

**BUILDING PERMIT APPLICATION CHECK LIST – SHORT FORM ADDITIONS,  
RENOVATIONS AND REPAIRS ONE & TWO FAMILY RESIDENTIAL DWELLINGS  
TWO (2) (COPIES OF EACH OF THE FOLLOWING ARE REQUIRED)**

- \_\_\_\_\_ **Survey**, showing existing structures, easements, grade elevations and flood zone information.
- \_\_\_\_\_ **Site Plan**, showing existing structures, proposed building(s), setbacks, sidewalks, driveways, fences, garden walls, Air-conditioning and pool equipment; as applicable.
- \_\_\_\_\_ **Energy Form**, signed by the preparer and owner or agent; including the project address, Permitting Office (Manatee County), Jurisdiction Number (511000), and Climate Zone (Central 4).
- \_\_\_\_\_ **Soil Test Report**, signed and sealed for all additions.
- \_\_\_\_\_ **Construction Drawings** for the proposed renovation or addition shall include the following:
  - \_\_\_\_\_ **Foundation / Concrete Foundation Plan**, (options for design and/or reinforcing are not permitted), including construction of equipment pads, specifications for termite treatment selected, size and reinforcing for footings. The soil design bearing pressure must be noted.
  - \_\_\_\_\_ **Floor Plan**, including window and door locations, types, sizes and wind design pressures, means of egress, locations for water heater, air handler, attic access, fireplace, elevator (if applicable).
  - \_\_\_\_\_ **Exterior Elevation Views** (all sides), including elevations of proposed finished grade, finished floor(s), Base Flood Elevation (BFE), Floor Protection Elevation (FPE), top of walls, wall finishes, overhang dimensions, selected roof vents, roof pitch.
  - \_\_\_\_\_ **Construction Details**, including wall sections (sufficient to show required construction / framing details) window and door buck attachments (including garage doors), stair and railing construction, details for dormers, chimneys, gable end walls, soffits, mixed construction and shear wall framing, bollard and/or wheel stop construction (**For Gas Appliances Only**), wall and roof sheathing fastener patterns.
  - \_\_\_\_\_ **Roof Framing Plan and/or Truss Framing Plan**, (signed and sealed) noting all uplifts over 1,000 lbs and gravity loads over 5,000 lbs and type and locations of selected anchors. Conventionally framed roofs will require signed and sealed engineering unless alternate design standards as noted below are used.
- \_\_\_\_\_ **Electrical Floor Plan**, including all switches, outlets (GFI and AFI), smoke detectors, exhaust fans, location of service panel, air conditioning equipment disconnect, exterior weather proof GFI outlets.
- \_\_\_\_\_ **Plumbing Isometric Drawing**, (Required for owner contractors only)
- \_\_\_\_\_ **Manufacturer's Specifications (NOA's) and Installation Details**, for all windows, doors (sliding, hinged and garage), shutters (if provided), roofing materials, roof vents, exhaust fans, soffit and siding materials. Allowable wind pressures for these items must meet or exceed the building design pressures.

**Refer to Manatee County Building Department Policy Statements 04-36 and 05-43 for additional required truss engineering, drawings and engineer of record approvals.**

**All Construction Drawings, NOA's and Installation Details must be provided on standard, "full size" drawings (11x17", 18"x24" or 24"x36"). Individual 8 1/2" x 11 or 8 1/2" x 14" sheets will not be accepted.**

**All Design and Construction Drawings must be prepared in accordance with the 2007 Florida Building Code Existing Buildings and must be signed and sealed by a Professional Engineer or Architect registered in the State of Florida.  
The wind design speed 3 second gusts, exposure and co-efficient of internal pressure must be noted on drawings.**

**Alternatively one of the following standards may be used for the design of the building:**

Guidelines for Hurricane Resistant Residential Construction 2007, Wood Frame Construction Manual for 1 & 2 Family Dwellings (AF and Pa), Guide to Wood Construction in High Wind Areas (WPPC), Guide to Concrete Masonry Residential Construction (FC & PA). All plans submitted using one of the above standards will require wind borne debris protection for all openings. These standards are specifically designed for "Enclosed Buildings."