

## **City of Oviedo**

### **Residential Permit Application Guidelines**

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

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Completed and signed Right-of-Way Utilization Type I Permit Application. (if applicable).
- Completed and signed Clearing, Grading and Tree Removal Permit Application. (if applicable).
- 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 City of Oviedo as certificate holder.
- Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo 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 City of Oviedo).
- Copy of the onsite sewage disposal system construction permit issued by Seminole County Health Department (if applicable).
- Seminole County Impact Fee Statement (multi-family only).
- Completed and signed Landscape and Irrigation permit application and plans. (For all new one and two family dwelling building permits. See the city Landscape and Irrigation permit application guidelines for requirements.)
- Two (2) sets signed and sealed building construction plans.
- Two (2) signed and sealed site / plot plans.
- Two (2) sets 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 applicable code editions
- 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 city of Oviedo, state, and federal requirements.*