



RESIDENTIAL PLOT PLAN CHECKLIST

- Signed and sealed by a Florida licensed surveyor digitally submitted.
- Lot number and proposed model # or plan name and home elevation selected
- Lot corner elevations existing and proposed.
- A copy of that portion of the subdivision grading plan for the lot. (A snip of lot grading)
- Show all property lines with distances.
- Show all ROWs and recorded easements.
- Proposed finish floor elevation (per approved subdivision grading plan). If different from the approved grading plan, supply an engineer's signed and sealed letter changing finished floor elevation.
- Drainage type that matches approved subdivision grading plan (A, B or C). If different than the approved subdivision grading plan, supply an engineer's signed and sealed letter changing the drainage type. Also show drainage flow arrows.
- Location of home on lot. Front, side and rear closest distances from lot line to home. Current zoning building setback requirements.
- Location of driveway, walks, patios, pavers, pool, spa, storage shed, a/c pad (**a/c cannot be placed in minimum side setback**) and any other impervious items on the lot.
- Show any storm drain inlets or other draining structures.
- Lot square footage and total impervious area in sq.ft., also expressed as a percent of lot area.
- North orientation arrow and scale of site plan.
- Flood zone(s) designated on plan, if more than one, show all locations.
- Any proposed well or septic locations.

Application will not be distributed for city staff review until all of the above items are submitted.

SIGNATURE OF OWNER/AUTHORIZED AGENT

DATE



CITY OF GROVELAND BUILDING PERMIT APPLICATION

Date Received: _____

Permit # _____

PROPERTY INFORMATION

Site Address # _____ Street _____ City _____ Zip _____

Subdivision _____ Phase _____ Lot # _____

Model _____ Elevation _____ Lot Area _____ sq.ft. Impervious area _____ sq.ft.

Legal Description _____

Alternate Key # _____

PROJECT INFORMATION Single Family Residence _____ Duplex _____ Townhome _____ Commercial _____

Demolition _____ New _____ Alteration _____ Addition _____ Repair _____ Other _____

Scope of work to be performed _____

Project Cost \$ _____ **Project cost of \$2,500 or over requires the recording of a notice of commencement**

Bonding Company _____

Address _____

Architect's Name _____ License # _____ Phone # _____

Engineer's Name _____ License # _____ Phone # _____

WARNING TO OWNER: "YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT".

Detached Garage Yes No Garage Value \$ _____ Sewer/Septic _____ Sprinkler Yes/No _____

Required work: Plumbing _____ Electrical _____ Mechanical _____ Gas _____ Roofing _____

SUBCONTRACTORS	<u>Company Name</u>	<u>Fla. License # Reg/Cert</u>	<u>License Holders Name</u>
Elect	_____	_____	_____
Mech	_____	_____	_____
Plumb	_____	_____	_____
Gas	_____	_____	_____
Fire	_____	_____	_____
Roof	_____	_____	_____
Super1	_____	_____	Super2 _____

OWNER'S INFORMATION

Name(s) _____

Address # _____ Street _____ City _____

State _____ Zip _____ Phone # _____ Email _____

Fee Simple Titleholder's Name (if other than owner) _____

Address # _____ Street _____ City _____

State _____ Zip _____ Phone # _____ Email _____

CONTRACTOR'S INFORMATION

Qualifier Name: Last _____ First _____ License # _____

Company Name _____ Address # _____ Street _____

City _____ State _____ Zip _____ Phone # _____ Email _____

- 1. All Building Permit submittals for new home or new commercial building must be in digital format.
- 2. Submit digital permit applications to PERMITTING@GROVELAND-FL.GOV
- 3. Re-inspection fees must be paid prior to scheduling a re-inspection.
- 4. Incomplete permit applications will not be processed until complete.
- 5. To schedule an inspection email request to: inspectionrequest@alpha-inspections.net

I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND THAT NO WORK OR INSTALLATION HAS COMMENCED PRIOR TO ISSUANCE OF A PERMIT.

OWNER'S SIGNATURE _____

STATE OF FLORIDA

COUNTY OF LAKE

**Sworn to (or affirmed) and subscribed before me this _____ day of _____ by _____
(owner)**

(Seal)

Signature of Notary Public

Personally Known: _____

OR Produced Identification: _____

Type of Identification Produced: _____

CONTRACTOR'S SIGNATURE _____

STATE OF FLORIDA

COUNTY OF LAKE

**Sworn to (or affirmed) and subscribed before me this _____ day of _____ by _____
(contractor)**

(Seal)

Signature of Notary Public

Personally Known: _____

OR Produced Identification: _____

Type of Identification Produced: _____

City of Groveland, Building Services Department, 156 S. Lake Avenue, Groveland, FL 34736 E-mail: permitting@groveland-fl.gov Phone (352) 429-2141 Fax (352) 429-3852 (revised 3/12/20)



City of Groveland **Building Services**

Electronic Document Requirements

Introduction:

The City of Groveland recently expanded the technology sector of the Building Department to include the Trakit permitting program. As part of this expansion, permits issued going forward must be submitted electronically. Please see the specifics of each form and format required below.

Building Plans:

Smaller buildings such as sheds, screen rooms and very small additions can be submitted in PDF format with printable range as low as 11x17. Plans must be electronically signed by the architect or engineer in accordance with Florida Statutes or the Florida Administrative Code. We want as few files as possible, so please submit one file if possible, but at the most, one file for each design professional.

