

COUNTER CHECKLIST

CURRENT CODE PLANS MUST MEET: 2007 EDITION OF THE FLORIDA BUILDING CODE FOR NEW SFR, ADDITIONS & ALL COMMERCIAL

- OWNER'S INFO (name, address, phone)
- CONTRACTOR'S INFO (name, address, phone, email, fax #, Lic #)
- ARCH / ENGINEER INFO (name, address, phone, fax#)
- DESCRIPTION OF WORK / SCOPE OF WORK
- SQUARE FT. ON APPLICATION (living / non-Living areas)
- OWNER/BUILDER AFFIDAVIT (If Applicable)
- PLANNING DEPARTMENT FORMS – Single Family Residential (RSF) Review Form (City & County), Land Clearing/Tree Removal Exemption Acknowledgement Form (County Only), Single-Family Lot Two-Canopy Tree Requirement Acknowledgement Form (County Only), School Impact Analysis Form (County & City), Application for Architectural Review (City Only)
- ENGINEERING DEPARTMENT FORMS – Right-of-Way & Residential Single Family Permit Application Checklist (County Only) & Right-of-Way Review/Permit Application (County Only)
- UTILITIES DEPARTMENT SIGN-OFF FORM
- FOUR COMPLETE SETS:
COMMERCIAL - all sheets signed and sealed by eng./arch
RESIDENTIAL -structural signed and sealed by eng./arch. Other sheets - designer info.
- 18" X 24" min & 24' x 36" max SIZE SHEETS, 1/4" SCALE FLOOR PLANS.
- FOUR TRUSS LAYOUTS with Uplifts / Tie Downs
- FOUR HVAC LOAD CALCULATIONS
- FOUR ENERGY CODE CALCULATIONS
- FOUR PLOT PLANS for **Residential** / A COPY OF SITE PLAN for **Commercial**
- Utilities served by: City of VB ____ County ____ Env. Health (well/septic) ____
- ALL COMMERCIAL - ONE COPY OF SOILS INVESTIGATION REPORT.**
Residential: All waterfront properties. Any location of questionable soils. Vero Isles, Cache Cay, Moorings #5-The anchor, Riverboat Club, Kingswood Estates, and Savannah Oaks or other areas of questionable soils.

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1. **Plans must be complete. Plans must be stapled. No loose sheets.**
 2. **No Applications without a Plans Examination Fee.**
 3. **A PLANS EXAMINER MUST APPROVE DEVIATIONS FROM THE ABOVE REQUIREMENT ON A CASE-BY-CASE BASIS. NO EXCEPTIONS!**

OFFICE USE ONLY

PERMIT # _____

PERMIT CLERK _____

ROUTED TO:

ENGINEERING PLANNING FIRE HEALTH DEPT. CITY OF VB UTILITIES

5/14/2009