

City of Pensacola

Residential Plan Review Submittal Checklist

The following checklist is to be used for residential additions or new construction. If all information on this checklist is provided, plan review should be completed within 2 working days.

Two sets of plans are required for review.

- ☐ Designer's name and address on the plans.
- ☐ Architect or Engineer seal showing plans meet requirements of the Florida Building Code.
- ☐ Legal description of property.
- ☐ Site plan to scale.
- ☐ Elevations (front, rear, left and right sides)
- ☐ Floor plan.
- ☐ Foundation plan.
- ☐ Details (wall section, foundation, wind load connectors and fasteners, gable bracing, girder trusses, chimneys, nailing patterns)
- ☐ Product approval numbers for all required building components.
- ☐ Letter from ECUA stating water/sewer service exists on the property or water/sewer tap receipt.
- ☐ Energy calculations showing compliance with the Florida Energy Code.
- ☐ Building permit application and owner builder notice if homeowner is doing work.
- ☐ Copies of any variances granted (Zoning Board or ARB, or any other board approvals (ARB, Planning Board, GRB)
- ☐ If project is located in a flood hazard zone and/or along Escambia Bay and/or Bayou Texar, a topographical survey showing flood zone lines and mean high water lines along with a stormwater and erosion control plan prepared by a civil engineer will be required.
- ☐ If the project is in a special review district (historic, preservation, shoreline protection district) a landscape plan will be required.