

BUILDING PERMIT PACKET

Disclaimer:

This document is provided only as a guideline for general information. It in no way should be misconstrued to be absolute for code requirements or inspection processes. It is only to assist you with the permitting process. Any specific questions should be directed to your design professional, your inspector, or by calling the New Smyrna Beach Building Department at (386) 424-2141 and asking to speak to a Building Permit Technician.

City of New Smyrna Beach
Building & Code Enforcement Department
2650 N. Dixie Freeway
New Smyrna Beach, Florida 32168

Phone: 386-410-2800

Fax: 386-410-2805

www.cityofnsb.com





Building Department

2650 N. Dixie Freeway
New Smyrna Beach, Florida 32168
Phone: (386) 410-2800
Fax: (386) 410-2805
www.cityofnsb.com

Standard Building Permit Packet

It is the permit holder's responsibility to renew their permit each year on its issue date. Failure to do so may result in revocation.

This packet is designed to help you understand what information will be necessary to complete your application and to answer common questions related to your building permit.

1. WHO MAY APPLY AND BE ISSUED A PERMIT:

- A property owner may apply for a building permit as the Owner/Builder and perform all the required construction work. The Owner must personally appear at the Building department and sign a **DISCLOSURE STATEMENT** stating that the business or residence is for your own use or occupancy and that you may not sell or lease the property for 1 year after completion of your construction.
- If a Contractor is engaged to perform any part of the construction work they must be registered with the Volusia County Licensing Board and the Owner must sign the application or provide a copy of the contract between the Owner and the Contractor.

2. WHEN IS A BUILDING PERMIT NECESSARY:

A Building Permit is required for each individual structure before construction is started if your project involves:

- Any structure not specifically exempt by the City of New Smyrna Beach Code of Ordinances and the Florida Building Codes
- Any structures for residential and commercial use, regardless of size
- Remodeling, except painting and papering
- Placement of a manufactured or modular home, or a relocated structure
- Where a building Permit is not required, but where plumbing and mechanical work is being performed, separate plumbing and mechanical permits are required.
- Where electrical work is being performed, separate electrical permits are required

3. WHAT LAWS APPLY TO CONSTRUCTION:

Construction must conform to standards adopted the City of New Smyrna Beach and the State of Florida. These include:

- 2014 Florida Building Code
- 2014 Florida Residential Code
- 2014 Florida Mechanical Code
- 2014 Florida Plumbing Code
- 2014 Florida Gas Code
- 2014 Florida Fire Prevention Code
- 2011 National Electrical Code
- City of New Smyrna Beach Code of Ordinances
- City of New Smyrna Beach Comprehensive Plan
- All State and Federal regulations

4. LOCAL DESIGN CRITERIA:

- Wind Load: 130/140 m.p.h. Wind Exposure: site specific
- Assumed Soil Bearing: 2000 PSF (Note: if assumed soil bearing exceeds 2000 PSF, the actual soil bearing must be verified by a State licensed Engineer or Architect)
- Frost Depth: 12 inches
- Setbacks: Per City of New Smyrna Beach, Land Development Regulations

5. ZONING ADMINISTRATION APPROVAL:

- All building permit application require compliance with zoning regulation prior to processing
- Confirm the zoning requirements with the Zoning Tech., **PRIOR** to committing your proposed project to extensive preparation. This is particularly important with regard to property line setback requirements of your proposed structure and required distances from public right-of-way and easements. Also covered by these regulations are the permitted heights of buildings, fences and walls, locations of fences and walls, easements and land uses permitted in your zoning district.
- If you are proposing an additional structure on your site, ensure that you have given consideration to the minimum allowable distance between buildings, and buildings and property lines.
- If the proposed location of a structure does not conform to the zoning districts regulation, the owner may qualify for a variance under certain circumstances. A planner in the Planning Department can give you all the required information (phone (386) 410-2800). It must be kept in mind that applications for variances are **NOT** approved in all instances. The application must meet certain specified criteria. There are fees charged for the processing of variance applications.

6. GRADING:

- Prior to the issuance of the building permit, it must be determined if a grading permit will be required. A permit is generally required when the grading involves an excavation or fill exceeding 50 cubic yards, when cut or fill slopes are created, or in locations where geologic stability is suspect.

7. CONSTRUCTION PLANS AND APPLICATION PROCESS:

- The following services are available at the Building department to assist you with submittal of building permit applications:
 - Appointments:** Appointments with a plan examiner must be scheduled a minimum of one (1) week in advance.
 - Faxed Permit Applications:** Faxed permit applications (limited to three (3) per single fax are accepted for roofing, electrical, mechanical and plumbing permits. Applications submitted via fax will be processed within 48 hours and waiting at the permit counter for pick-up. If the application is notarized and the contractor has opened an escrow account with the city then the permit may be mailed to the applicant. There will be a \$5.00 per permit fee for this mailing service. The Building Departments' fax number is (386) 410-2805.
 - Over the Counter (Walk-Through) Applications:** The Building Department offers over-the-counter services (limited to three (3) per single visit) Monday - Friday from 9a.m – 3p.m. Over the counter services are for projects that can be completed within 30 minutes or less (See handout). While you wait, your projects are reviewed by all applicable departments. Please note that all financial transactions need to be concluded by 4p.m.
 - Online Permit Application:** Online Applications will be available 24 hours/ 7 days a week, however, the type of permits available is limited (See handout). Transaction is completed through the use of a credit card.
- If you need design help, we suggest you employ a consultant from the private sector such as a

building designer, an engineer, or an architect. Building Department employees including inspectors are not permitted to design any portion of your structure.

- One of the first steps you must take is to ensure that you have accurately dimensioned plot plan that depicts the locations of ALL existing and proposed structures, fences/walls, pool/spas, easements, etc. The plot plan must indicate the dimensions of all property lines, dimensions of all existing and proposed structures, swimming pools/spas, location and height of walls/fences, and necessary buildings or structures. It must show the abutting street(s), distance to the centerline of the street, the ultimate right-of-way line, sidewalks, curbs and drive approaches.
- The plot plan must accurately depict the various grade elevations of the site. If the site is relatively level, you may show only the various elevations on your plan. However, if the site is sloped more than one (1) foot in ten (10) feet, then your plans must depict the site accurately with contour lines and/or spot elevations.
- The plot (Site) plan must show how you plan to maintain the surface water on your site in an approved manner.
- Your construction plans must clearly and legibly show precisely what you propose to build. For additions or alterations to existing buildings, plans must clearly differentiate between the following elements:
 1. Existing structure(s) that will remain
 2. Existing structure(s) that will be removed
 3. Proposed New Construction

Drawings shall be accurately drawn to an appropriate scale. They shall be sufficiently complete so that compliance with the building code may be determined. An acceptable **SET** of plans will usually include the following dimensioned and annotated drawings wet signed by an engineer/architect:

1. Plot (Site) Plan
2. Foundation Plan
3. Architectural Floor Plan
4. Architectural Elevations and Roof Plans
5. Structural Foundation Plans
6. Structural Framing Plans
7. Structural Details and Material Specifications
8. Plumbing Plans (if Applicable)
9. Mechanical Plans (if Applicable)
10. Electrical Plans (if Applicable)
11. Cross Sections
12. Legal Description

For submittal for plan check the client is required to furnish **1 COMPLETE SETS** (Digital preferred) of plans which consists of the above, along with the following wet signed by an engineer/architect:

1. Structural Calculations (1 copies)
 2. Geotechnical (Soils) Report (1 copies). Required for **ALL ADDITIONS AND NEW BUILDING.**
 3. Energy Calculations (1 copies) (if Applicable)
 4. Sea Turtle Protection Affidavit (1 copies) (if Applicable)
 5. Certificate of Zoning or Approved Site Plan signed by the Planning Dept. (1 copies) (if Applicable)
 6. Right of way Permit (1 copies) (if Applicable)
 7. Product Approval Affidavit (1 copies) (if Applicable)
 8. Owners Disclosure (1 copies) (if Applicable)
 9. Notice of Commencement (1 copies) (if Applicable)
- New commercial, additions and other structures will be subjected to review by the Fire inspector

for the possibility of requiring fire sprinklers, alarms or a specific fire rated material.