Single Family Residential homes and small commercial buildings (less than 5,000 square feet) must be submitted in PDF format with printable range as low as 24x36. Plans must be electronically signed by the architect or engineer in accordance with Florida Statutes or the Florida Administrative Code. We want as few files as possible, so please submit one file if possible, but at the most, one file for each design professional.

Large commercial projects (larger than 5,000 square feet) must be submitted in PDF format with printable range of 36x48. Some exceptions to this requirement can be granted but must be approved prior to submittal and at the discretion of the Building Official. Plans must be electronically signed by the architect or engineer in accordance with Florida Statutes or the Florida Administrative Code. We want as few files as possible, so please submit one file if possible, but at the most, one file for each design professional.

Truss Drawings, energy calculations, details associated with engineer repair letters and similar can be submitted in PDF format on 8x11 printable range. However, the truss layout must be a minimum of 11x17 printable range.

AC layouts for residential structures must be in PDF format and on printable range no less than 11x17.

Security Settings:

PDF files must not be locked and must allow for the plan reviewer to add comments, place watermarks and other processing required to process the file.

Submitting Files:

Miscellaneous, Commercial, and Zoning clearance permits may be submitted in person or emailed to permitting@groveland-fl.gov.

All Single Family Residential home permits must be submitted through Dropbox. A link for Dropbox may be obtained by emailing a request to permitting@groveland-fl.gov.

Residential Design Checklist

Please use the checklist below to assist in designing plans for the latest edition of the Florida Building Code. This should only be used as a guide. Depending on the nature of your project, more extensive details may be required. Plans should provide specific details that are referenced on the plans and associated with specific details on the applicable detail sheets. In other words, the reviewer cannot assume that a detail applies to specific location unless that location has a referenced detail associated with it.

Y	N	Design Criteria
		Plans are digitally signed by an engineer or architect per R301 FBCR
		Plans are scaled and legible
		Plans indicate wind speed, exposure, pressure coefficient for all openings
		Default exposure listed as C or other exposure type with justification
		Designer's name, address and license number per FL admin code requirements
		Site plan showing correct orientation
		FLOOR PLAN
		Accessible restroom with 29" opening
		Square footage both conditioned and unconditioned
		Tempered glass shown where required
		Egress windows shown where required
		Label all windows and doors with sizes
		Window sills greater than 24" where FF is 72" above grade
		Ceiling height
		FOUNDATION
		Footing locations with sizes and reinforcement requirements
		Vertical dowel locations shown
		Slab depth and concrete compressive strength
		Slab shown minimum 12" below grade
		Relieving arch detail
		Column pad footing details/location
		Interior footing detail where required
		MASONRY WALLS
		Vertical steel grade, lap, location
		Lintel Schedule showing length, depth and reinforcement
		Typical wall and opening detail
		Change in height detail
		Non-continuous lintel detail
		Stem-wall detail
		Rough opening detail
		FRAME WALLS
		Size, grade and species of lumber
		Pressure treated bottom plate
		Typical wall section
		Type, exposure and thickness of sheathing
		Fastening schedule of sheathing
		Header and opening details
		Anchor type and spacing

Revised 2019

	Continuous load path detail including connector hardware
	2-story wall detail
	ROOF FRAMING
	Digitally signed truss drawings
	Truss layout
	Typical wall section showing the typical truss connector
	Truss connector schedule for trusses where uplift exceeds typical
	Truss bracing schedule or design layout
	Roof sheathing schedule with nailing pattern
	Valley framing detail
	Gable bracing and special bracing details
	Interior bearing wall connector detail
	ELECTRICAL
	Compliance statement indicating the version of code design
	Location of AFCI and GFCI protection
	Smoke detector location and type
	General electrical layout
	Service size
	Grounding electrode type
	MECHANICAL
	Equipment locations
	Energy calculations digitally signed
	Correct orientation
	Manual J and D
	Duct Layout on 11x17
	PLUMBING
	Water heater location
	Reduced pressure valve where required
	Fixture locations
	GAS
	BTU's for each outlet and total BTU
	Gas piping size and type
	Makeup air and combustion air where required

PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online @ www.floridabuilding.org

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
1. EXTERIOR DOORS			
A. SWINGING			
B. SLIDING			
C. SECTIONAL/ROLL UP			
D. OTHER			
2. WINDOWS			
A. SINGLE/DOUBLE HUNG			
B. HORIZONTAL SLIDER			
C. CASEMENT			
D. FIXED			
E. MULLION			
F. SKYLIGHTS			
G. OTHER			
3. PANEL WALL			
A. SIDING			
B. SOFFITS			
C. STOREFRONTS			
D. GLASS BLOCK			
E. OTHER			
4. ROOFING PRODUCTS			
A. ASPHALT SHINGLES			
B. NON-STRUCT METAL			
C. ROOFING TILES			
D. SINGLE PLY ROOF			
E. OTHER			
5. STRUCT COMPONENTS			
A. WOOD CONNECTORS			
B. WOOD ANCHORS			
C. TRUSS PLATES			
D. INSULATION FORMS			
E. LINTELS			
F. OTHERS			
6. NEW EXTERIOR ENVELOPE PRODUCTS			
A.			

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; 1) copy of the product approval, 2) performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

 APPLICANT SIGNATURE

 DATE