

CITY OF PINELLAS PARK
BUILDING DEVELOPMENT DIVISION

Phone: 727-369-5647 Email: buildingdevelopment@pinellas-park.com



Residential Application Checklist

THE FOLLOWING IS A CHECKLIST OF DOCUMENTATION REQUIRED WHEN SUBMITTING PLANS FOR REVIEW. ALL ITEMS ON THE CHECKLIST, WHICH PERTAIN TO YOUR PROJECT, MUST BE COMPLETED FOR THE APPLICATION TO BE PROCESSED AS QUICKLY AS POSSIBLE.

1) APPLICATION SUBMITTAL

- a) Three (3) complete sets of construction plans must be provided.
- b) All drawings are to be on a minimum of 8 1/2" x 11" white paper with the names of the Owner, Contractor and Designer on the cover sheet.
- c) Building permit application filled out as applicable for the project.

2) REQUIRED DRAWINGS

- a) Site Plan or Survey, (it is preferred to submit a current survey of the lot and all improvements.)
(suggested scale 1" = 20' or 1/8" = 1')
 - Indicate actual shape and dimensions of lot to be built on.
 - Indicate address and legal description.
 - Indicate street, alley and easement locations.
 - Indicate flood zone.
 - Indicate the exact outline, size and location on lot of existing buildings and proposed buildings or improvements.
 - Indicate and dimension driveway and apron.
 - Indicate ancillary equipment location(s) (A/C, pool heaters, etc.)
 - Indicate exterior property boundary walls and/or fences.
 - Indicate existing or proposed sidewalk.
 - Indicate required landscaping.
 - Indicate elevations on the centerline of the road(s).
 - Indicate existing and/or proposed finished floor elevations.
 - Attach a lot grading plan showing existing and proposed elevations around the perimeter of the lot and elevations at edges of the adjoining lots; show direction of drainage.

- b) Foundation Plan (suggested scale 1/4" = 1')
 - Indicate all required reinforcing steel and location in footers.
 - Indicate all riser tie-in steel and spacing in footer.

- c) Floor Plan (suggested scale 1/4" = 1')
 - Indicate layout of rooms with principal dimensions, electrical outlets and plumbing fixtures shown.
 - Indicate square footage calculations on the drawings.
 - Indicate room sizes.
 - Indicate use of each room.
 - Indicate lowest floor elevation.
 - Indicate front and interior door sizes.

- Indicate window sizes and note egress windows.
- Indicate vertical reinforcing for masonry construction.
- Indicate smoke detector locations.
- Indicate size and location of electrical panel.
- Indicate all GFCI electrical outlet locations.
- Indicate all Arc Fault Circuit electrical outlet locations.
- Indicate exhaust fan and duct location in bathroom(s).
- Indicate attic scuttle access.
- Indicate washing machine hookup.
- Indicate water heater location.
- Indicate the exterior hose bib locations.
- Indicate carbon monoxide detectors.

d) Wall Sections (suggested scale 3/4" = 1')

- Indicate all construction information from soil through roof.
- Indicate roof covering, roof slope and overhang.
- Indicate walls; show steel in masonry construction.
- Indicate framing, including grade and species of wood.
- Indicate lintels or headers.
- Indicate reinforcing and all tie-down anchors, straps, clips, etc. for 145 mph wind load.
- Indicate lowest floor elevation.
- Indicate overall height of structure and interior ceiling height.
- Indicate footing / foundation.
- Indicate slab and bottom of footing dimensions above and/or below finished grade.
- Indicate soil compaction, termite treatment and vapor barrier.
- Indicate insulation.
- Indicate interior and exterior wall sheathing and finishes.

e) Stairs (suggested scale 3/4" = 1')

- Provide cross-section of stairs showing width of treads, height of risers, guardrail and handrail height, spindle spacing.
- Indicate headroom clearance, min. 6'-8" required.

3) ADDITIONAL REQUIREMENTS

- a) Product Approval: Submit product data and State of Florida approval numbers for all "exterior envelope" products such as windows, doors, roofing materials, etc.
- b) Energy Calculations: Submit two (2) completed copies of the Florida Energy Code forms for all new construction and for additions over 600 SF.
- c) Electrical Calculations: Submit electrical load calculations for all new construction and for additions over 500 SF.
- d) Wind Design Data: Basic wind speed, importance factor, exposure, and design pressures.

NOTE: Additional information may be required per departmental policy and/or for unusual conditions.