



Building Division
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Interior/Exterior Alterations Checklist

Multi-Family – Condos and Apartments

This checklist is a submission guide for the minimum plan review criteria as required by the Florida Building Code. The submittal must include the following items that are applicable to your project and show compliance with the current editions of the Florida Building Code, National Electrical Code, and Florida Fire Prevention Code.

GENERAL REQUIREMENTS:

<input type="checkbox"/>	<p>PERMIT APPLICATION – Apply online at www.PermitGNV.com - Do not upload construction documents to PermitGNV. All construction documents must be submitted to ProjectDox for review, which you will receive access to <u>after</u> the permit application is applied for and paid.</p> <p>Note: All sub trade work will require separate permits. (Electrical, mechanical, plumbing, gas, etc.)</p>
<input type="checkbox"/>	<p>SUBMITTAL QUALITY –</p> <ul style="list-style-type: none"> • File names must clearly identify the content and/or be named with the sheet number and title. • All files must be clear & legible. “Optional” details must be marked off or voided, if not used. • All files must be orientated properly w/out requiring further rotation to read. • All files must have a 4" x 4" blank area at the top-right corner of the page reserved for City Seal. • Drawings must include owner's name & project address. • Drawings must be drawn to an approved scale or show the dimensions of all rooms/areas. • Drawings must be submitted as individual files. Min. drawing sheet size 11"x17" - No Max.
<input type="checkbox"/>	<p>DESIGNER OF RECORD - Designer’s name, signature, and license number (if applicable) must be shown on the drawings. If created by a licensed architect or engineer, the drawings and documents must be digitally signed as required by Florida Statute.</p>

SUBMITTAL REQUIREMENTS:

<input type="checkbox"/>	<p>Provide a completed Commercial Project Data form, which is available on the City website, under Building Forms. Fill in each area and/or check the boxes if no work is being done.</p>
<input type="checkbox"/>	<p>EXISTING AS-BUILT CONDITIONS must be shown:</p> <ul style="list-style-type: none"> • Number of Stories • Existing Window & Doors • Existing Damage or Special Conditions • Existing Fixtures & Equipment • Existing Foundation, Floor, Roof Types • Location of Fire Rated Walls & Ceilings • Existing Floor Plan & Elevations • Identify Fire Alarm & Sprinkler Systems
<input type="checkbox"/>	<p>BUILDING PLANS must show the following:</p> <ul style="list-style-type: none"> • Accurate Floor Plan showing work area • New Tub / Shower Controls • Egress & Hazardous Window Locations • Manual J & D - AHRI Report • Wall / Floor/ Roof Sections • New Mechanical Equipment Locations • Rafter / Ceiling Joist Layout • New Gas Appliances & Locations • Truss Drawings and Truss Layout • Gas Riser Diagram • Exterior Elevations • New Panel/Outlets/Receptacles • Energy Forms • New Service Size & Location • FL Product Approval Form • New Smoke / CO Detectors • New Plumbing Fixtures & Locations • Signed & Sealed Engineering - Structural and Windload Analysis • New Shower Pan Detail / Info
<input type="checkbox"/>	<p>SITE PLAN must show the following, if applicable:</p> <ul style="list-style-type: none"> • All existing buildings/structures on the lot, clearly labeled. • Trees within 50ft of the work area and provide barricade details to protect all regulated trees. <ul style="list-style-type: none"> ○ No trees to be removed without City approval. • Visible utilities and easements including any well or tank locations.