



City of Holmes Beach

Residential Plan Review Checklist

This review is based upon the 2023 FL Building Codes		Date:
Project Address:		
Lot:	Block:	Subdivision:
Legal Description:		
Land Use:	Flood Zone:	Occupancy:
Site Area:	Sq. Ft.	
Building Height:	Area:	Sq. Ft.
Stories:	Area:	
Description of Work:		
Variance #: Yes No		
Site Plan#: Yes No		
Type of Construction:	Bedrooms:	Bathrooms:
Appraisal Value: \$	Permit Value: \$	

- 1. Contractor shall sign the last page of the plan review check sheet prior to a permit being issued.**
- 2. Please correct the bolded comments.**
- 3. All plans to be submitted in 1/4 -inch scale (i.e., ¼ inch= 1 foot) and in electronic format.**

General

	OK	N/A	See Comments
1. Valuation/NOC			
2. Asbestos Requirements – F.S. 469.003			
3. Turtle Ordinance: (Any light that can be seen from the beach) Any electrical light that can be seen from the beach must be turtle protected			
4. As Built Survey Contractor to submit an as built survey once lowest bearing member is poured. Contractor to submit a final survey prior to final inspection.			
5. Elevation Certificate- <u>Contractor agrees to submit elevation certificate(s) prior to:</u> <u>1. Pouring (lowest slab)</u> <u>2. Framing Inspection (finish floor/lowest horizontal member) &</u> <u>3. Final Elevation Certificate prior to C.O. (lowest level of electro/mechanical equipment)</u>			
6. Show job address on plans			
7. Person responsible for plans			
8. Fully dimensional plot plan			
9. Sediment & erosion control measures: please show this on the survey or plot plan. The Building Department shall inspect the site for compliance. Note: For any reason the control measures are damaged or otherwise non-functional, this would cancel any inspections and a Red Tag will be placed on the job site until the site is back into compliance per the approved plans. Please show erosion control measures on the plot plan.			
10. Fee Schedule			
11. Certificate of Completion Required			
12. Certificate of Occupancy Required			
13. Termites (105.10 & 105.11) or (R318)			
14. Notice of Termite Protection (105.11)			
15. Wind Loads (1609); Exposure (1609.4.3) Zone D; Wind Speed: Category I: 135mph, Category II: 145mph, Category III/IV: 155mph.			

16. Product Approval Information on sealed plans for: exterior doors, windows, panel wall, roofing products, shutters, skylights, structural components and new exterior envelope products (Req'd by F.S. 553.842 and FL Admin Code 9B-72).			
17. Enclosures & Breakaway Walls – ASCE 24			
18. Condominium Association Approval Letter			
19. Silt-Fence See #15 in Zoning info. Please show the silt fence and erosion protection in the plot plan			
20. Digital format is now required. Plans and drawings will be accepted in Portable Document Format (PDF). For photographs, please use JPEG (jpg.) or PDF format.			
21. Approved plans shall be always on site. A Red Tag will be issued if plans are not on site during an inspection.			

Comments:

Zoning

	OK	N/A	See Comments
1. Survey (120 days or less) Builder shall submit a survey within 120 days of the construction date.			
2. Setbacks – the contractor is responsible for the structure to meet the setbacks listed below *If zoned R-1AA, see chart A on the next page			
Front Yard:			
First habitable story level: 20 feet			
Second habitable story level: 25 feet			
Side Yard:			
First habitable story level: 10 feet			
Second habitable story level: 15 feet			
Rear Yard:			
First habitable story level: 10 feet			
Second habitable story level: 15 feet			
Waterfront- 20 feet regardless of whether the waterfront is front, side or rear			
Waterfront- Gulf of Mexico: 50 feet from the erosion control line at any riparian coastal location			
3. Density			
4. Parking/Access – Please show the parking requirements and driveway dimensions on the site of the plot plan. Note: the driveway must be 30-feet from an intersection			
5. Right of Way Required Yes / No			
6. Storm Drainage – drainage plans conforming to Division 6 Stormwater Management and Article IX – Floodplain Management			
7. Permeable Space – Please show on site of plot plan 60% permeable space per City Code (maximum lot coverage = 40%)			
8. Percentage of building coverage – please show on site or plot plan that the building coverage is no more than 30% of the lot – per City Code			
9. Landscaping			
10. Accessory Structures			
11. Site Plan Review			
12. Variance			
13. R-2 only Living Area Ratio (LAR) = A/C Space/Lot area			

14. Non-conformity – Reduction			
15. SWFWMD Approval			
16. NPDES requirements (Site Plan required) The developer or builder shall submit the plot plan or survey showing tree protection and the require sediment and erosion control measures for City compliance			
17. Easements or restrictions on lot of record			
18. Earthmoving / Staging Permit required: Yes / No			

