



***Building & Fire Prevention Division  
RESIDENTIAL ALTERATION/ADDITION  
PERMIT GUIDELINES***

**All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:**

**PERMIT APPLICATION AND SUBMITTAL REQUIREMENTS**

- Building Permit Application completed, signed and notarized.
- Floodplain development application completed and signed if any portion of the property is in a flood hazard area as identified on the most current flood insurance rate map.
- Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value
- Application must include correct address and complete parcel I.D. number.
- Contractor information is required to be included on the permit application (if contractor is applicant).
- Applicant must include the name of the designated plan review contact person, their phone number and either a fax number or email address on the Building Permit Application form.
- 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 worker's compensation insurance coverage and naming the City of Sanford 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).
- Two (2) copies of all applicable plans and related documentation.
- An accurate, signed and sealed, property survey which shows all improvements on the subject property and within 10 feet on adjacent parcels.
- Plot plan showing location of proposed improvement(s) and setbacks to property line(s). May need to include infill lot requirements.

**Hand-drawn submittals must be submitted on plain white paper and include accurate dimensions, all details that apply to the project, and must be legible.**

**\*\* Please see the following pages for construction document submittal guidelines \*\***

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

**SITE PLAN / PLOT PLAN**

- Must indicate the location of the proposed addition.
- Two (2) copies are required

**BUILDING PLAN – Structural**

*\*\* If any elements of the addition, alteration or renovation involve altering the structure or any structural elements, the following information must be included and must be signed and sealed by a registered design professional.*

*\*\*\* Any alteration or change to an exterior wall is considered structural and requires signed and sealed engineered plans.*

- Two (2) copies of construction documents are required.
- Construction documents shall indicate code edition being applied
- Construction type
- Plans to minimum 1/4" scale
- Designer information: name, address, registration #, seal and signature on all signed/sealed pages
- Page size minimum 11" x 17"
- 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 – ALL PERMITS (STRUCTURAL/NON-STRUCTURAL)**

- Floor plan must include a layout of the entire home
- An existing floor plan and a proposed floor plan must be provided, indicating any structural/non-structural elements, electric, mechanical, plumbing, concrete slabs, and any other relevant details.
- Must indicate the area that will be altered/renovated
- Each room must be labeled (Kitchen, Bathroom, Bedroom, Living Room, ect.)
- Must be legible and to minimum 1/4" scale
- Include all applicable span lengths and dimensions, including porches

### **ELEVATION (if applicable)**

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

### **ENERGY CALCULATIONS**

- Required for
  - Additions / Removing existing insulation and adding new insulation
  - Converting unconditioned space to conditioned space.
- Form 402 or Form 405

### **FOUNDATION / SLAB**

- Foundation plan
- 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

### **ELECTRICAL (if applicable)**

*\*\*Please note: any renovation, alteration or addition will require the entire home to be updated with smoke detectors, located as required for new construction per FBCR R314*

*\*\* Level 1 Alterations will require 10-year, non-removable battery smoke detectors.*

- Electrical existing floor plan and proposed floor plan for the work area.
  - Location of receptacles, switches, lighting, fans, disconnecting, service panels, ect.
- Service riser diagram (for new service, service rebuilds or upgrades to service size)
  - Bonding/Grounding
- Electrical load calculations
  - Re-wire of 50% or more of home
  - Additions, required on existing home to verify service size is sufficient`
- GFCI protection
- AFCI protection
- Tamper resistant outlets
- Smoke/CO alarm locations

### **MECHANICAL (if applicable)**

- Equipment location
  - Anchorage for condenser, engineered to meet wind loads
  - Protection in garage locations
  - Clearances at equipment
  - Structural detail for air handler in attic
- Room ventilation
  - Adding or modifying ductwork requires a duct layout.
  - Duct layout must include a floor plan and indicate the duct sizes, R-value, register sizes
- Exhaust
  - Bath exhausts size and termination
  - Dryer exhaust discharge/make up air
- Energy calculations with equipment sizing calculations for new HVAC installations

### **PLUMBING (if applicable)**

- Plumbing drain, waste and vent schematic for new plumbing installations
- Bathroom or Kitchen existing floor plan and proposed floor plan.

### **FUEL GAS (if applicable)**

- 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 (for new engineered trusses)**

- Truss I. D. #s
  - Layout, required on plans and a copy included with truss package
  - Signed/Sealed truss engineering package
- Strapping/fasteners/truss tie-downs

### **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
- Header schedule, including strapping/anchorage and frame supports (bearing walls)
- 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

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

- Roofing components
  - Underlayment
  - Shingles / Tile / TPO / Rolled
  - Off-ridge vents
- 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 Sanford Product Approval specification sheet
- Florida Product Approval can be located at [www.floridabuilding.org](http://www.floridabuilding.org).
- Product Approval must be approved under the current code edition
  - FS 553.842, FAC 61G20-3

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