CITY OF MELBOURNE
FLORIDA
Minimum Requirements for New One & Two Family Residential Structures

	WIND BORNE DEBRIS AREA	Items to be Included – Each Box Shall be Circled as Applicable		
	City of Melbourne is located in a wind borne debris area			
	THE FOLLOWING REQUIREMENTS APPLY			
1.	Option 1: Building may be designed as partially opened. This means that the buildings design allows it to withstand the internal pressure build up when an opening is breached. Plans include a note stating: "This structure has been designed as a partially opened structure in accordance with Florida Building Code section 1606."	Yes	No	N/A
2.	Option 2: Plywood shutters may be used but must be a minimum 7/16-inch thick, precut with anchorage system in place before the final building inspection. One panel must be installed at final inspection, all other panels properly identified and on site. Plans include plywood shutter details and anchoring details.	Yes	No	N/A
3.	Option 3: Approved shutters certified to meet impact tests. Shutters may be roll down, panel, accordion or other approved design type. Plans include manufacturer, model number, installation instructions and copy of the impact test data for proposed shutters.	Yes	No	N/A
4.	Option 4: Approved impact resistant windows and doors certified to meet impact tests. Plans include manufacturer, model number, installation instructions and copy of the impact test data for proposed impact resistant windows.	Yes	No	N/A
	SPECIAL FLOOD HAZARD AREA	**Items to be included – Each Box Shall be Circled as Applicable**		
	PROPERTY IS DETERMINED TO BE IN FLOOD ZONE			
	IS THE PROPOSED STRUCTURE LOCATED IN A SPECIAL FLOOD HAZARD AREA (SFHA)?			
	IF YES, THE FOLLOWING REQUIREMENTS APPLY			
1.	City of Melbourne Flood Prevention and Protection Regulations and minimum standards under the National Flood Insurance Program require new construction, substantial improvements and remodeling projects to be protected from flood damage. Refer to the Flood Prevention and Protection Regulations in Chapter 13 of the City of Melbourne Code of Ordinance.	Yes	No	N/A
2.	The building owner, and only the building owner, shall sign a flood zone affidavit, which will indicate the minimum floor elevation required based on the City of Melbourne Flood Prevention and Protection Regulations.	Yes	No	N/A
3.	If any portion of a parcel is located in a SFHA, the entire parcel shall be deemed to be located in the SFHA and must meet all the requirements of the City of Melbourne Flood Prevention and Protection Regulations. Alternatively, the applicant may submit a sealed survey, which clearly delineates the special flood hazard area. If the sealed survey indicates that the entire structure is located outside of the SFHA, the Flood Prevention and Protection Regulations will not apply.	Yes	No	N/A
4.	Include a plan note, which states: "Structure is located in a special flood hazard area, an elevation certificate must be submitted to the building department before requesting the Certificate of Occupancy."	Yes	No	N/A
5.	Foundation drawings must include the floor elevation of all areas of the building including attached garage.	Yes	No	N/A
6.	If any portion of the structure is located within the designated floodway or within a velocity zone, sealed engineering studies must be submitted prior to issuing the building permit. Refer to the Flood Prevention and Protection Regulations in Chapter 13 of the City of Melbourne Code of Ordinances.	Yes	No	N/A
	REQUIRED DOCUMENTS MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION	**Items to be Included – Each Box Shall be Circled as Applicable**		
1.	Copy of the recorded deed (if metes and bounds) or legal description	Yes	No	N/A
2.	Florida Energy Efficiency Forms: Provide one (1) complete set of Form 600A or 600B and two (2) additional copies of the front sheets. All front sheets shall contain the complete project address, signature of the person who performed the calculations and the signature of the owner/agent, two (2) copies of manual "J" short form, and one (1) energy guide. Manual "J" forms and energy guide are typically prepared by the mechanical contractor.	Yes	No	N/A
3.	Site plans: Provide two (2) copies of single line drawings to scale (1:20 or 1:30 scale) showing property boundaries, lot dimensions, location of proposed and existing structures on the lot, street in front of the property and street name. If located on a corner lot, indicate the names of both streets, all easements, conservation and/or wetland areas. If potable water supply is from a well, the location of the well shall be shown on the site plans. Show sidewalk location.	Yes	No	N/A
4.	Copy of City of Melbourne Tree Permit / Erosion Sedimentation Permit	Yes	No	N/A