- When the project is an addition to an existing building, you must submit a floor plan of the area directly adjacent to the proposed addition, which shows dimensions of the rooms and shows the location and size of doors and windows
- Any desired relocation or upgrading of the electrical service must be not only noted on the submitted plans, but specified on the application when applying for the permit
- Upon application for a permit(s) a plan review fee will be required for plan review
- Once the plan review process is in process, the Permit Coordinator is the “PROJECT MANAGER” in which all coordination is with, throughout the process

8. WHEN CAN YOU OBTAIN YOUR PERMIT:

- Major projects, such as single-family dwelling, or a complex addition, may require more than three week for plan review; however the standard plan review turn around time is two weeks. Minor plan corrections required for demonstration of code compliance may be in ink on the plans. Major corrections will require that the plans be reprinted. All corrections shall be made prior to issuance of the building permit.
- Once you obtain a permit application number you will be able to track/view these online at cityofnsb.com
- When it is determined that your plans demonstrate code compliance, they are stamped with the City’s watermark. A digital copy of the plans is retained as an “Office Copy”, and one set or digital copy for the Applicant as the “Field” copy which shall be kept on the job site, readily available, while under construction, for reference by the inspection personnel.
- Once the permit is issued, all inspections have been made, and meeting all the conditions of approval, the Building department will issue a Certificate of Use and Occupancy.
- Minor permits may be walk-through permits and/or issued online at cityofnsb.com

9. PLAN CHECK EXPIRATIONS:

- Application for which no permit is issued within 180 days following the date of application shall expire by limitation. An extension of 180 days may be granted upon written request showing circumstances beyond the control of the applicant have prevented action being taken. In order to renew action for an application after expiration, the applicant shall resubmit plans and pay a plan review fee.

10. CONSTRUCTION INSPECTIONS:

- Inspections will need to occur at prescribed points in the construction process. You would request an inspection online at cityofnsb.com at any time day or night. Inspection requests received before 6 a.m. will be scheduled for the same day. Inspection requests by fax or e-mail before 4 p.m. will be for the next available working day.

11. MODIFICATIONS (REVISIONS) TO APPROVED PLANS:

- Any changes that occur to the approved building plans will require a revision form and a fee before the revision can be process.

12. ENCROACHMENT INTO CITY PROPERTY:

- If you are going to be temporarily storing or placing anything on City property (road, right-of-way, sidewalk, drive approach, park, etc.) you are required to obtain approval and permits in advance for this use from the City’s Engineering Department.

- Other permits required include: sidewalk replacement, tree removal permit, and stormwater permit
- If you are going to have a driveway approach (apron) constructed or relocated, you are required to obtain approval and a permit in advance.

13. BUILDING PERMIT VALIDITY:

- Your building permit is valid for 180 days after issuance, after which it becomes null and void if the proposed construction has not commenced or if the construction work is suspended or abandoned for a period of 180 days without approved inspections. If the construction work is not substantially completed with two years from the issuance of the permit, then the permit becomes null and void. The permit, under certain qualifying circumstances, may be extended.
- If a change of contractor occurs, notification to the original contractor of the change, a change of contractor form must be completed and a fee paid.

14. OTHER SERVICES:

- Information regarding the following services which are NOT provided by the Building department, but may be required in the permit processing, may be obtained by contacting the indicated agencies:

a. Utility Commission

City of New Smyrna Beach
 200 Canal Street
 New Smyrna Beach, Florida 32168
 (386) 427.1361

b. Volusia County Health Department

Environmental Health
 717 W. Canal Street
 New Smyrna Beach, Florida 32168
 (386) 424.2061

c. Volusia County Property Appraiser

113 Canal Street
 New Smyrna Beach, Florida 32168
 (386) 423.3315

d. Volusia County Contractor Licensing

Growth & Resource Management
 123 W. Indiana Avenue
 Room 203
 Deland, Florida 32720
 (386) 424.6828

e. Florida Department of Environmental Protection

3319 Maguire Blvd.
 Suite 232
 Orlando, Florida 32803
 (407) 897.4100

f. St. Johns River Water Management District

4049 Reid Street
 Palatka, Florida 32178
 (386) 329.4500
 (800) 451.7106

15. SITE PLAN:

• Steps to Drawing a Site Plan

An accurate site plan gives staff the critical information needed to process your permit application rapidly. While some applicants use professionals (architects, engineers, surveyor, etc.) to help with the site plan, others especially for minor projects don't. The following are four steps to prepare a site plan with a drawing of what the plan might look like at the end of all four steps.

In order to draw your site plan you need to be familiar with your site including lot and house dimensions, size and location of driveway and sidewalk, location of well and septic tank (including distance between), size and location of protected trees, slope of site, limits of clearing, sediment controls, and environmentally sensitive features.

Step 1: Using graph paper, choose a scale of measurement for the plan drawing. To ensure all information will fit on the page and be easy to read, a good example would be to have each block of the graph paper equal five (5) feet (or 1 inch = 25 feet). After choosing your scale of measurement, draw lot lines the place the house, driveway and any sidewalks on the plan. Write in the closest distances in feet of the lot lines to the house (i.e. building setbacks), and draw an arrow pointing north.

Step 2: Locate the well and septic tank (with drainfield) on the site plan (if applicable). Show the distance in feet between them (minimum distance is 75 feet) and the distance from any wells or septic tanks located on adjacent properties as required by the Volusia County Environmental Health Department.

Step 3: Identify any environmentally sensitive features (i.e. wetlands, sinkholes, 100-year floodplain, etc.) that may be located on your property. Also, locate and identify the protected trees on site by drawing a small circle and writing the name and size if the tree by it. On the site plan, protected trees to be removed should be crossed out. Protected trees include any tree having a diameter of 6 inches at breast height (DBH) or greater.

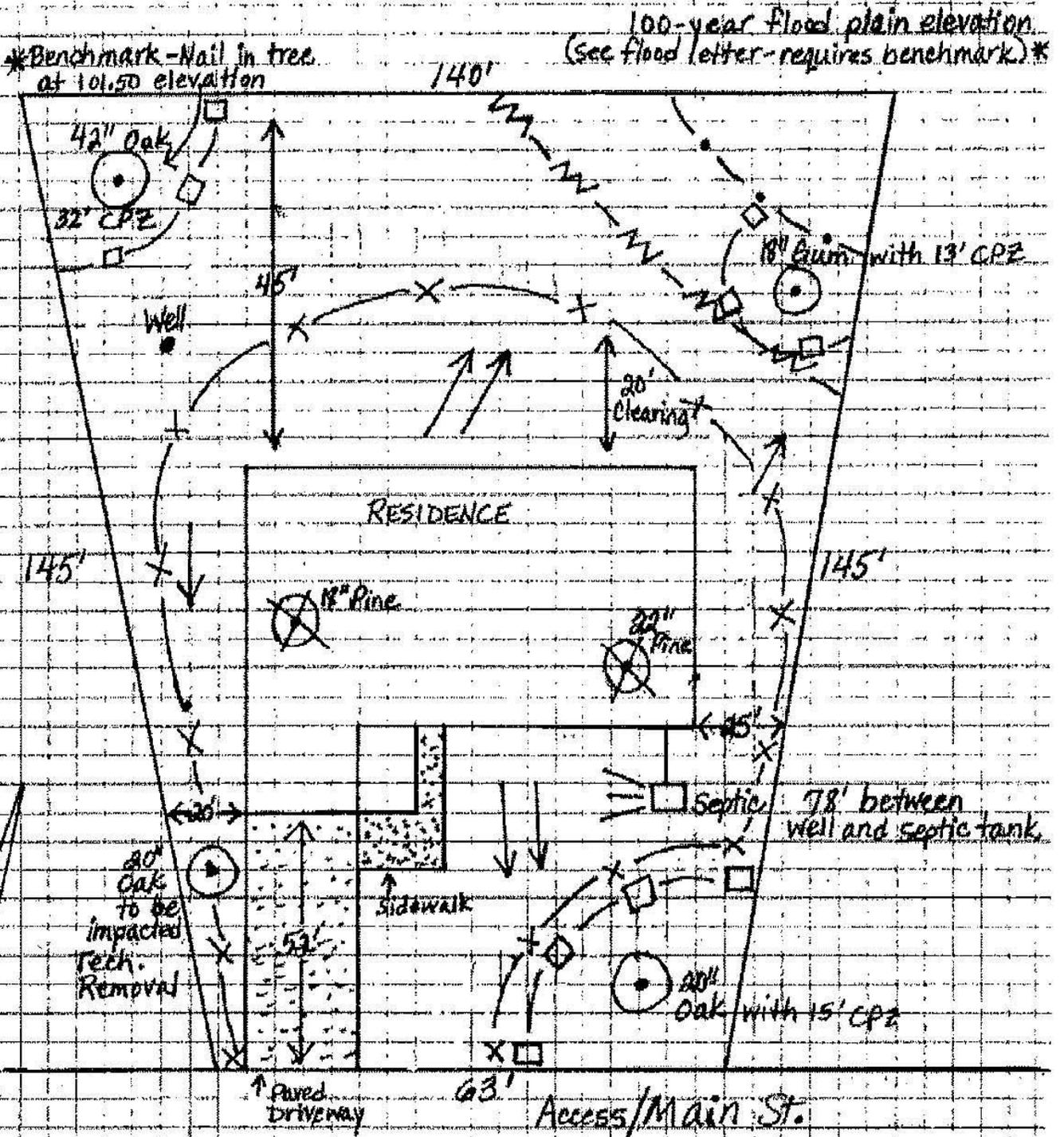
- To measure the diameter of a tree at breast height (DBH), measure inches around the tree at the height of 54 inches above the ground, then divide the number of inches by 3.14. The resulting number equals the diameter of the tree (DBH)

During construction, all areas surrounding the tree trunk of a protected tree within a minimum of 75% of the radius of the critical protection zone (CPZ) must be protected from all development activity, including material stockpiling, parking and other related construction activity. How do you measure the CPZ? The CPZ is the area surrounding a tree within a circle described by a radius of one foot for each one inch of the tree's diameter at 54 inches above the ground (DBH). Seventy-five percent of the CPZ is protected against encroachment by development or related activity.

