

ePlan Submittal Checklist Residential Project Request for Application Number

The following items are required when submitting for a New Single-Family Residence Permit. Additional items may be required based on review.

Documents/Plans:

_____ Completed [Building Permit Application](#). Complete all the required fields. Construction value per trade on page two of the application MUST be completed. Application must be signed and notarized or have an [Electronic Signature Affidavit](#) attached.

_____ Complete set of construction drawings for the proposed general Scope of Work description including but not limited to:

- Survey
- Site plan (including landscape and drainage)
- foundation plan
- floor plans
- exterior elevations
- wall sections and details
- roof and floor framing plans
- notes, schedules, and specifications

_____ Florida Energy Efficiency Calculations

_____ HVAC Load Calculations – Manual J or similar sizing calculation.

_____ Florida Product Approval Information Sheets for all cladding components (doors, windows, roofing, soffit, skylights, siding)

_____ [Window and Door Compliance Form](#)

_____ [Residential Zoning Compliance Form](#)

_____ Architect/Engineer of Record to specify design wind uplift for roof design and proposed connectors on the roof framing plan or provide the engineered construction truss package including layout and profiles.

_____ [Electronic Signature Affidavit](#) if applicable.

_____ Digitally Signed/Sealed Plans: following the file naming structure found in the [ePlan User Guide](#). Each sheet MUST be digitally signed/sealed. If we are not able to verify the digital signature an [Electronic Signature Affidavit](#) should be attached. Digitally signed documents and plans must be verified through a third-party vendor. You are welcome to select your own vendor but the following are a few that are used frequently by other applicants: [Global Sign](#); [Entrust](#); [DigiCert](#) and [IdenTrust](#).

Please click if additional detail is needed: [Residential Plan Review Detailed Check List](#)

Affordable Housing Incentive Program if Applicable:

_____ Affordable Housing Packet signed by City

_____ Certification of Designated Affordable Housing for Reduced Multimodal Impact Fee form.

Private Provider Package if Applicable. *Note: All Zoning, FEMA, Site and Drainage Plan Review will be completed by City staff.*

_____ Completed [Private Provider Package](#) including but not limited to: [Notice to Building Official](#), [Duly Authorized Representative Affidavit](#), [Private Provider Plan Compliance Affidavit](#); [Private Provider Plan Review Detail](#), proof of insurance, and/or inspection forms. Please note a [Private Provider Certificate of Compliance](#) Form will need to be submitted prior to the issuance of a Certificate of Occupancy.