5.	Sanitary sewer/water receipt: If other than City of Melbourne utilities, provide a copy of paid receipt or memo from supplying utility indicating building permits may be issued, or an exemption letter indicating that facilities are not available. If sanitary sewer/water service is not available, provide a copy of septic tank permit/well permit. This information must be provided prior to release of permit. **NOTE:** Septic tank/well is not an option. If sanitary sewer is available, the plumbing systems shall be connected to the available system.	Yes	No	N/A
6.	Owner/Builder affidavit if applicable under **Florida Statue 489.103(7).** Affidavits available at the permitting offices.	Yes	No	N/A

	PLANS AND SPECIFICATIONS New 1 & 2 Family Residential Structures	Items to be Included – Each Box Shall be Circled as Applicable		
1.	Two (2) copies of drawings to scale (1/4" = 1') with sufficient clarity and detail to indicate the nature and scope of work. Such drawings shall contain information, in the form of notes or otherwise, as to the quality of materials, where the quality is essential to conforming with the technical codes of the 2007 Florida Building, Plumbing, Mechanical, Fuel Gas, Energy Efficiency, Accessibility, and 2005 National Electrical Codes. Such information shall be specific, and the technical codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used as a substitute for specific information. All drawings, specifications, and accompanying data shall bear the name and signature of the person/persons responsible for the design. For plans that include multiple options, only those options for the building being considered for permit shall be identified. All others shall be removed or crossed out. **NOTE:** All structural plans shall be signed and sealed by a design professional or be accompanied by an approved alternative design method authorized by the Building Commission. **NOTE:** A separate title block indicating the name, address, telephone number and registration or license number of the person responsible for each system or design must be included on each submitted construction drawing.	Yes	No	N/A
	GENERAL PLAN REQUIREMENTS	**Items to be Included – Each Box Shall be Circled as Applicable**		
1.	STRUCTURAL DESIGN CRITERIA CLEARLY INDICATED (i.e., wind loading, floor and roof live and dead loads).	Yes	No	N/A
	THE FOLLOWING INFORMATION RELATED TO WIND LOADS SHALL BE SHOWN ON THE CONSTRUCTION PLANS: FBC 1606.1.7			
1.	Basic wind speed, mph, (km/hr).	Yes	No	N/A
2.	Wind importance factor and building category	Yes	No	N/A
3.	Wind exposure – if more than one (1) wind exposure is utilized, the wind exposure and applicable wind direction shall be indicated.	Yes	No	N/A
4.	The applicable internal pressure coefficient.	Yes	No	N/A
5.	Components and Cladding. The design wind pressures in terms of psf, (kN/m2) to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional	Yes	No	N/A
	Floor plans shall include the following:			
1.	Size and arrangement of all rooms with intended use of each room.	Yes	No	N/A
2.	All plumbing fixtures.	Yes	No	N/A
3.	Attic access (22" x 36" min.).	Yes	No	N/A
4.	Emergency egress windows in all bedrooms	Yes	No	N/A
5.	Location of air handler	Yes	No	N/A
6.	Location of electrical panel.	Yes	No	N/A
7.	Location of fireplaces.	Yes	No	N/A
8.	Location and dimensions of all interior and exterior shear walls.	Yes	No	N/A
9.	Locations of all interior bearing walls and columns.	Yes	No	N/A
10.	All header and lintel sizes, types, ratings and locations.	Yes	No	N/A
11.	One bathroom door 2/8.	Yes	No	N/A
	Foundation plans shall include the following:			
1.	Interior and exterior footing size and reinforcement, minimum concrete strength in psi, including lapping of reinforcement, location and dimensions of foundation dowels vertical steel, and anchor bolt sizes.	Yes	No	N/A
2.	Column pad sizes and reinforcement.	Yes	No	N/A
3.	Slab thickness, minimum concrete strength in psi, vapor barrier, slab reinforcing or fiber additive, clean compacted fill under all slabs (soil compaction tests may also be required).	Yes	No	N/A
	FOUNDATION INSPECTION			
1.	Include a plan note which states: A foundation survey shall be performed and a copy of the survey shall be on the site for the building inspector's use. Two copies, one of which will be signed and sealed, shall be submitted and approved prior to slab pre-pour inspection.	Yes	No	N/A
	TERMITE PROTECTION – PLANS MUST SPECIFY TYPE OF TERMITE TREATMENT • Soil Chemical Barrier Method • Other treatment – Must specify proposed method and submit documentation, which substantiates the proposed method, is an approved termite protection system or method.			