STEP 4: Identify and draw the area of the site that will contain the proposed construction activity. Then show the slope of pattern of stormwater runoff of the site with arrows pointing downhill in the direction of the stormwater runoff. Then, locate and draw the sediment controls (silt fences) and tree barricades needed for protecting your trees, your neighbors, and environmental features.

Please feel free to contact the Building Department staff with any questions you may have regarding drawing your site plan.

SAMPLE SITE PLAN



Legend

- Tree to remain
- X
 Tree to be removed
- Tree Protection Barricade
- NW-NW Sediment Controls/Silt Fence
- Easement or Code Protected Area (Ex: Floodplain)
- X
 Limits of Clearing

16. CONSTRUCTION DRAWINGS:

- Plans and specifications must be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to all relevant laws, ordinances, rules and regulations. Except for Single-Family Dwellings and Garage, building plans shall indicate how required structural and fire-resistive integrity will be maintained where penetrations will be made for conduits, pipes and similar systems.

Residential accessory structures may be designed to the prescriptive construction details as described in the Florida Residential Code. However, in the case of unusual shape, size or weight, the structure will require to be designed by a Florida State licensed engineer or architect.

All other s must be engineered. These include but not limited to post and pier foundations, log, panelized, concrete, steel or light-frame structures. The design and engineering must be appropriate to the site conditions. The engineer of record must re-calculate engineering if plans are revised.

All engineering must include calculations with references to the particular construction item, name, and location on the plans. Engineering calculations must be signed and stamped by a Florida State Licensed Engineer or Architect.

Instructions for drawing construction plans: The following pages show an example of minimum requirements for construction plans of non-engineered structures. Failure to provide sufficient detail may cause delays in our ability to issue a building permit. All drawings shall conform to the following.

Sheet size – Preferred sizes are 11”X17”, 18”X24”, 24”X36”, or 30”X42”. An 8 1/2”X11” plan is acceptable only if all information can be shown at legible and reproducible scale

Note: The numbers in parentheses, e.g., (1), correspond to the numbers on the attached sample construction drawings.

- (1) **Title Block** – Locate the following information on the right hand and bottom margin of all sheets.
 - Owner’s Name
 - Date
 - Owner’s Address
 - Site Address
 - Page Number
 - Tax Parcel Number
 - Lot Description
 - Drawing Title
 - Drawing Scale
 - Revision Date & Number
- (2) **Scale** – All construction drawings shall be of a consistent standard scale. Construction drawings are required to be a scale of 1/4” = 1’. Smaller scale scales should only be used for very large structures, and then a larger scale drawing should also be submitted to provide greater detail. Detail drawings should be at a minimum scale of 1/2”=1’.
- (3) **North Arrow** – Include on floor plan, foundation plan, and other plan view drawings
- (4) **Drawing Title** – in addition to labeling the drawing in the Title Block, label each drawing on the page.

IF ENGINEERING IS NECESSARY, ADDITIONAL CONSTRUCTION METHODS REQUIRED BY THE ENGINEER (OR ARCHITECT) MUST BE DETAILED IN THE PLANS.

ADDITIONAL INSTRUCTIONS, SPECIFIC TO THE TYPE OF CONSTRUCTION DRAWING, HAVE BEEN PROVIDED ON EACH OF THE FOLLOWING SHEETS.

In addition to the Title Block, Scale, North Arrow, and Drawing Title the following items should be shown on a typical non-engineered Floor Plan:
 Circled letters reference items on the plans to the right.

- A Show dimensions of structure.
- B Show window locations, dimensions, and type. In locations where safety glass is required add "S.G." to the window type.
- C NO LONGER REQUIRED
- D Indicate location of Rescue and Escape Window. Required in all rooms which are intended to be used for sleeping purposes.
- E Indicate size(s), species, and grade of headers.
- F Label all rooms as to intended use. Please remember lofts and basements are locations, not use. Tell us what you will use them for.
- G Show locations of all smoke detectors.
- H Show the location of the heating system. Indicate the type of fuel the appliance will use. (Electric, wood, propane, or fuel oil) Wood stoves must be on the Dept. of Ecology approved list.
- I Show the location of the Water Heater. Indicate the type of fuel the appliance will use. (Electric, propane, etc.)
- J Show location and CFM rating of bathroom fan(s). Specify which will be designated as the whole house fan.
- K Show location of bathroom fixtures: Toilet, tubs, showers, sinks, etc.
- L Show location of washer and dryer (if any).
- M Show location and size of attic access when required. The access must be in a readily accessible location. (Not permitted in closets.)
- N Show location of 100 CFM kitchen exhaust fan. The fan may be part of the range hood assembly or downdraft assembly. Keep in mind the duct termination must have proper clearances from openings into the house.
- P Show location of kitchen sinks and major appliances.
- Q Show door locations and dimensions.
- R Indicate type and location of required landings, stairs, etc.
- S Indicate location of all required braced wall panels.
- T The rough opening dimension for the doorway is shown on this floor plan is shown to remind the framer to leave adequate space for the 3'0" door and the door casing.

Example Only
 Actual requirements are dependent on designs and conditions of submitted project

Owner's Name: 1 Date: _____

Owner's Address: _____

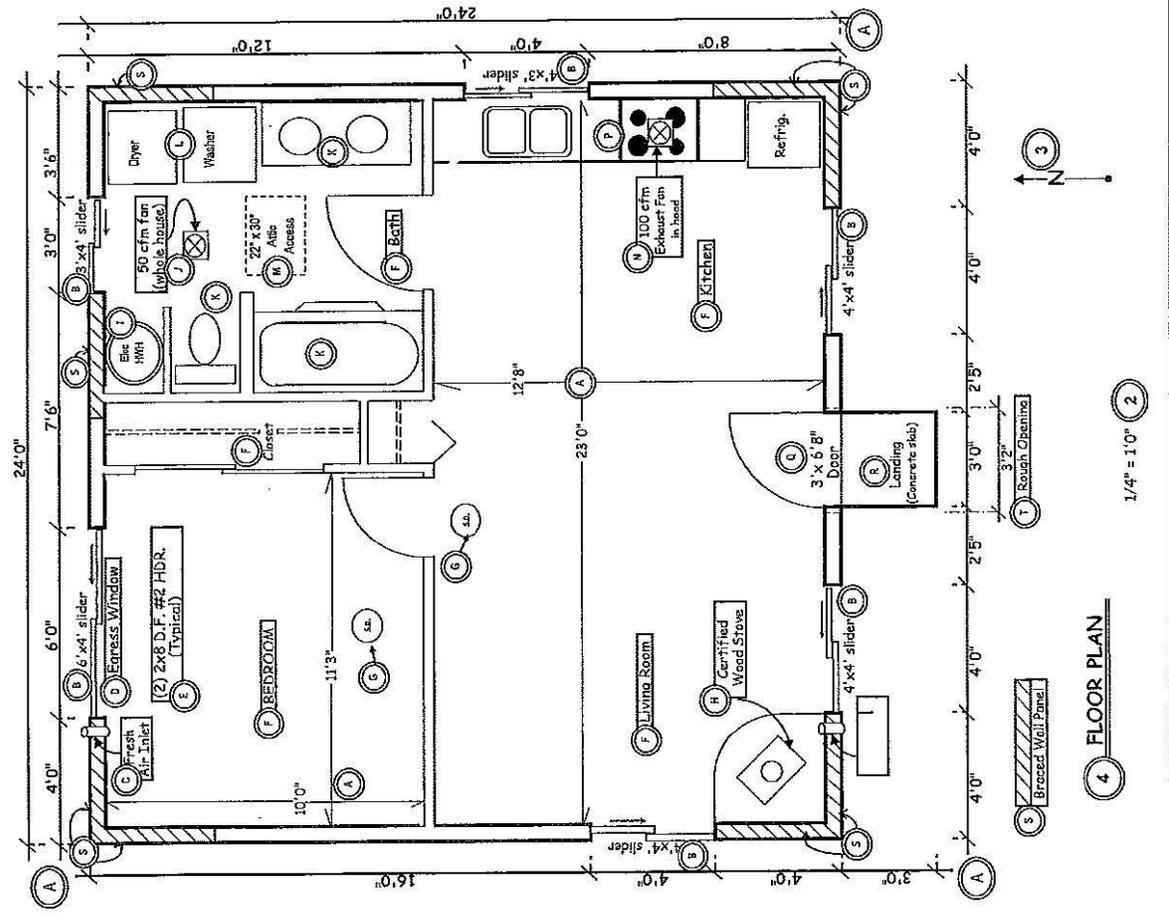
Site Address: _____

Tax Parcel No. _____

Description: _____

Prepared by: _____

Drawing Title:	Floor Plan	Drawing Scale:	1/4" = 1'0"
Page Number:	2 OF 4	Revision Date & No.	



