

Sunrooms CAT. I, II, III, IV & V - Small Plan Review Checklist*-Based on FBC 7th Edition (2020)

City of Jacksonville - Building Inspection Division - 214 North Hogan Street, Jacksonville, Florida 32202

*This is a summary of commonly omitted items. Actual Plan Submission comments may include FBC 7th Edition items not included on this checklist.

Y	N	n/a	BUILDING PERMIT APPLICATION ELECTRONIC FORM (See Electronic Submission Instructions) (FBC-Building 105)
			1. Complete all yellow highlighted sections or fields. (FBC-Building 105.3).
			2. ID Tab - Complete Project Contact information: Name, Telephone number and a valid email address.
			3. Overview Tab - Complete the "Brief Description of Work". Include the <u>sunroom category</u> , <u>type of enclosure</u> , i.e patio cover, pool cage, screenroom enclosure, glass enclosure, etc. Also include, if constructing a new foundation or on an existing foundation. Provide an accurate job cost estimate.
			4. Overview Tab - If there will be only <u>One (1)</u> or less required building inspection, choose <u>Accessory Building</u> as the "Type of Improvement" and <u>Single Family</u> as the "Proposed Use".
			5. Overview Tab - If there will be more than <u>One (1)</u> required building inspection, choose <u>Addition</u> as the "Type of Improvement" and <u>Single Family</u> as the "Proposed Use".
			6. Spec 1 Tab - For CAT I sunrooms, <u>enter "1"</u> as the "Enclosed Area (sq ft)" and enter the <u>total new square footage</u> in the "Unenclosed Area (sq ft)".
			7. Spec 1 Tab - For CAT II, III, IV and V sunrooms enter the <u>total new enclosed square footage</u> in the "Enclosed Area (sq ft)". If the scope of work includes a CAT I sunroom, enter the new <u>unenclosed square footage</u> in the "Unenclosed Area (sq ft)".
			8. Spec 1 Tab - Enter <u>Water Supply</u> Type and <u>Sewer Disposal</u> Type. If public sewer, provide JEA confirmation, i.e. copy of recent bill. If private septic, the Health Dept.. Must stamp the site plan.
			9. Spec 1 Tab - Enter the Occupancy Classification as R-3 , Occupancy Load = new Sq. Ft. /200 , Live Load (lbs/sq ft) is 40 and Construction Type is VB .
Y	N	n/a	PERMIT PACKAGE FOLDERS (FBC-Building 107)
			1. Site Folder - Site Plan / legal survey, identify the proposed enclosure; upload as a single PDF. (See details below)
			2. Architectural Folder - Provide Life Safety / Egress Plan; upload as a single PDF. (See details below)
			3. Structural Folder - Structural Drawing(s) <u>or</u> Aluminum Association of Florida (AAF) manual applicable design pages; upload as a single PDF. (See details below)
			4. Energy Calculations Folder - Provide Energy Forms / Calculations for Category IV and V sunrooms; upload as a single PDF. (See details below)
			5. Correspondence Folder - A written response to the plan review comments, upload as a single PDF.
			5a. Correspondence Folder - Provide an <u>Affidavit for Existing Slab</u> (if applicable), <u>Attaching to an Existing Structure</u> , <u>Homeowner-Sunroom Enclosure</u> ; <u>Contractor Asbestos Notification Statement</u> ; upload all forms into a single PDF.
			6. Notice Of Commencement (NOC) Folder - NOC, if required & <u>recorded with the Clerk of the Court</u> , upload as a single PDF <u>or</u> email it to biddocuments@coj.net.
			7. Permit Application Folder - Provide a Building Permit Application, front and back page; upload as a single PDF. Owner/Agent and Contractor/Qualifier signatures must be notarized, (FBC-Building 105.1).
			8. Product Approval Sheets Folder - Provide Product Approval Information Sheets, upload as a single PDF. (See details below)
			9. Certificate of Appropriateness Folder - If the lot has a Historical address, a processed / approved Certificate Of Appropriateness (COA) is required, see Prereq tab in BID; Contact historicpreservation@coj.net ; upload the COA, as a single PDF.