	IF CHEMICAL SOIL TERMITE TREATMENT IS USED			
1.	Include a plan note which states: Chemical barrier method shall be completed in accordance with Florida Building Code Chapters / Sections 104 / 1503 / 1816 and 2303.	Yes	No	N/A
2.	Include a plan note which states: A certificate of compliance must be issued to the building department by a licensed pest control company before a certificate of occupancy will be issued. The certificate of compliance shall state: *"The building has received a complete treatment for the prevention of subterranean termites. The treatment is in accordance with the rules and laws of the Florida Department of Agriculture and Consumer Services."*	Yes	No	N/A
	WALL SECTIONS – ONE STORY WOOD FRAME WALLS **Provide a detailed cross-section of each wall type from the foundation through the roof, including the following:**			
1.	Plan details illustrate a continuous load path from the foundation to the roof structure. Manufacturer and model number of all required connectors are specified on the plans. Provide connector schedule.	Yes	No	N/A
2.	Foundation with reinforcement. (Bottom of all footings are at least 12" below finish grade.)	Yes	No	N/A
3.	Pressure treated plate with anchor bolt size, spacing, embedment, and washer size or approved alternate anchor.	Yes	No	N/A
4.	Size, grade and species of all structural lumber.	Yes	No	N/A
5.	Stud size and spacing, top and bottom connection for bearing walls.	Yes	No	N/A
6.	Double top plate, show splicing for shear walls	Yes	No	N/A
7.	Wall sheathing size and type with nailing schedule, special blocking and nailing for shear walls	Yes	No	N/A
8.	Ceiling and eave height and overhang projection.	Yes	No	N/A

WALL SECTIONS – MASONRY WALLS				
1.	Plan details illustrate a continuous load path from the foundation to the roof structure. Manufacturer and model number of all required connectors are specified on the plans. Provide connector schedule.	Yes	No	N/A
2.	Foundation with reinforcement. (Bottom of all footings are at least 12" below finish grade.)	Yes	No	N/A
3.	Size of vertical reinforcement showing lap dimensions and embedment into footing, and bond beam.	Yes	No	N/A
4.	Wall thickness, ceiling, and eave height and overhang projection.	Yes	No	N/A
5.	Bond beam size, type and size reinforcement indicating lap.	Yes	No	N/A
6.	Lintel type, fill, dimensions and reinforcement.	Yes	No	N/A
7.	Size and grade of top plates, including dimensions and spacing of anchor bolts and washers, or size, type and spacing of truss anchors	Yes	No	N/A
8.	Exterior finishes and wall coverings. Brick veneer, additional footing width, tie schedule, and flashing.	Yes	No	N/A
9.	Roof structure (truss or conventional wall) wall connections. Nailing schedule for roof sheathing and roof covering.	Yes	No	N/A
WALL SECTION – TWO STORY				
1.	Plans illustrate a continuous load path from the foundation to the roof structure. Manufacturer and model number of all required connectors are specified on the plans. Provide connector schedule	Yes	No	N/A
2.	All of the one-story information plus floor framing draft stopping.	Yes	No	N/A
3.	Nailing schedule for wall sheathing.	Yes	No	N/A
INTERIOR BEARING WALLS				
1.	Plans illustrate a continuous load path including a wall section, which shows the foundation, wall attachment to the foundation and wall attachment to roof structure. Provide connector schedule.	Yes	No	N/A