Instructions for Cross Section

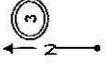
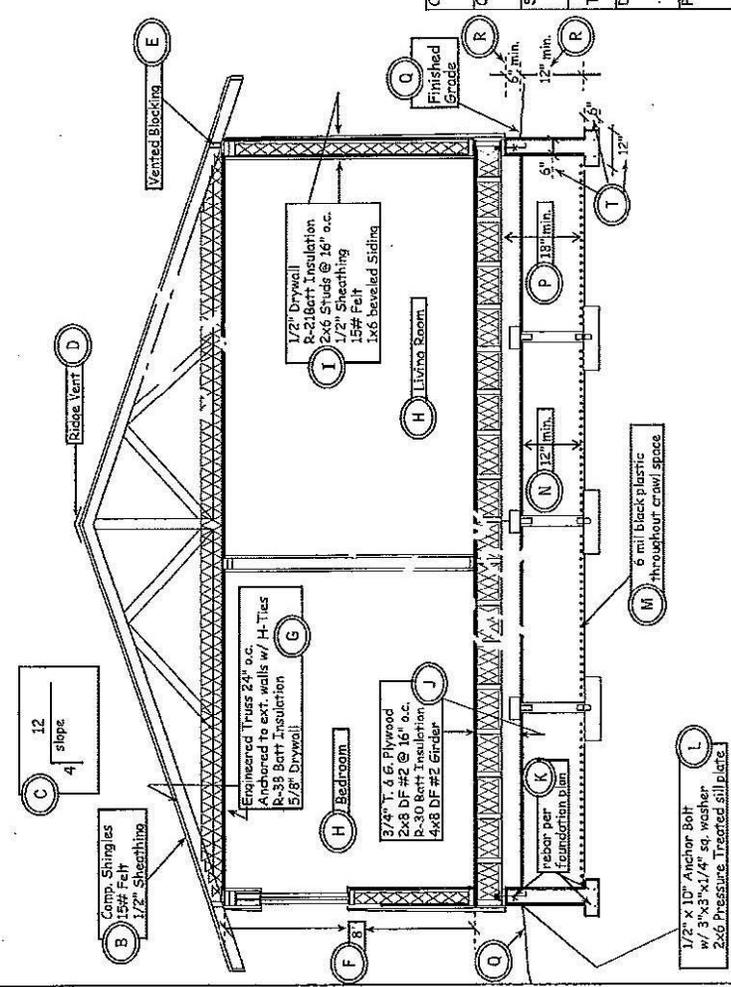
In addition to the Title Block, Scale, and Drawing Title, the following items should be shown on a typical non-engineered cross-section. If different types of construction are used, you should provide additional cross-section drawings showing the method of construction for each area.

Circled letters reference items on the plans to the left.

- A Describe the nailing method to be used. If the nailing method is to be different from IRC Table R602.3(1), please indicate the location and pattern to be used.
- B Indicate roofing material, underlayment type, and sheathing thickness.
- C Indicate roof pitch.
- D Indicate ridge vent if any.
- E Show rafter blocking and indicate if it will be used for attic venting.
- F Indicate exterior wall height.
- G Describe roof/ceiling framing, anchoring method, insulation, and ceiling finish material.
- H Label the rooms where the section view is shown.
- I Describe the exterior wall framing, exterior wall covering, insulation, weather barrier, and interior wall covering.
- J Describe floor framing members (joists and girders), interior floor sheathing, and insulation.
- K Show rebar location as noted on foundation plan.
- L Show anchor bolt, washer, and sill plate size, type, and location.
- M Indicate placement of 6 mil black plastic throughout crawl space.
- N Indicate clearance between bottom of floor joists and underfloor grade level.
- O Indicate clearance between bottom of floor joist and underfloor grade level.
- P Accurately depict final grade. Soils must be slope away from the structure.
- Q Show siding will be at least 6" above finished grade.
- R Show minimum footing depth below finished grade. (Minimum 12" for 1-Story, Minimum 15" for 2-story, Minimum 23" for 3-Story)
- T Show footing and stemwall dimensions.

Note: All Nailing to be in accordance with IRC Table R602.3(1)

EXAMPLE ONLY
Actual requirements are dependent on designs and conditions of submitted project



4 CROSS SECTION
1/4" = 1'0"

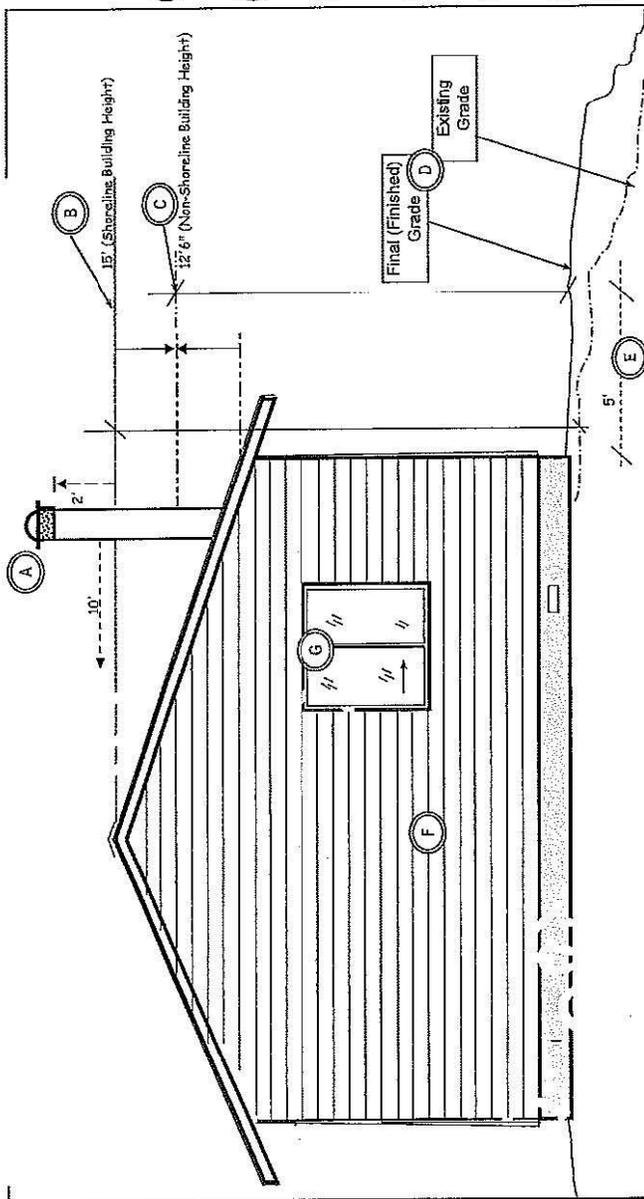
Owner's Name:	1	Date:
Owner's Address:		
Site Address:		
Tax Parcel No.		
Description:		
Prepared by:		
Drawing Title:	Cross Section	Drawing Scale: 1/4" = 1'0"
Page Number:	3 OF 4	Revision Date & No.

Instructions for Elevation

In addition to the Title Block, Scale, and Drawing Title, the following items should be shown on a typical elevation drawing. We have shown only the west elevation as an example. You should submit elevation drawings for each side of the structure.

Circled letters reference items on the plans to the left.

- A** If your structure has a chimney, please show the location on the elevation drawing. The chimney vent must be at least 2' higher than any part of a building within 10' of the chimney. Be sure to check the manufacturer's instructions as well.
- B** If any portion of the structure is within 200' of the shoreline, the building height is measured from existing grade to the highest point of the structure. Show building height and points of measure. Show all 4 elevations w/height above grade.
- C** If no portion of the structure is within 200' of the shoreline, the building height is measured from finished grade to a point half-way between the ridge and eave of the structure. Show building height and points of measure.
- D** Show all final grades. Construction plans subject to Shoreline regulations must show both existing and final grade elevations. It is very important that you show any nearby slopes. Construction may be stopped or delayed if site conditions differ from what is depicted on the drawings.
- E** For the purpose of determining building heights where no portion of the structure is within 200' of the shoreline, the measurement is taken 5' away from the structure at finished grade.
- F** Show typical exterior finish material graphically.
- G** Show window and door locations.



Owner's Name:	1	Date:
Owner's Address:		
Site Address:		
Tax Parcel No.:		
Description:		
Prepared by:		
Drawing Title:	Drawing Scale:	
West Elevation	1/4" = 1'0"	
Page Number:	Revision Data & No.	
4 OF 4		

EXAMPLE ONLY
Actual requirements are dependent on designs and conditions of submitted project.

1/4" = 1'0" 2

17. INSPECTIONS:

This overall sequence of inspections may or may not pertain to your project. Homeowners pulling permits are presumed to be familiar with the building codes and construction practices and are entirely responsible for scheduling inspections in a timely manner. If work progresses beyond the appropriate point at which an inspection should take place or enters an area designated as 'at your own risk', you may be required to remove portions of the construction so the inspector can see the required elements for the inspection.

