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/Lake County codes will move quickly through the process and have fewer reasons for rejection. These detailed plans on a job site will also aid the inspection process by reducing delays and the number of re-inspections. The form should be filled out by the designer of record. **This is only a guide.** Depending on the scope of work to be permitted, some items may not apply or more specific information may be required.

**BUILDING AND FIRE CODE**

**SOIL REPORT**

- Anticipated soil bearing capacity
- Recommended footing sizes, depth, etc.
- Soil preparation specifics

**FLORIDA ENERGY EFFICIENCY FORM**

- Signed by design professional (when required) and by owner/agent
- Cooling/heating load calculations (Section 407.1.ABCD.1)

**LIFE SAFETY PLAN**

- Occupant load of each area
- Distances of travel and occupant loads on means of egress components
- Location of smoke compartments
- Location of area of rescue assistance
- Designated fire rated walls and partitions
- Occupancy Classification
- Fixture Layout
- Exits required, exits provided
- Exit capacity required, capacity provided
- Aisle widths required, aisle widths provided
- Common path limits, length proposed
- Dead-end corridor limits, dead end proposed
- Travel distance limit, distance proposed
- Corridor rating required, rating provided
- Exit sign locations including directional
- Emergency Lighting Locations
- Fire extinguisher locations and size
FIRE PROTECTION

- Fire lanes
- Exit lights, emergency lighting
- Location, type, and size of fire extinguishers
- Standpipe risers
- Smoke control
- Smoke evacuation system schematic

*Separate permit and plans required for fire protection system prior to installation.

- Fire sprinkler plans, calculations, cut sheets
- Fire alarms, calculations, cut sheets
- Fire suppression system plans, equipment cut sheets, manufacturer's manual

ARCHITECTURAL STRUCTURAL PLANS

Cover Sheet

- Name of Project
- Design professional name, address, number
- Index of plan sheets with description
- List of codes used in the design process
- Proposed occupancy classification
- Type of construction, FBC Table 500
- Threshold building designation (if applicable)
- Proposed square footages of building footprint, floors, covered entries/porches
- When applicable, a statement that the site and building(s) comply with Fair Housing Act
- Any other information helpful to the permitting/inspection process

Elevations

- All sides of structure shown with heights at each level
- Roof structure heights (chimneys, steeples, parapets, penthouses, etc.)

Floor Plan

- Occupancy use of each area
- Rated walls designated
- Bearing walls designated
- Exits designated
- Dimensioned areas and corridors
- Special occupancy requirements such as assembly seating layout
- Concrete column location
- Isolated bearing columns, posts located

Foundation Plan

- Slab thickness, reinforcing
- Footing dimensions
Reinforcing steel grade, size, location, lap, concrete coverage
Termite protection requirements
Concrete column locations

Sections
Cross sections through the building, covered entries, balconies, etc., as needed for clarity
Interior partitions, rated/non-rated, bearing/non-bearing
Exterior walls (foundation to roof)
Fire walls
Parapets
Shafts (elevator, stair, chutes, mechanical)
Stairs, landings
Ramps
Fireplace, hearth, mantle

Framing
Walls
Floor/ceiling framing plan
Ramps, landings, stairs, framing plan
Roof truss layout or framing plan

Details
Valley, dormer framing/anchoring
Gable end bracing, anchoring
Window and door manufacturer’s installation
Guardrail, handrail and anchoring methods
Exterior masonry veneer anchoring
Change in concrete beam heights
Wood walls/beam attaching to concrete walls/beams
Knee wall sections with anchoring
Penetration of fire walls (tested assembly designated)
Fire dampers (tested assembly designated)
Fire blocking, draftstopping
Copies of original tested assemblies (UL, USG, etc.)
Glass block installation
bearing column, posts
Skylights
Elevators (including interior car dimensions)
Roof access
Concrete beams
Schedules, Tables
   - Door, windows (size, type, location key, fire rating, glazing type, hardware, etc.)
   - Headers, beams
   - Lintels (manufacturer’s name/load table, anticipated loads, lintel designation keyed to wall openings on floor plan)
   - Interior finish type and Class A, B, or C
   - Connector/anchors schedule with current manufacturer, type, nail sizes and amount, uplift capacity
   - Nailing for roof and wall sheathing

Specifications
   - Design parameters
   - Design structural dead loads (roof, floor, concentrated, etc.)
   - Design wind loads (basic wind speed, importance factor, internal pressure coefficient, exposure)
   - Reinforcing vertical/horizontal (steel grade, lap requirements, etc.)
   - Concrete - comprehensive strength, slump,
   - Mortar (strength, type)
   - Concrete coverage
   - Wood specifications

Miscellaneous
   - Threshold inspector name, background
   - Threshold inspection schedule
   - Florida Product Approval list with number, description, manufacturer.

FLORIDA ACCESSIBILITY CODE
   - Site plan with site requirements (parking, accessible route, ramps, etc.)
   - Path of travel from public street sidewalk to building entrance
   - Vertical accessibility
   - Maneuvering clearances at doors
   - Detail of accessible facilities showing clear floor space, turning radius, fixture elevations, grab rails, etc.
   - Height of drinking fountain, telephone, etc.
   - Audible and visual alarms
   - Table of accessible room required and proposed for transient lodging
   - Assembly occupancy (auditorium, restaurant, etc.) seating and aisle layout
   - Counter heights
   - Details to indicate compliance with specific occupancy requirements (business, medical care, libraries, etc.)

ELECTRICAL
   - Engineer signed/sealed plans if required by F.S. 471.003
   - Maximum available fault current at the service disconnect
   - AIC rating of breakers/fuses, panel board bracing
   - Metering equipment
   - Main over current protection
   - Number of service disconnects
--- Voltage of the electrical system
--- Phase of the system
--- Separate derived systems
--- Load descriptions
--- Branch circuit and equipment requirements
--- Conductor size and type
--- Conduit size and type
--- Conduit percentage of fill
--- Grounding methods and conductor sizes
--- Location of new/existing exit/emergency

**GAS**
--- Gas piping isometric, type of gas used
--- Length of pipe to the most remote outlet
--- Pipe section with type, size, lengths and shut-off valves
--- Btu/cfh load of each appliance
--- Table used to size the system

**PLUMBING**
--- Sanitary and water supply risers (isometrics) with pipe size, vent sizes, clean-outs, etc.
--- Water heater location, installation detail, size, thermal expansion control, safety pan
--- Relieving arch detail or pipe sleeved
--- Calculation on occupancy and number of facilities required
--- Indirect waste detailed or indicated
--- Interceptor and separator details
--- Floor drain details including trap seal
--- Flat roof drainage calculations, Sec. 1106
--- Roof drain or scupper details, secondary (emergency) roof drain and conductors

**IRRIGATION** (FPC, Appendix F)
--- Layout with location of zones, buildings, meter, backflow preventer, piping, etc.
--- Control valve, sprinkler description or detail
--- Pipe sizes, sleeves
--- Well location, pump details
--- Controller and rain sensor
--- Pipe sizes, sleeves

**MECHANICAL**
--- Equipment specifications (manufacturer, SEER, kw, Btu, cfm, unit weight, etc.)
--- Duct layout, type, insulation, installation, turning vanes, volume dampers
--- Grill sizes, cfm’s
--- Condensing unit and air handler locations keyed to each other,
Condensate waste location and/or detail
Installation details for air handlers and roof top units
Fire damper location, type and details
Kitchen hood details, exhaust, make-up air
Exhaust systems
Duct detector, remote annunciator locations
Smoke detection system
Statement of compliance with ASHRAE 62