GABLE ENDWALLS				
1.	All sheathing, lateral bracing, nailing schedules for sheathing and connections to wall below.	Yes	No	N/A
2.	Gable truss diaphragm installation, and method of horizontal bracing at wall/gable joint.	Yes	No	N/A
3.	Roof sheathing attachment.	Yes	No	N/A
4.	Connections for uplift and lateral load.	Yes	No	N/A
5.	Masonry-Gable endwalls adjacent to cathedral ceilings are required to be continuous from floor to ceiling or roof diaphragm. FBC 2117.1.2	Yes	No	N/A
6.	Wood-Gable endwalls adjacent to cathedral ceilings are required to be continuous from floor to ceiling or roof diaphragm. FBC 2313.4.2	Yes	No	N/A
POSTS, COLUMNS, AND BEAMS				
1.	All materials and connections from the foundation to the roof structure with anchorage and connection details. Provide connector schedule.	Yes	No	N/A
SECOND STORY FLOOR FRAMING PLAN				
1.	Type and size of pre-engineered members and/or size, grade, and species of conventional framing.	Yes	No	N/A
2.	Direction, span and spacing of floor structural members.	Yes	No	N/A
3.	Engineering and specifications for pre-engineered floor systems shall be on the job site for the inspectors.	Yes	No	N/A
4.	Provide interior stair detail.	Yes	No	N/A
5.	Type and thickness of floor sheathing including nailing schedule.	Yes	No	N/A
6.	Required hangers, connectors and fasteners of structural members. Provide connector schedule.	Yes	No	N/A
ROOF FRAMING & ROOF COVERING All roof construction and roof coverings, including asphalt shingles, shall meet the structural and wind load requirements of Chapter 16, Construction plans must specify manufacturer and type of roof covering to be installed. Manufacturer's installation instructions and supporting test data shall show that all proposed roof covering, including asphalt roof shingles, will meet the wind loads shall be submitted with the permit application.				
1.	Direction, span and spacing of all structural roof members.	Yes	No	N/A
2.	Size, grade and species of all framing lumber.	Yes	No	N/A
3.	Hold down connector sizes for all headers. Provide connector schedule.	Yes	No	N/A
4.	Roof framing layout plan indicating truss locations, specifications of connectors (manufacturer's designation and load capacity) and nailing schedule.	Yes	No	N/A
5.	When pre-engineered trusses are being used, the signed & sealed engineered truss shop drawings shall be provided on the job site for the inspectors and one signed & sealed copy submitted for file.	Yes	No	N/A
6.	Type and thickness of roof sheathing, including nailing schedule.	Yes	No	N/A
7.	Roof covering specified on the submitted construction drawings.	Yes	No	N/A
8.	Roof covering manufacturer's installation instructions have been submitted with construction drawings.	Yes	No	N/A
9.	Roof covering fastening has been specified on the submitted drawings.	Yes	No	N/A
10.	Roof covering test data certifying wind load compliance submitted with construction drawings.	Yes	No	N/A
11.	Roof flashings have been specified on the submitted construction drawings.	Yes	No	N/A
12.	Plan details illustrate required attic cross ventilation of each space with weather protected openings.	Yes	No	N/A
EXTERIOR ELEVATION PLAN SHALL INCLUDE THE FOLLOWING:				