Requirements for individual inspections are standard for all inspectors in New Smyrna Beach, but change from time to time due to changes in the codes, technology, and the Construction industry. You should refer to all Bulletins issued by the Building Official after the date of this writing for changes that may affect you. Please consult our web site: <http://www.cityofnsb.com>

NOTE: State law requires that a Notice of Commencement be recorded on any project with a cost (including labor and materials) of more than \$2,500. The notice must be recorded with the Clerk of the Court and a copy of the recorded document must be filed with the Building Department prior to scheduling any inspections. The copy may be faxed to (386) 410 - 2805 or brought to the Building Department, 2650 N. Dixie Freeway, New Smyrna Beach. The permit number must be on the Notice of Commencement or it will not be accepted

FOOTING: Footings dug according to requirements for depth and width as per approved plan. Footings must be level and square. Proper size and count reinforcing steel (rebar) placed in footings with required clearance (3' min.) from dirt, both sides and bottom, and proper lap (24' min.). Grade pegs must be in place and set at proper elevation for top of footings (wood or hollow pegs are not allowed). Corner bars are required on all corners and intersecting footings. No loose or un-compacted soil or standing water allowed in footing. If there are any DWV pipes going through the footing they are required to be hard sleeved a minimum 2 sizes larger than pipe being sleeved. Any pipe or configuration of pipes larger than 2' within a footing requires the footing to be thickened to allow for displacement of concrete. The added thickness shall be a 1:1 ratio to the pipe within the footing. No roots allowed in footing. Finger roots must be trimmed even with sides of footing.

TIE-BEAM/LINTEL (Required for above grade structures): Vertical reinforcing spaced as per approved plan. Vertical reinforcing must terminate into bond-beam with a hook. Horizontal reinforcing is in top of wall as per approved plan. Corner bars required at all corners and intersecting walls. Make sure all trash and debris is removed from cells that are to be filled with concrete.

When pouring bond-beam (lintel) with filled cells on full height walls, separate inspections are required for each lift (maximum pour is 5' high unless engineered otherwise). Clean-outs must be provided at the bottom of each cell containing vertical rebar for lifts over 5'. Clean-outs must be at least 3' wide and must not impact the structural integrity of the wall. All dirt, debris and excess mortar must be removed from clean-out prior to inspection. Vertical rebar must be proper size and properly lapped if not in one continuous piece. Vertical reinforcement must terminate into beam with a standard hook. Vertical rebar must be of sufficient length to maintain required lap on steel extending out of slab.

FILL CELL (Used for walls poured in lifts): When pouring masonry walls in lifts cells are not required to have clean-outs (except for high lift grouting exceeding 5' high). Walls can only be laid a maximum of 5' high and can only be poured to 4'- 8'. Vertical rebar must project out of block sufficient length to allow required lap for the next lift. When filling block cells, the concrete must be left down 4' to allow pours to key together. Vertical rebar must be in place at time of

inspection or inspection will fail. Dowels projecting from slab must be at required spacing and in proper location in proximity to openings and corners as required by code.

SLAB ON GRADE (Monolithic): Slab and footing pour together. All organic material must be removed from slab area. If there is plumbing included in the project, any underground plumbing must be inspected prior to slab inspection. Footing area must be dug at the depth and width as per approved plan. Rebar required on plans must be in place and proper clearance maintained (3' min.). There must be corner bars at all corners and intersecting footings. Any loose dirt or un-compacted fill must be removed from footing area. No roots can be in footing. Finger roots in footing area must be trimmed even with dirt. Slab must be graded 4' minimum thickness, level, and compacted. Moisture barrier must be in place, lapped properly, and joints taped if required. Any penetrating items such as plumbing and electrical pipes must be sealed as tightly as possible. Any DWV pipes or conduit through footings must be hard sleeved. Sleeve must be a minimum of 2 pipe sizes larger than pipe being sleeved. Pipes cannot run parallel in a footing. Any pipes or configuration of pipes larger than 2' running through a footing must have the thickness added back to the footing for the displacement of concrete. Soil treatment for termites must be done prior to slab inspection. Once soil is treated, if dirt must be disturbed for any reason, you must retreat the disturbed area prior to inspection. In the same respect, if slab or footing areas gets rained on prior to pouring or inspection areas not covered with moisture barrier re-treatment is required. Also see 'slab with stem wall'.

Note 1: If located in a defined passive radon zone, slab must be prepared as set forth in appendix B of the Florida Building Code.

Note 2: If the slab is greater than 5000 square feet in area, concrete testing is required and the test results shall be made available at the request of the building official.

Note 3: For plain concrete, masonry foundations, or timber foundations compaction testing is required and shall be available at the time of inspection. Plain concrete is concrete with no reinforcement. For the purpose of this inspection, fiber mesh concrete is considered reinforced concrete.

SLAB WITH STEM WALL: All organic material must be removed from slab area. If plumbing is included in the project, all underground plumbing must be inspected prior to slab inspection. Chair block or header block must be continuous around the entire perimeter of slab. All vertical reinforcing must be bent into slab area. All fill cells with vertical reinforcing must be clean of dirt and debris to footing. All other cells must be clean a minimum of 16' from finished elevation. The reason for this is to ensure sufficient concrete for placement of anchor bolts. Slab area must be graded, level, and compacted and be consistent for required depth of concrete as per approved plan. Slab must be treated for termites and have moisture barrier in place. Joints must be taped and any penetrating items sealed as tightly as possible. If soil is disturbed after soil treatment has been done or if areas uncovered get rained on, soil must be retreated prior to inspection or pouring concrete. Also see 'slab on grade'.

Note: Any slab with grounding requirements for electrical panel must have a ground rod. Ground rod must be a minimum of 20' of #5 rebar with a minimum of 2' out of slab. The vertical portion of ground must be visually marked to distinguish it from other vertical steel. Ground rod must be marked at slab inspection or inspection will fail.

OPEN FLOOR FRAMING (Required for any off-grade structure): Entire floor framed with all buckets nailed completely. Intermediate beams must be of proper size and number. Anchor bolts tightened and spaced as per approved plan. Any straps or hold-downs that will be covered must be in place at the time of inspection. Termite shields must be in place and installed properly. If any plumbing is involved with project, rough plumbing inspection must be done prior to floor framing inspection (if required). Sub-flooring shall be installed after this inspection has passed. No vertical construction can begin until this inspection is passed. When building an off-grade structure you must provide access (18' X 24' minimum) and cross ventilation (1 sf per

150 sf of first floor area minimum with one located within 3' of each corner). Pressure treated lumber used where required by code.

ROOF/WALL SHEATHING (for residential projects only): This inspection replaces the **Roof Sheathing** and **Wall Sheathing** inspections used for commercial jobs. At the time of this inspection the following items are to be checked:

- a. Nailing pattern for both wall and roof sheathing, all exterior exposed structural strapping and hardware including columns, and size and material of sheathing. Wood is in place in masonry window/door opening.
- b. This inspection also verifies primary flashing including wall-to-roof flashing, valley flashing, chimney flashing, and crickets (required for chimneys 30' wide or more).
- c. If windows are installed prior to this inspection, the wall sheathing around flanged windows must be fastened along the king studs outside the flanges. The inspector will note this condition in the inspection record.

PLEASE NOTE: Roofing underlayment (felt) is installed 'at your own risk' prior to this inspection. Felt must be installed parallel to eaves. If roofing underlayment is installed, the inspector will spot check roof sheathing by cutting open random selected areas to inspect nailing or 'bumping' the sheathing from below. If the sheathing is found to be nailed improperly, you may be required to remove all of the roofing felt for a re-inspection. No shingles or any other roof covering can be installed until the sheathing inspection is passed. If roof covering is installed prior to inspection, covering must be removed. If shingles are loaded on the roof, they must be kept a minimum of 5' from gable ends and away from valley flashing. If deficiencies are found, you may have to relocate or remove the loaded shingles in order for the inspector to confirm that the rest of the roof sheathing is nailed properly.

WALL SHEATHING (for commercial projects only): This inspection may be done at any point in time after the rough framing. Windows must be installed at the time of inspection. Windows shall be installed according to the manufacturer's specifications and will be inspected for compliance with those specs. Windows will be checked for proper egress size at this time. Wall sheathing must be nailed with proper size nails and spacing as per approved plan. Nails should not be over-driven. They should be flush with surface of sheathing. Any straps or hold downs that will be covered by vapor barrier or exterior finishes such as post straps or beam straps and hold-downs for porches must be installed. If these items are not in place they will be checked at the framing inspection. We request that the roof sheathing and wall sheathing inspections be done at the same time in order to reduce the inspector's trips to the same project.

