



Plan Submittal Guidelines:

1 & 2 Family

BFP-054

Project Name: _____ **Permit No:** _____

The plan review process can be a complex and lengthy procedure. However, a well researched, properly prepared set of plans submitted with sufficient details, sections and information necessary to determine compliance with the State of Florida/Mount Dora codes will move quickly through the process and have fewer reasons for rejection. The approved detailed plans are required on a job site during the inspection process to help reduce delays and the number of re-inspections. To aid design professionals and contractors, the following list has been prepared as a guide only. Depending on the scope of work to be permitted, some items may not apply, or more specific information may be required. Using this form should greatly reduce the chances of submitting deficient plans.

Plans found with insufficient information will be rejected, requiring revised plans to be resubmitted when all corrections are made.

PERMIT PACKAGE:

- Completed application
- Utility Connections Form
- A copy of the Lake County Property Record Search.
- Owner/Builder Affidavit if applicable

PLANS PACKAGE (2 Sets):

- Plans SEALED by Eng./ Architect
- Per R301.2 list design criteria used.
- Plans Scaled and Readable
- Wind speed, exposure type, and pressure coefficient for all the door & windows shown on plans
- Designer's Name, Address, Cert. # on all pages, all pages numbered / labeled
- List of all Florida Approved Structural products to be used on project and the tested installation documents

ELEVATIONS:

- Approved site plan required
- Plans layout must match site plan
- Plans site specific, all options selected
- Front, rear, and side views
- Windows and door locations
- Unusual Grade / elevation

FLOOR PLAN:

- Square footage
- Handicap bathroom access path 29"
- Egress windows – Locations labeled
- Label sizes ALL door & windows
- Interior load bearing walls labeled

FOUNDATION:

- Footing locations, depth and width
- Rebar Number and Size
- Vertical cell location
- Slab description
- Interior footing, location and detail
- Column footing / pad location

MASONRY WALLS:

- Typical lintel and tie beam
- Typical wall & opening detail
- Special opening detail
- Change in height detail
- Non-continuous lintel / bond beam
- Engineers attachment detail for wood bucks 1-1/2 in. thick or greater
- Door, window, garage door, louver, skylight, etc. Tested installation documents

FRAME WALLS:

- Exterior wall construction
- Interior bearing wall details
- Header / opening details
- Anchor bolts: size, length and spacing
- Bearing frame wall to block wall detail
- 2 story wall construction detail
- Wall sheathing nailing schedule
- Connector chart - type and nail count

ROOF FRAMING:

- Truss Layout & Sealed Engineering
- Girder location and strapping required
- Strap schedule – specific connectors listed with fastener information; size with nail count
- Ceiling/Roof diaphragm and blocking
- Valley framing detail
- Gable end details and bracing requirements
- Roof Sheathing and nailing schedule
- Roof Type: *provide Installation details on site at time of inspection*

ELECTRICAL:

- Service Size to be installed
- Smoke detector locations
- Carbon Monoxide detector locations
- Electric Layout
- Meter riser diagram, including conduit size, wire size and type
- Panel location
- GFCI receptacles labeled

- Arc-Fault circuits identified

MECHANICAL:

- Equipment locations
- Signed Energy Code Calculations; Including equip. sizing calculations
- Approved structural details for air-handler installed in attic area
- Approved structural details for exterior unit tie-down
- Duct layout including supply and balanced Return method.

PLUMBING:

- Water Heater, Septic & Fixture location
- Plumbing Riser
- Plumbing layout.

GAS SYSTEM REQUIREMENTS

- BTUs each outlet & total BTUs
- Pipe type & total length
- Regulator size / working pressures
- Gas piping isometric, type of gas used
- Table used to size the system

SPECIAL CONSTRUCTION DETAILS DETERMINED BY SPECIFIC PLANS

- Retaining wall detail and limits
- Fire wall detail and rating
- Fire Blocking Details
- Stair and railing details
- Bay window detail
- Engineered Mitered Glass
- Chimney framing detail
- Dormer framing detail
- Entry construction detail
- Column strapping detail
- Post to beam / slab connectors
- Glass block installation details
- Skylight framing detail
- Bonus Room details
- 2nd Floor Layout / connectors detail
- Knee wall construction detail
- Brick ledge detail