Chat A: R-1AA Setback Requirements	OK	N/A	See Comments
Front Yard:			
First Habitable story level: 25 feet			
Second habitable story level: 30 feet			
Side Yard:			
First habitable story level: 10 feet			
Second habitable story level: 15 feet			
Rear Yard:			
First habitable story level: 15 feet			
Second habitable story level: 20 feet			
Waterfront – Bay – Front Yard			
First Habitable story level: 30 feet			
Second habitable story level: 35 feet			
Waterfront – Bay- Bayside			
First habitable story level: 40 feet			
Second habitable story level: 45 feet			
Waterfront – Canal			
First habitable story level: 25 feet			
Second habitable story level: 30 feet			
Waterfront – Gulf of Mexico 50 feet from the erosion control line at any riparian coastal location			

Comments:

Building

	OK	N/A	See Comments
1. Footing/Foundation * Need Geo-Tech report for new construction and 2 nd story additions			
2. Floors framing			
3. Walls: masonry / wood frame			
4. Partitions			
5. Tenant Separation			
6. Fire Wall			
7. Insulation			
8. Stairs / Handrail / Guardrail			
9. Roof framing - contractor shall submit the sealed truss report prior to a frame inspection			
10. Wall Connections			
11. Wall Veneer			
12. Roof Covering			
13. Structural Steel			
14. Chimney / Fireplaces			
15. Waterproof			
16. Light / Ventilation			
17. Means of Egress			
18. Doors / Windows			
19. Flood Proofing			
20. Living Level Grade			
21. Energy Calculations			
22. Threshold Documents			
23. Architect / Engineer Seals			
24. Handicapped Accessible			
25. Fire Sprinklers			
26. Fire alarms			
27. Stairways (R3.11.7) (R3.11.7.4) (FBC SEC 1011) 27 a. Handrails (R3.11.7 & FBC SEC 1014) (R3.11.7.8)			
28. Guardrails (R 312 & FBS SEC 1015)			
29. FEMA Requirements			
30. Fire Rated Assemblies for all penetrations			

Comments:

Electrical

Electrical Load Calculations shall be submitted with all electrical permits	OK	N/A	See Comments
1. Service Size			
2. Underground Service			
3. Wiring Diagram			
4. Over Current Protection			
5. Grounding			
6. Receptacles/Switches			
7. GFCI/ARC Fault Receptacle			
8. A/C Equipment			
9. Appliances			
10. Hazardous Location			
11. Special Occupancy			
12. Swimming Pool			
13. Sign			
14. Elevators			
15. Fire Alarm			
16. Communication			
17. Elevation (BFE)			
18. Generator			
19. Other			

Comments:

Elevator

	OK	N/A	See Comments
1. Elevator Specifications			

Comments:

Fire Sprinklers/Alarm

	OK	N/A	See Comments
1. Hydraulic Calculations			
2. Pipe Size / Type			
3. Head Location / Type			
4. Water Supply			
5. Wet System			
6. Dry System			
7. Halon System			
8. Suppression System			
9. Alarm Devices			
10. Other			

Comments:

Plumbing

A complete Isometric drawing shall be submitted with all permit applications	OK	N/A	See Comments
1. Plumbing Riser: Sanitary			
Water			
2. Gas Riser			
3. Fixtures			
4. Sewer			
5. Indirect Waste			
6. Venting			
7. Hot Water Heater			
8. Grease Traps			
9. Appliances			
10. Sump / Ejector Pumps			
11. Storm Drains			
12. Health Dept. Approval			
13. LP Tank Location			
14. Other			

Comments:

Mechanical

Minimum 13 SEER Systems must match and meet the U.S. Department of Energy Certification Requirements	OK	N/A	See Comments
1. Equipment location / setbacks			
2. Equipment Specifications			
3. Outside air Calculations			
4. Chimney and vents			
5. Exhaust Systems			
6. Refrigeration			
7. Duct systems			
8. Stairwells			
9. Atrium			
10. Boilers			
11. Solar Installations			
12. Fire Protection			
13. Other			

Comments:

Gas

	OK	N/A	See Comments
1. Gas Piping			
2. Venting			
3. Combustion Air			
4. Chimney & Vents			
5. Appliances			
6. Type of Gas			
7. Fireplaces			
8. LP Tank Location			
9. Riser Diagram / Shutoffs			

Comments:

Life Safety

	OK	N/A	See Comments
1. Means of Egress			
2. Exit Doors			
3. Door Hardware			
4. Corridor/ Aisles			
5. Stairs			
6. Emergency / Exit Lights			
7. Special Occupancy			
8. Hazardous Material			
9. Fire Extinguishers			
10. Smoke Detectors Contractor is to install a smoke detector inside and outside of each bedroom			
11. Carbon Monoxide Alarm (Residential-within 10 ft of each room used for sleeping purposes) (Commercial-public lodging, as it relates to every enclosed space or room that contains a boiler system) (Eff 7/01/2008 – Janelle’s Law (FS 553.885)) Contractor is to install a Carbon Monoxide Detector if needed per state statute			
12. Other			

Comments:

Contractor Signature: _____

Date: _____

Contractor Print: _____

Date: _____

Reviewed By: _____

Date: _____