1.	Front, rear and side elevations, including windows, doors, roof slopes and chimneys.	Yes	No	N/A
2.	Roof overhangs and attic ventilation.	Yes	No	N/A
3.	Porch guardrails and stair handrails.	Yes	No	N/A
4.	Crawl space ventilation and access panels.	Yes	No	N/A
5.	Complete stair, handrail and guardrail details, including tread, riser, and handrail/guardrail dimensions.	Yes	No	N/A
FRAMING INSPECTION NOTE				
1.	All Plumbing, Electrical and Mechanical rough-ins must be complete, and ready for inspection at Frame-All inspection.			

EXTERIOR WINDOWS & DOORS				
EXTERIOR WINDOWS AND DOORS ARE REQUIRED TO MEET THE DESIGN WIND LOAD PRESSURES OF CHAPTER 16, FBC 1707.4.1 & 1707.4.3				
1.	Plans illustrate that all exterior windows and glass doors are required to be tested in accordance with ANSI/AMMA/NWWDA 101/IS2 Standard and bear an AMMA or WDMA label identifying the manufacturer, performance characteristics and approved product testing entity. FBC 1707.4.2.1	Yes	No	N/A
2.	Plan details illustrate that all exterior windows and doors, shall be anchored per published manufacturer's recommendations to achieve the design pressure specified. FBC 1707.4.4.1	Yes	No	N/A
3.	Plan details illustrate that all exterior windows and doors where buck thickness is less than 1 ½ inches, shall be anchored through the jam into the structural substrate. FBC 1707.4.4.2	Yes	No	N/A
4.	Plan details illustrate that all exterior windows and doors where buck thickness is 1 ½ inches or greater, the buck must be attached in a manner that transfers the load directly to the structure. Windows and doors shall be anchored through the jam into the wood buck. FBC 1707.4.4.2	Yes	No	N/A
5.	Plan details illustrate that the tapered window buck shall extend beyond the interior lip of the window. FBC 1707.4.4.2	Yes	No	N/A
6.	Plan details illustrate that mullions and adjacent door assemblies are required to be tested or engineered to transfer 1.5 times the designed loads to the rough opening substrate. FBC 1707.4.5.1 – 1707.4.5.4	Yes	No	N/A
7.	A complete door and window schedule including manufacturer and model number has been included as part of the construction drawings.	Yes	No	N/A
8.	Garage door installation details and data indicating compliance with the wind load requirements of Section 1606 has been included as part of the construction drawings.	Yes	No	N/A
MECHANICAL PLAN SHALL INCLUDE THE FOLLOWING:				
1.	Designer name and registration number shall be on all plans.	Yes	No	N/A
2.	Duct lay out and insulation r-value.	Yes	No	N/A
3.	Dryer vents and bathroom exhausts.	Yes	No	N/A
4.	Equipment schedule including energy efficiency, supply cfm's, and power requirements.	Yes	No	N/A
5.	Show location of all equipment.	Yes	No	N/A
6.	Show size of all tri-boxes, register outlets and reducers.	Yes	No	N/A
7.	Indicate all tapes, connectors, and mastic shall be UL-181 listed.	Yes	No	N/A
ELECTRICAL PLANS SHALL INCLUDE THE FOLLOWING:				
1.	Designer name and registration number shall be on all plans.	Yes	No	N/A
2.	Provide riser diagram including size and type of service entrance conductors.	Yes	No	N/A
3.	Show panel location and specify service size.	Yes	No	N/A
4.	Provide electrical layout plan showing location of all receptacles, switches, and distribution panel. GFI placement to be shown on plan.	Yes	No	N/A
5.	Provide smoke detectors in accordance with Florida Building Code section 905.2.	Yes	No	N/A
6.	Provide AFCI's (arc-fault circuit interrupters) in all dwelling unit bedrooms per NEC article 210-12.	Yes	No	N/A
PLUMBING PLANS				
1.	Provide plumbing isometric for water supply/drainage systems	Yes	No	N/A
SITE INFORMATION/ENGINEERING				
1.	A/C encroachments.			
2.	Does property drainage match approved site plan?	Yes	No	N/A
3.	Does proposed structure comply with table 600 FBC?	Yes	No	N/A
4.	Water authorization.	Yes	No	N/A
5.	Finished Floor Elevation matches approved site plan. Finished Floor Elevation is _____ N.G. V. D.	Yes	No	N/A
PLANNING AND ZONING				
1.	Concurrency approval.	Yes	No	N/A
2.	SETBACKS/EASEMENTS			
3.	SETBACK / REQUIRED / SHOWN / EASEMENTS			
4.	Front			
5.	Left side			
6.	Rear			
7.	Right side			
8.	Approved as shown (No Encroachments)	Yes	No	
PUBLIC WORKS				
1.	Trash Hauling Permit.	Yes	No	N/A
GENERAL INFORMATION				
1.	Address:	Subdivision:		
2.	Permit Number:	Contractor:		
3.	Plans Examiner's Signature:	Date Completed:		
NOTES:				