ROOF SHEATHING (for commercial projects only): This inspection should be done at the same time as wall sheathing inspection or afterwards. Roof sheathing must be complete and nailed as per approved plan. If roof is a hip roof, span ratings must be maintained for sheathing. If the roof is a gable end, outriggers must be installed properly; joints in sheathing at gable ends must be blocked and nailed 4' from gable end. If there are any rips less than 2 ft. wide, code requires sheathing to be blocked. Nails must be correct size and spacing as specified on approved plan. Nails should not be over-shot or over-driven; they should be flush with surface of sheathing. Roof may be dried-in with felt, however no shingles or any other roof covering can be installed until sheathing inspection is passed. If roof covering is installed prior to inspection, covering must be removed. If shingles are loaded on the roof, they must be kept minimum 5' from gable ends and away from valley flashing. If deficiencies are found, you may have to remove or relocate the loaded shingles in order for the inspector to confirm that the rest of the roof sheathing is nailed properly.

DRY-IN: The inspector shall inspect the air infiltration barrier, window and door frame installation, and skylights.

- a. Air infiltration barrier installed for all conditioned areas. It may be installed directly over the studs, or cut and wrapped over the exterior sheathing and behind the window flanges. Cutting infiltration barrier around the windows will only be permitted for thin tape products, which will allow the inspector to verify number of window fasteners. Thick seal tape cannot be installed until after window fasteners are inspected unless fasteners are installed through the tape so they are visible. Air infiltration barrier horizontal joints must be 6' minimum lap or be taped, all vertical joints must be taped, and all penetrations, cuts, and tears must be sealed.
- b. Moisture barrier installed to protect all structural sheathing. Note that some products are approved for both air infiltration and moisture barrier protection.
- c. Roof shingling may start 'at your own risk', however this inspection must be obtained prior to completing shingle installation and flashing must be visible if not inspected at the **Roof/Wall Sheathing**. Do not install shingles if felt was damaged at the **Roof/Wall Sheathing** inspection.

ELEVATED FLATWORK FLASHING: This inspection is for residential projects with balconies, decks, or similar flat construction over roofing material to verify all penetration flashing and counter flashing.

FRAMING: Electrical cover-up, plumbing top-out, and mechanical rough inspections must be completed and passed prior to framing inspection. Project must be punched out by contractor prior to inspection. Items to be checked as per approved plan include lumber proper size and species, anchor bolts proper size and spacing, headers/beams proper size and location, straps on bearing walls proper size, location, and nailed per specification, major hold downs proper location and nailing (SPG'S, MTS'S etc.). All load path connections from roof to foundation, blocking at off-ridge vents, X-bracing if required for gable ends, and engineering for truss bracing and proper connections for uplift requirements. Other items to be checked are notching and boring of studs and top plates, all penetrations through top plate sealed with sealant meeting requirements of ASTM 136E, fire blocking and draft stopping at all applicable areas. This is only a partial summary of items to be checked and not a complete list. The inspector should verify stair riser and tread relationships when possible at this inspection rather than at the final.

INSULATION: All batt insulation in place and installed properly (verify conformance with energy forms). Windows foamed around frames. All voids around door casings stuffed or foamed. Batt insulation installed in vaulted ceilings. All baffles in place in areas to receive blown insulation. Proper insulation and air infiltration installed in open floor framing. Any items left from framing corrections must be completed or inspection will fail. Blown-in insulation will be checked at final inspection, but depth gauges need to be in place and spaced properly

FINAL (New Home): All other trades have passed their final inspections. All plumbing fixtures, traps, and supply lines are set. Address posted on house in contrasting color. Lot grading and structure elevation are as per approved plot plan. All sidewalks and driveways reflected on plot plans are in place and complete. Trees are in place and compliant with code requirements. Off-grade structures must have appropriate cross ventilation and access. Garage door installed and meets requirements of approved engineering. Approved garage door engineering from manufacturer attached to approved plans. Termite sticker installed on electrical panel. Fireplace meets all clearance requirements for trim and hearth. All locks and hardware installed on exterior doors. No double-keyed cylinders are allowed on egress doors. Continuous handrail on stairs is at proper height, treads and risers meet code requirements. Guard rails and open stairs have correct spacing of pickets and correct height, also built to withstand load requirements. Safety glass is in all hazardous locations. Blown-in insulation installed. Requirement for accessible bathroom is met. If required by energy calculations, ceiling fans are installed in all applicable rooms.

FINAL (Additions): All other trades have passed their final inspections. All locks and hardware are installed on egress doors. Tempered glass in hazardous locations if applicable. Steps and

handrails meet code requirements. Off-grade structures must have appropriate cross ventilation and access.

Common Problems That Cause Failed Inspections

The Building Department is the governing body for code enforcement and code compliance for the State of Florida in New Smyrna Beach and most importantly, for the consumer. Most approved plans are engineered and must be constructed as drawn. There are four main things that can go wrong on a job; material, design, scheduling, or installation. Most of the time, a failed inspection is the result of poor installation. The items listed below are problems that cause inspection failures for all types of inspections:

- No plans on job / approved plans not on job.
- Truss plans or floor plan does not match as-built
- Did not follow approved plans
- Not ready for inspection
- Inspection card missing
- Notice of Commencement not posted

What Causes Failures for Specific Inspections

Footing Inspection

Footings not in proper location

Footings not proper size

Steel missing, not proper size, wrong number of bars, or lap on rebar not proper

Vertical steel missing

Missing corner bars

Rebar has been heated and bent

Rebar is dirty, muddy, or has scaling rust

Footings caved in

Step-downs are not formed or dug properly or no forms are set for step-downs

Roots in footings

Standing water in footings

No compaction or excessively soft or muddy soil in bottom of footing

Plumbing DWV pipes passing through footings not sleeved or pipes running laterally in footing

Footings not thickened for displacement of concrete due to large plumbing pipes

Use of wooden grade pegs in footings or no grade pegs installed

Slab Inspection

Monolithic Slab

Same requirements for thickened edge as footings

Interior footings not proper width, depth, or location

Interior footings missing

Organic material in fill or organic material covered by fill. Fill must be clean and free of debris

Fill dirt not compacted

No termite soil treatment

No ground rod / rod not marked

Vapor barrier not in place, seams not taped or sealed, holes in barrier, or not sealed at penetrations

Elevation certificate not completed and available, if required

If in Radon area, additional requirements not met

Slab with Stemwall

Slab requirements same as above

Vertical steel missing

Dowels too short
Horizontal steel missing in stem wall. Rebar not lapped properly, corner bars missing at returns
Rebar is dirty, muddy, or has scaling rust
Inspection holes in block must not affect the structural integrity of the wall
Dirt in cells. There should be no dirt in cells with reinforcing. All others must be clean 16' from finish floor for proper coverage for placement of anchor bolts

Recessed slabs in Garage W/Stemwall

Step down not formed properly, not deep enough, rebar not placed properly
Sloping slab not 4' thick. No dowels tying slab to walls, holes not saw cut for dowels
Thickened edge not formed not proper depth, missing rebar or FTP straps or equivalent not in place

Tie Beam and Fill Cell

Required for lintel beams and other beams in addition to tie beams
Vertical steel missing
Vertical steel not long enough for proper lap or proper hook into tie beam
Steel in tie beam doesn't have proper clearance
Rebar not correct size or count
Rebar is dirty, muddy, or has scaling rust
Incorrect laps or bends
Clean-outs missing if 5' or more pour height
Cells not cleaned out properly

Open Floor Inspection

Non-pressure treated wood too close to ground
Girders wrong size
Girders not as per plan
Straps wrong
Buckets not nailed
Anchor bolts wrong sizes, wrong spacing, or not tightened
Ledger boards not attached as per plans
Floor joist wrong size
Floor joist wrong spacing
Plumber over-notched or over-bored floor joists
Access holes wrong size
Not enough ventilation
Wood in contact with ground or concrete not treated
All form work under floor area not removed

Roof & Wall Sheathing Inspection

Nails over-shot
Used wrong size nails
Nail spacing wrong
Nails missing rafter/stud
Blocking missing and/or H-clips missing
Valley blocking missing
Gable blocks missing
Plywood or OSB ribs too small without blocking (24' minimum)
Horizontal joints in walls not blocked
SWS not nailed per engineering
Sheathing used as underlayment not 1/4' minimum above concrete slab
Wood siding not protected from direct contact with concrete

Penetrations through valley flashing
Shingles installed
Siding installed over sheathing
Sheathing saw scored
Exterior metal strapping missing or not installed properly

Dry In

Egress windows wrong size
Wind stickers not on windows
Window and door engineering not on job
Windows and doors not installed per engineering
Wrong design pressures
Gap around jamb too large
Missing tempered glass where required
Air infiltration/moisture barrier torn, missing, or not sealed
Window/door flashing wrong