			10. Private Inspection Reports Folder - If using a Private Provider for plan review or inspections; upload all forms as a single PDF.
Y	N	n/a	SITE PLAN
			1. The site plan(s) shall include the following: the location and dimensions of the proposed structure, the building setbacks from the property lines. If the property has public sewer, provide a JEA confirmation, i.e. copy of recent bill. If the property has a septic system, the Health Department must stamp the site plan(s).
Y	N	n/a	ARCHITECTURAL PLAN (ALUMINUM)
			1. For CAT II, III, IV and V sunrooms <u>Only</u> , provide a life safety / egress plan. Include window & door size(s), location of interior partition walls and label the adjacent room names (bedroom, kitchen, etc.) in the existing structure.
			2. For CAT I, II, III, IV and V sunrooms, if the structure is designed in accordance with the Aluminum Association of Florida (AAF) manual , provide a floor plan and all exterior elevations. They shall be dimensioned and to scale. Include the location of exit lighting, ceiling fan(s), all required GFI / AFI and waterproof receptacles (if applicable), NFPA 70.
			***Hazardous glass locations will be verified during the Building Inspection, FBC-Residential R308.4.
			***Lighting shall be high efficacy, FBC-Energy.
Y	N	n/a	ARCHITECTURAL PLAN (OTHER THAN ALUMINUM)
			1. For CAT II, III, IV and V sunrooms <u>Only</u> , provide a life safety / egress plan. Include window & door size(s), location of interior partition walls and label the adjacent room names (bedroom, kitchen, etc.) in the existing structure.
			2. For other requirements, see the " Residential Plan Review Checklist ".
Y	N	n/a	STRUCTURAL FLOOR PLANS and DETAILS (FBC-Building 107)
			1. Digitally signed and sealed by the Florida Engineer or Architect of Record <u>or</u> in accordance with the AAF manual.
			2. Drawings by a design professional shall be signed and sealed by a Florida Engineer or Architect and include the following: (1) The Ultimate design wind speed, Vult, (3-second gust), miles per hour (km/hr) and nominal design wind speed Vasd as determined in accordance with section 1609.3.1; (2) Risk Category; (3) Wind exposure. Applicable wind direction if more than one wind exposure is utilized; (4) Applicable internal pressure coefficient; (5) Design wind pressures to be used for exterior component and cladding materials not specifically designed by the registered design professional responsible for the design of the structure, psf (kN/m2), FBC 1603.1.4; FBC-Residential R301.
			3. For CAT I, II, III, IV and V sunrooms, provide a floor plan and all exterior elevations, including exterior materials. They shall be dimensioned and to scale. Include the location of exit lighting, ceiling fan(s), all required GFI / AFI and waterproof receptacles (if applicable), NFPA 70.
			4. If installing siding or roof shingles, provide engineering with the installation instructions. Identify the clearance for Termite Inspection on plans, for CAT III, IV and V sunrooms, FBC-Residential R318.7.
			5. If multiple foundation details are provided, i.e.slab, ribbon footing or turndown edge, etc., identify the site specific detail(s), FBC-Residential R401.
			6. If the property is in a Special Flood Hazard Area, indicate the flood zone, elevation, and compliance with FBC-Residential R322.
			7. Provide framing details, include fastener size and spacing. Indicate header / beam / lintel sizes.
Y	N	n/a	ENERGY CALCULATIONS
			1. Provide Energy forms for CAT IV & V sunrooms, FBC Energy.
Y	N	n/a	PRODUCT APPROVAL INFORMATION SHEET (PAIS) FOR THE CITY OF JACKSONVILLE, FLORIDA
			1. Complete the Project Name, Project Address, Contractor, Categories/Sub-categories, Manufacturer, Product Description, Code Version, Product Approval Number and Quality Assurance Expiration Date .