

## **Town of Oakland Residential Permit Application Guidelines**

All permit applications must be complete prior to acceptance. A complete application shall include the following:

- ☐ Permit Application completed, signed, and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Completed and signed Right-of-Way Application.
- ☐ Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the Town of Oakland as certificate holder.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the Town of Oakland as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- ☐ Approval letter from sanitary sewer provider (if other than the Town of Oakland).
- ☐ Copy of the onsite sewage disposal system construction permit issued by Orange County Health Department (if applicable).
- ☐ Orange County Impact Fee Statement (multi-family only).
- ☐ Two (2) paper sets and one (1) electronic set of signed and sealed building construction plans.
- ☐ Two (2) paper sets and one (1) electronic set of signed and sealed site / plot plans.
- ☐ Two (2) paper sets and one (1) electronic set of signed and sealed floor and roof truss engineering.
- ☐ Two (2) copies of completed and signed Statewide Product Approval Specification Form.
- ☐ Two (2) copies of the manufacturer's installation instructions for the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding.
- ☐ Two (2) copies of completed and signed energy and equipment sizing calculations.

### **THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:**

#### **SITE PLAN / PLOT PLAN**

- ☐ Lot number
- ☐ Address / Legal Description
- ☐ Setback lines from principle structure and any accessory structures to property boundary (minimum of eight; two on each side)
- ☐ Primary building setback lines/envelope
- ☐ A/C unit locations with setback from property line
- ☐ Survey type
- ☐ Existing easements: drainage, utility, etc.
- ☐ Building separations, if applicable
- ☐ Location of septic systems
- ☐ Flood zone reflecting current FEMA map revision date
- ☐ Lot grading type (A,B,C, etc.)
- ☐ Elevations showing crown of the adjacent street or right-of-way upon which the structure fronts (for type A and B lots)
- ☐ Lot corner elevations and break point elevations
- ☐ Drainage swales (if applicable) with profile view
- ☐ Proposed finished floor elevation

## **BUILDING PLAN**

- ☐ Construction documents shall indicate code edition being applied
- ☐ Construction type
- ☐ Plans to minimum 1/8" scale
- ☐ Designer information: name, address, registration #, seal and signature on all pages
- ☐ Page size minimum 22" x 34"
- ☐ All pages numbered and labeled
- ☐ Wind design data required on drawings per FBC 1603.1.4 to meet 139 mph ultimate design wind speed for risk category II buildings (residential)
  - Ultimate design wind speed (Vult)
  - Nominal design wind speed (Vasd)
  - Risk category
  - Exposure category
  - Enclosure classification
  - Internal pressure coefficient
  - Component and cladding design wind pressures in terms of psf
  - Structural Calculations, if necessary

## **FLOOR PLAN**

- ☐ Building area tabulation
- ☐ Room size
- ☐ Corridors
- ☐ Stair location/guardrails
- ☐ Safety glass locations
- ☐ Egress door and emergency escape windows sizes and location
- ☐ Stairs construction requirements
- ☐ Special column/post anchorage
- ☐ Interior load bearing wall locations
- ☐ Shear walls
- ☐ Down cells
- ☐ Lintel schedule
- ☐ Attic access
- ☐ Accessibility restroom (door) location
- ☐ Fire resistant assemblies
- ☐ Identify options to be used

## **FOUNDATION / SLAB**

- ☐ Filled cells with reinforcement locations
- ☐ Footer denotation/details
- ☐ Footers minimum 12" below grade
- ☐ Interior bearing walls/pads
- ☐ Porch pads/footers
- ☐ Brick ledge detail
- ☐ Slab thickness/steel/fiber mesh
- ☐ Vapor barrier/termite treatment type
- ☐ Reinforcing steel over lap
- ☐ Relieving arch steel at pipe penetrations
- ☐ All wood minimum 6" above grade
- ☐ Crawl space ventilation
- ☐ Termite shields