Framing Inspection

Project is not punched out
Expansion anchors used in slab edge where anchor bolts are missing
Loose anchor bolts
Straps missing
Straps over-shot, not installed properly (straight), wrong fasteners used
Imbedded truss straps in masonry more than 1/2' from truss
Wrong size or wrong number of nails in load path connections
Headers not supported on cripples or not enough cripples
Interior shear walls missing or not nailed correctly
Interior non-bearing studs spaced greater than 24' O/C
Untreated wood touching or too close to ground and/or concrete
Wall between garage and living space not sealed at bottom
Draft stopping / fire blocking missing or not installed properly
Stairs not framed correctly (tread, risers, or landings) no fire blocking to sloped ceiling below
Roof vents missing, not cut out properly, or not blocked properly
Skylights installed, not on approved plans
Required fire walls not done correctly
Air infiltration cut, missing, or not properly installed
Access to off-grade house incorrect size
Ventilation for off-grade structure missing or does not meet requirements
Attic access(s) too small (22' X 30' clear minimum with 30' clear headroom)
Unsheathed top or bottom chords of trusses not braced (over framing/under framing)
Truss details not matching job
Trusses not bearing at proper location (missing bearing points)
Truss turned backwards or upside down
Truss engineering missing or not properly installed (bracing)
X-bracing / ceiling diaphragm missing or not installed properly
Trusses broken or altered without proper repair/engineering approval
Conventional framing not installed properly
Gable end at vaulted ceiling not balloon framed or engineered otherwise
Fireplace not installed or fireplace permit not posted
Making field changes without getting plans changed

Insulation Inspection

Framing problems not corrected

Roofing not completed
Attic access(s) too small (22' X 30' clear minimum with 30' clear headroom)
Energy forms not followed
Wrong size insulation
Poly vents or baffles missing
Baffles nailed to bottom of truss instead of sides
Depth gauges not in place or spaced greater than 10' apart
Foaming at doors and windows missing or done incorrectly
Circle top windows not foamed or insulated
Entry door from garage not installed and foamed
Batt insulation laid improperly
No insulation behind tub/shower on exterior walls
Batt insulation on knee walls incorrect size, not properly supported
Batt insulation touching fireplace flue (must be 2' clear)
Air infiltration missing on off-grade floors
Pipe boots missing

Lathing Inspections

No air infiltration barrier on wall above soffit
Corner bead not fastened 7' O.C. both flanges (not required for raw CMU)
J mold not in place or not fastened properly
Foundation weep screed not 4' above earth or 2' above pavement minimum
No stops around electric meter, receptacles, etc.
Decorative trim not fastened or installed properly
Control / expansion joints not installed properly
Laps on wire mesh not per code
Wire mesh not fastened 7' O.C. into studs with $\frac{3}{4}$ ' penetration into studs
Mesh missing in areas

Final Inspection

Approved plot plan not followed
Sidewalks shown on plans not installed (including those in right of way in front of property)
Trees not correct or missing
Grade wrong
No landing outside of egress doors when there is more than a 7' step
Exterior landings not proper size or depth
Wood siding less than 6' above finished grade
House numbers missing or not contrasting color
Double keyed locks on egress doors, exterior door hardware missing
Ceiling fans not installed as per energy sheets
Capacity or type of water heater does not match energy form
Safety glass not installed where required
No 29' wide clear path to 1st floor restroom
Fireplace clearances incorrect
Finished stair treads and risers wrong
Guardrails / handrails incorrect, vertical pickets too far apart
Garage door engineering missing or installed improperly
No termite treatment sticker at electrical panel or water heater
Ceiling penetrations in garage not sealed
Attic access(s) not correct size (22' X 30' clear minimum)
No secondary attic access because of ceiling/roof design
Window protection not installed for projects in wind blown debris zone
Crawl space access/ventilation screening missing or wrong size

INSPECTION TYPES

There are three methods to schedule an inspection; 1. The Citizen Self Service System, 2. Fax Request and 3. E-Mail.

The Citizen Self Service System is a web access that was designed to dispatch inspection requests and/or cancellations for the next working day or future dates for building, plumbing, electrical, and mechanical, water, sewer, fire and grading permits. Customers may also view inspection results using CSS. CSS is available seven days a week, twenty-four hours a day. Under limited circumstances, however, CSS may be temporarily unavailable due to system maintenance. We recommend you wait a half-hour and then try CSS again.

Building and trade inspections requests may be made up to midnight the evening prior to the requested inspection date. You can request a morning or afternoon inspection. Morning inspections are typically between 8:30 and 11:30 a.m. Afternoon inspections are typically between 1 and 4 p.m. Requesting a morning or afternoon inspection is not a guarantee, but we will do our best to accommodate your request. Also, some inspections may require more time and be more involved than other inspections, making it difficult to guarantee the time for any inspection. After the inspection has been completed, a sticker will be left on the premises whether subject inspection was approved or disapproved. These stickers are usually placed in a central location. You must have your permit/application number with you when using CSS along with other pertinent information.

Reinspection fees will be charged if the work is not ready for inspection or if violations are not corrected. A copy of the approved construction plans and all of your construction documents must be on site at all times. If you do not have access to the internet or a fax, call 386.424.2141 before 4:00p.m.

Online Schedule (Citizen Self Service)

1. Click on Citizen Self Service
2. Log-in to Citizen Self Service (if you have not previously register, you must do so at this time)
3. Enter your application/permit reference # (9 digits) and Search
4. When your permit comes up, click on details
5. Find the inspection you are wanting and click on schedule
6. Fill-in all the required information (if there are ant special instructions to the inspector, place in the comment area) click schedule
7. You should receive an e-mail conformation.

Fax or E-Mail Inspection Request

1. Enter all the required information onto the Building Department Inspection form (Can be obtain on the City's website or at the Building Department)
2. Fax and E-mail Requests will be received up to 4:00 p.m. the day prior to the requested inspection date.
3. If all the required information is not provided the inspection will not be schedule

BUILDING

- 1001 Building Pre-Demolition
- 1003 Building Demolition Final
- 1005 Building Footing – Trenches & Forms
- 1010 Building Foundation
- 1012 Building Mobile Home Tie-Down

- 1015 Stem Wall/Retaining Wall
- 1020 Building Pre-Slab
- 1022 Pilings/Pile Caps
- 1025 Reinforced Masonry Pre-Grout – Vertical Cells/Columns/Lintel/Beams
- 1030 Building Sheathing, Flashing & Windows (Roof, Walls & Floors)
- 1035 Framing/Insulation
- 1040 Stucco Mesh
- 1045 Building Fire Rated Assemblies
- 1050 Building above Ceiling Rough In
- 1055 Roof Deck
- 1060 Roof in Progress
- 1080 Building Final
- 1085 Combination Framing includes:
 - Framing
 - Rough Electrical
 - Rough Plumbing
 - Rough Mechanical
 - Rough Gas Piping
- 1090 Combination Final includes:
 - Final Building
 - Final Electrical
 - Final Plumbing
 - Final Mechanical

ELECTRICAL

- 2005 Temporary Power Pole
- 2010 Electrical Underground
- 2015 Rough Electrical Wiring
- 2020 Electrical Above Ceiling
- 2025 Electrical Change of Service
- 2027 Electrical Reconnect
- 2030 Electrical Site Work
- 2035 Electrical final

PLUMBING

- 3005 Plumbing Underground
- 3010 Plumbing Rough
- 3015 Plumbing Site Sewer
- 3020 Plumbing Site Water
- 3025 Plumbing above Ceiling
- 3030 Plumbing Roof Drains/Gutters
- 3035 Plumbing Med. Gas/Test
- 3040 Plumbing Grease Trap
- 3045 Plumbing Final

MECHANICAL

- 4005 Mechanical Rough
- 4010 Mechanical above Ceiling
- 4015 Mechanical Exhaust/Ventilation
- 4020 Mechanical Solar Final
- 4025 Mechanical Final

GAS

- 5005 Gas Rough/Test
- 5010 Gas Vents
- 5015 Gas Final

POOLS

- 6005 Pool Steel/Pipe Pressure/Bonding
- 6010 Pool Electrical
- 6015 Pool Plumbing
- 6020 Pool Deck
- 6025 Pool Safety Check
- 6030 Pool Cage Inspection
- 6035 Pool Final

FIRE

- 7005 Fuel Tank
- 7010 Fire Sprinkler/Pressure Test
- 7015 Fire Line Rough
- 7020 Fire Line Final
- 7025 Fire Hood Ductwork
- 7030 Fire Hood/Suppression Final
- 7035 Fire Alarm Final
- 7040 Fire Final

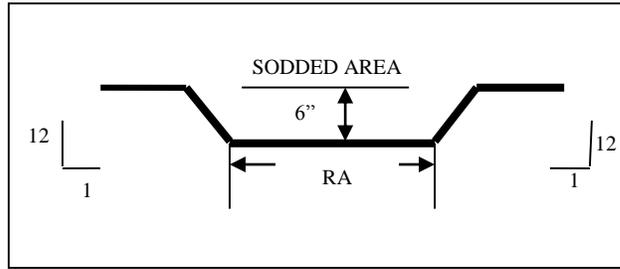
ENGINEERING & PLANNING

- 8005 Pollution Control/Silt Screening
- 8010 Lot Grading
- 8015 Paving/Driveway/Sidewalk Final
- 8020 Drainage Final
- 8025 Tree Protection
- 8030 Landscaping Final
- 8035 Engineering Final

18. STORMWATER MANAGEMENT:

Residential - General Notes:

1. Side slopes are to be 12:1 or flatter.
2. Retention Areas(s) (RA) must be sodded
3. Stormwater runoff from impervious areas is not allowed to discharge onto adjacent properties
4. The first 1.5 inches of runoff must be retained
5. The depth of the RA is to be 6 inches
6. Rain gutter downspouts are to discharge towards a RA
7. If fill is proposed the lot must be sloped 4:1 to meet existing elevations at adjacent property line, and no more than 6 inches of fill is allowed to be placed within the required setback areas
8. Driveways are to slope toward a RA
9. A "Driveway Permit" is required for a driveway apron in the City R/W. An inspection is required prior to pouring concrete or placing decorative pavers.
10. Two inspections (preliminary and final) are included in the SW Permit Fee. Call 424-2274, 24 hours in advance for all inspections.



