			Fire Resistant assemblies
			Identify options to be used

Foundation / Slab

Y	N	N/A	Item
			Filled cells with reinforcement locations

			Footer denotation/details
			Footers minimum 12" below grade
			Interior bearing walls/pads
			Porch pads/footers
			Brick ledge detail
			Slab thickness/steel/fiber mesh
			Vapor barrier/termite treatment type
			Reinforcing steel overlap
			Relieving arch steel at pipe penetrations
			All wood minimum 6" above grade
			Crawl space ventilation
			Termite shields
			Stem wall foundation may be required for setbacks less than 10 feet, as deemed necessary by Planning & Zoning. To verify if this is required, please contact the Planning & Zoning Division.

Electrical

Y	N	N/A	Item
			Service riser diagram
			Electrical load calculations
			Bonding/Grounding to foundation steel
			Service location

			Panel locations
			Receptacle lay out
			GFCI protection
			AFCI protection
			Tamper resistant outlets
			Ceiling fans Outdoor receptacles
			Disconnecting means
			Switches/lights
			Smoke/CO alarm locations hard wired, interconnected, and battery backup

Elevation

Y	N	N/A	Item
			Attic ventilation
			Roof pitch/roofing material
			Exterior finish/stucco thickness
			Height/bearing elevations
			Window and door opening locations
			Chimney location/height

Mechanical

Y	N	N/A	Item

			Equipment location
			<ul style="list-style-type: none"> • Anchorage for condenser, engineered to meet wind loads • Protection in garage locations • Clearances at equipment • Structure detail for air handler in attic
			Room ventilation
			<ul style="list-style-type: none"> • Duct layout (usually in energy calculations) • R-value of ducts • CFM's • Balanced return/ducted, transfer ducts or grilles
			Exhaust
			<ul style="list-style-type: none"> • Bath Exhausts size and termination • Dryer Exhaust discharge/make up air
			Energy calculations with equipment sizing calculations
			Skylights

Plumbing

Y	N	N/A	Item
			Plumbing waste riser diagram
			Water heater location
			Fixture location

Fuel Gas

Y	N	N/A	Item
			BTUs each outlet and total BTUs

			Pipe type and total length
			LP regulator and model type
			Combustion air vents
			Location of Equipment
			Venting
			Gas type
			Gas pressure
			Gas piping riser

Fuel Gas

Y	N	N/A	Item
			Truss I.D. #s
			<ul style="list-style-type: none"> • Layout, required on plans and a copy included with truss package • Signed/Sealed truss engineering package
			Strapping/fasteners/truss tie-downs

Detail Sheets or Notes

Y	N	N/A	Item
			Footings
			Beam to wall and/or post attachments
			Post/column and beam construction

			Interior bearing walls
			Stair section
			Chimney construction
			Dormer construction
			Floor framing
			Arched windows
			Bay windows
			Frame to block connections
			Knee wall construction
			Sky light framing
			Top plate splicing requirements
			Steel requirements (footer, lintel, vertical pour)

- Grade
- Overlap

			Veneer
			Shear wall locations and construction

- Connectors
- Fasteners

			Roof sheathing & diaphragms
--	--	--	-----------------------------

- Fasteners
- Blocking

			Wall and gable sheathing fastening
			Gable end, frame, and block (vaulted and flat)

			Conventionally framed roof members
			Glass block
			Header schedule, including strapping/anchorage and frame support (bearing walls)
			Bearing/non-bearing wall detail
			Typical wall section detail, one and two story, block and frame, for all scenarios <ul style="list-style-type: none"> • Connectors • Anchorage bolts • Materials and assembly
			Garage and swing door buck fastening
			Ceiling diaphragms <ul style="list-style-type: none"> • Blocking
			Any conventional framing

Manufacturer's Product Installation Instructions

Y	N	N/A	Item
			Roofing installation instruction & compliance with ASTM standards
			Window and mullion installation instructions
			Garage door, sliding glass door, and swing door installation instructions
			Siding installation instructions
			Soffit installation instructions
			Glass block installation instructions

Manufacturer's Product Installation Instructions

Y	N	N/A	Item
			Florida Product Approval can be located at www.floridabuilding.org
			Product approval must be approved under the current code edition
			FS 553.842, FAC 61G20-3

Product Approval and manufacturer installation instructions must be specific for the home being built. Generic packages including multiple items that are not part of the specific project will not be accepted.

These guidelines were compiled to assist the applicant in preparing a residential permit application submittal and may not be complete. The applicant is required to meet all local, state, and federal requirements.