



ONE & TWO FAMILY SUBMITTAL CHECKLIST

- ☐ Survey signed/sealed by a surveyor.
- ☐ Energy calculations form.
- ☐ Geotechnical Soil Report (New Construction or Additions)
- ☐ Florida product approval number showing expiration date for all exterior windows, doors, shutters (if provided), roofing materials, roof vents, exhaust fans, soffit and siding materials.
- ☐ Construction plans electronically submitted, in a pdf format, legible scale, signed/sealed by a registered Florida design professional.
- ☐ New construction and additions shall include the following minimum documentation:
 - Foundation Plan. The soil design bearing pressure must be noted.
 - Floor Plan(s) including wind design pressures, means of egress, locations for water heater, attic access, fireplace, elevator (if applicable). (Existing and proposed floor plans for renovations)
 - Fire rated assemblies, UL listings and construction details (if required).
 - 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.
 - Wall sections, framing details, windows and doors buck attachments, stair and railing construction, details for dormers, chimneys, gable end walls, soffits, mixed construction and shear wall framing, wall and roof sheathing fastener patterns.
 - Roof framing plan.
 - Truss layout, truss profiles and Engineer of record review letter.
 - Electrical Floor Plan, including all switches, outlets (GFI and AFI), smoke detectors, exhaust fans, location of service panel, air conditioning equipment disconnect (not required for plans review, for inspections only).
 - Plumbing floor plan, riser diagrams (not required for plans review, for inspections only).

Code Reference:

FBC Building 8th Edition 2023 Section 107.3.5
FBC Residential 8th Edition 2023

This document is intended to be a guide and may not contain all requirements needed to obtain permits and approval from Manatee County.

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