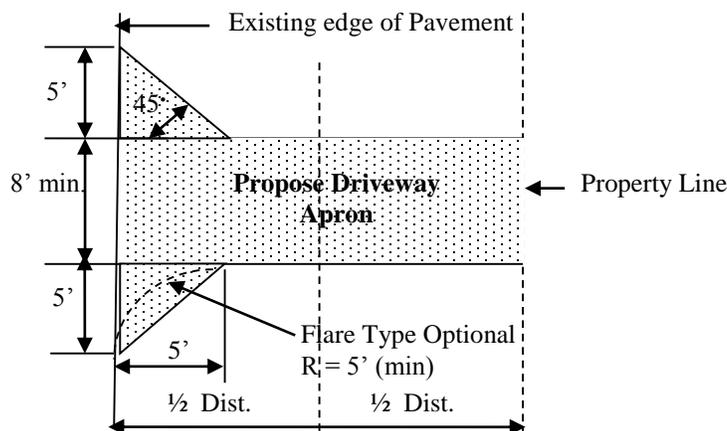
FEMA Zone “A” Requirements:

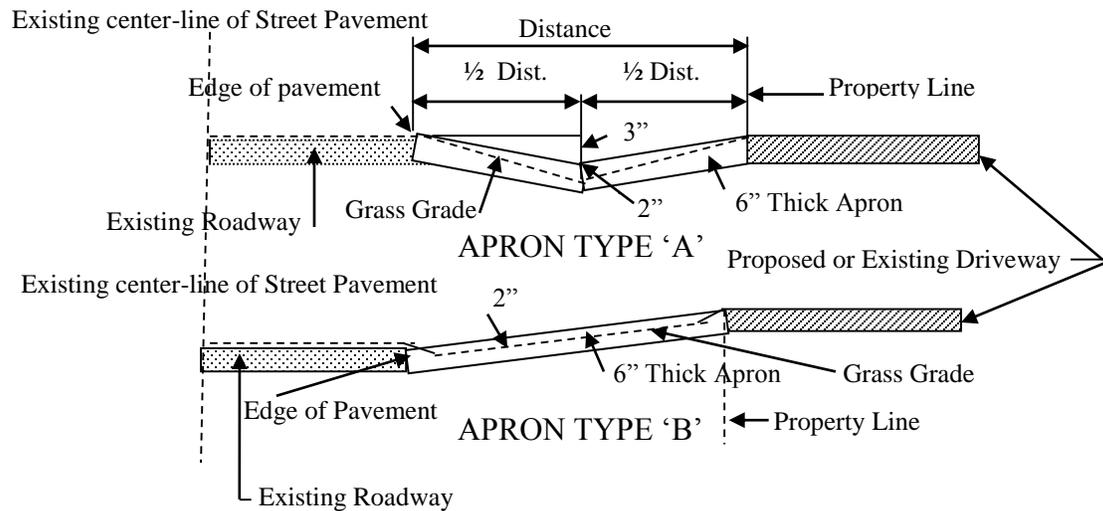
For structures constructed in FEMA Zone “A”, “AE” & “VE” a certified **“FEMA ELEVATION CERTIFICATE”** of the new first floor elevation is required (by Federal Law) to be submitted to the City Engineering Department **IMMEDIATELY after the first floor slab is poured.** This FEMA Elevation Certificate is to certify that the first floor elevation has been constructed above the FEMA ZONE “A”, “AE” & “VE” 100-year flood elevation. The Certificate of Occupancy for said structure **will not** be issued until receipt of this Certified FEMA Elevation Certificate.

Driveway Apron:

1. Driveway Apron Construction shall consist of one of the following:
 - a. 6” Thick concrete reinforced with wire mesh or fiber mesh (3000 psi Concrete); or
 - b. 5” Type S-1 Asphaltic Concrete; or
 - c. 6” or more Limestone with 1 ½” Type S-1 Asphaltic Concrete.
 - d. 4” Crushed Concrete or limestone base compacted to 98% density with 2 3/8” Brick paver with concrete band around pavers
 - e. Other materials must be approved by the City Engineer
2. Driveway Width: 8 ft. minimum with a 5 ft. flare on each side
3. Grass Grade at driveway apron shall be a minimum 2” below the top of apron

Contact the Building Department (424-2274) for Inspection, (M – F 8:30 to 4:00) prior to concrete pour, or prior to installing bricks once density has been achieved





NPDES Notes (National Pollutant Discharge Elimination System)

For every type of project, the policies below must be followed by the applicant, owner, and contractors.

1. Sediment from areas disturbed by construction shall be retained on site using structural controls to the maximum extent practicable.
2. Stockpiles of soil shall be properly contained to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tracking, or wind.
3. Appropriate Best Management Practice for construction related materials, wastes, spills shall be implemented to minimize transport from the site to streets, drainage facilities, or adjoining properties by wind or runoff.
4. Runoff from equipment and vehicle washing shall be contained at construction sites unless treated to reduce or remove sediment and other pollutants
5. All construction contractor and subcontractor personnel are to be made aware of the required best management practices and good housekeeping measures for the project site and any associated construction staging area.
6. At the end of each day of construction activity all construction debris and waste materials shall be collected and properly disposed in trash or recycle bins
7. Construction sites shall be maintained in such a condition that an anticipated storm does not carry wastes or pollutants off the site. Discharges of materials other than stormwater only when necessary for performance and completion of construction practices and where they do not: cause or contribute to a violation of any quality standard; cause or threaten to cause pollution, contamination, or nuisance; or contain a hazardous substance in a quantity reportable under Federal Regulations 40 CFR Parts 117 and 302.
8. Potential pollutants include but are not limited to: solid or liquid chemical spills; waste from paints, stains, sealants, glues, limes, pesticides, herbicides, wood preservatives and solvents; asbestos fibers, paint flakes or stucco fragments; fuels, oils lubricants, and hydraulic, radiator or battery fluids; fertilizers, vehicle/equipment wash water and concrete wash water; concrete, detergent or floatable wastes; wastes from engine/equipment steam cleaning or chemical degreasing and superchlorinated potable water line flushing. During construction, permittee shall dispose of such materials in a specified and controlled temporary area on-site, physically separated from potential stormwater runoff, with ultimate disposal in accordance with local, state and federal requirements.
9. Dewatering of contaminated groundwater, or discharging contaminated soils via surface erosion is prohibited. Dewatering of non-contaminated groundwater requires a National Pollutant Discharge Elimination System Permit from the respective State Regional Water Quality Control Board

10. Graded areas on the permitted area perimeter must drain away from the face of slopes at the conclusion of each working day. Drainage is to be directed toward desilting facilities.
11. The permittee and contractor shall be responsible and shall take necessary precautions to prevent public trespass onto areas where impounded water creates a hazardous condition.
12. The permittee and the contractor shall inspect the erosion control work and insure that the work is in accordance with the approved plans.
13. The permittee shall notify all general contractors, subcontractor, material suppliers, lessees, and property owners: the dumping of chemicals into the storm drain system or watershed is prohibited.
14. Equipment and workers for emergency work shall be made available at all times during the rainy season. Necessary materials shall be available on site and stockpiled at convenient locations to facilitates rapid construction of temporary devices when rain is imminent.
15. All removable erosion protective devices shall be in place at the end of each working day when the 5-day rain probability forecast exceed 40%

Lot Calculation Worksheet:

The follow calculations must be provided with all residential permits that increase or decrease the amount of covered lot area.

Lot Size: _____ ft. X _____ ft. = _____ sq.ft.
(A)

Building Coverage: _____ sq.ft. (Includes all existing additions)
(B)

Proposed Additional Building Coverage _____ sq.ft.
(B₂)

Total Building Coverage = $\frac{(B + B_2)}{A}$ = _____ % (Cannot exceed 40%)

Other Existing Impervious Coverage: _____ sq.ft. (Includes all patios, sidewalks, driveways)
(C)

Proposed Other Improvements: _____ sq.ft.
(C₂)

Total Impervious Coverage: $\frac{(B + B_2 + C + C_2)}{A}$ = _____ % (Cannot exceed 60%)

Additional Stormwater Storage: $\frac{B_2 + C_2}{4}$ = _____ = Square Footage of Additional 6" Deep Stormwater Retention that must be added to the site.