## **ELECTRICAL**

- ☐ Service riser diagram
- ☐ Electrical load calculations
- ☐ Bonding/Grounding to foundation steel
- ☐ Service location
- ☐ Panel locations
- ☐ Receptacle lay out
- ☐ GFCI protection
- ☐ AFCI protection
- ☐ Tamper resistant outlets
- ☐ Ceiling fans
- ☐ Outdoor receptacles
- ☐ Disconnecting means
- ☐ Switches/lights
- ☐ Smoke/CO alarm locations hard wired, interconnected and battery backup

**ELEVATION** (front, rear and side views)

- ☐ Attic ventilation
- ☐ Roof pitch
- ☐ Roofing material
- ☐ Exterior finish/stucco thickness
- ☐ Height/bearing elevations
- ☐ Window and door opening locations
- ☐ Chimney location/height

**MECHANICAL**

- ☐ Equipment location
  - Anchorage for condenser
  - Protection in garage locations
  - Clearances at equipment
  - Structural detail for air handler in attic
- ☐ Room ventilation
  - Duct layout (usually in energy calculations)
  - R-value of ducts
  - CFM's
  - Balanced return/ducted, transfer ducts or grilles
- ☐ Exhaust
  - Bath exhausts size and termination
  - Dryer exhaust discharge/make up air
- ☐ Energy calculations with equipment sizing calculations
- ☐ Skylights

**PLUMBING**

- ☐ Plumbing waste riser diagram
- ☐ Water heater location
- ☐ Fixture location

**FUEL GAS**

- ☐ BTUs each outlet and total BTUs
- ☐ Pipe type and total length
- ☐ LP regulator and model type
- ☐ Combustion air vents
- ☐ Location of equipment

- ☐ Venting
- ☐ Gas Type
- ☐ Gas Pressure
- ☐ Gas piping riser

### **ROOF TRUSS LAY OUT**

- ☐ Truss I. D. #s
  - Layout
  - Signed/Sealed truss engineering package
- ☐ Strapping/fasteners

### **DETAIL SHEETS OR NOTES**

- ☐ Footings
- ☐ Beam to wall and/or post attachments
- ☐ Post/column and beam construction
- ☐ Interior bearing walls
- ☐ Stairs section
- ☐ Chimney construction
- ☐ Dormer construction
- ☐ Floor framing
- ☐ Entry construction
- ☐ Arched windows
- ☐ Bay windows
- ☐ Frame to block connections
- ☐ Knee wall construction
- ☐ Sky light framing
- ☐ Top plate splicing requirements
- ☐ Steel requirements (footer, lintel, vertical pour)
  - Grade
  - Over lap
- ☐ Veneer
- ☐ Shear wall locations and construction
  - Connectors
  - Fasteners
- ☐ Roof sheathing & diaphragms
  - Fasteners
  - Blocking
- ☐ Wall and gable sheathing fastening
- ☐ Gable end, frame and block, vaulted and flat
- ☐ Conventionally framed roof members
- ☐ Glass block
- ☐ Bearing opening strapping/anchorage
- ☐ Bearing/non-bearing wall detail
- ☐ Typical wall section detail, one and two story, block and frame, for all scenarios
  - Connectors
  - Anchorage bolts
  - Materials and assembly
- ☐ Garage and swing door buck fastening
- ☐ Ceiling diaphragms
  - Blocking
- ☐ Any conventional framing

## **MANUFACTURER'S PRODUCT INSTALLATION INSTRUCTIONS**

- ☐ Roofing installation instructions & compliance with ASTM standards
- ☐ Window and mullion installation instructions
- ☐ Garage door, sliding glass door and swing door installation instructions
- ☐ Siding installation instructions
- ☐ Soffit installation instructions
- ☐ Glass block installation instructions
- ☐ Engineered lumber products installation instructions

## **PRODUCT APPROVAL**

- ☐ Completed Product Approval specification sheet
  - FS 553.842, FAC 61G20-3

*These guidelines were compiled to assist the applicant in preparing a residential permit application submittal and may not be complete. The applicant is required to meet all Town of Oakland, state, and federal requirements.*