



Building Division
904.247.6235

ONE OR TWO-FAMILY RESIDENTIAL CONSTRUCTION APPLICATION SUBMITTAL CHECKLIST/REVIEW CRITERIA

11 North Third Street, Jacksonville Beach, FL 32250

building@jaxbchfl.net

FBC 8TH EDITION (2023)

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Effective Date 5-29-2025

FILING REQUIREMENTS

- a. [FEMA](#) "Construction-Drawings" Elevation Certificate if property is located in a special flood hazard area
- b. Copy of DEP Notice to Proceed (Coastal Construction Control Zone Only), if applicable. 1 Ledger-sized DEP stamped approved drawings.
- c. Submit [Address Assignment, Change, and/or Verification Application Online](#), if applicable
- d. Completed Tree Removal/Site Clearing Affidavit, if applicable (reference [LDC 34-424](#)).
- e. [Plan review fee](#) payment (check or money order) for projects valued at \$25,000 or greater
- f. Accurate Legal Boundary Survey
- g. Executed Drainage Affidavit, if applicable
- h. Completed [Building Permit Application](#) Form
- i. [Owner-Builder Disclosure Statement](#), if applicable
- j. Two (2) sets of [Florida Energy Efficiency Compliance Forms](#) – signed by Preparer & Owner/Agent, if applicable
- k. Two (2) sets of [Florida Product Approval Information Sheet](#) – Do NOT include installation instructions
- l. Two (2) bound sets of Construction Documents

NEW RESIDENTIAL CONSTRUCTION

1. *Architectural Plans* shall be dimensioned and drawn upon suitable material and of sufficient clarity to indicate the nature and extent of the work proposed and legal address. They shall include a code summary indicating occupancy classification, construction type, building height, number of stories etc.
2. *Fire Construction Details* showing smoke detectors, stair locations, egress windows and sizes, fire separation and UL Listing, if applicable.
3. *Structural Plans* shall be signed and sealed by a State of Florida registered Design Professional and shall provide the information specified in FBC Section 1603
4. Exterior wall envelope details shall be provided as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water resistive membrane and details around openings.
5. Design Flood Elevations shall be established in accordance with FBC Section 1612.3.1
6. [Sea Turtle Protection](#) compliant lighting plans, specifications and all glazing [VLT-45% or less] shall be in accordance with City of Jacksonville Beach Ordinance No. 2020-8140
7. [Building height](#) indicated, if applicable and measured as follows:
 - Primary Structure (measured from the crown of the road in front of building to the mean roof height)
 - Accessory Structure (measured from grade to top of highest point of roof)
8. *Site Plan* shall be drawn to scale and in accordance with an accurate boundary survey, including but not limited to the following:
 - a. All existing and proposed improvements are located, dimensioned and labeled by use
 - b. All existing and proposed dimensional zoning setback lines as measured to/from property lines, other structures, and adjacent rights-of-way
 - c. Existing and proposed lot coverage calculations shown as a percentage of all impervious features to total lot area
 - d. Established street grades and proposed finished grades
 - e. Flood hazard areas, flood zones, and design flood elevations, including finished floor elevations for existing and proposed improvements
 - f. Drainage and Erosion Control, Landscape, and Parking plan
9. Fire System Plans for structures located more than 50 feet from a public right of way structure entrance



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ADDITIONS / ALTERATIONS

10. Plans indicate [level of alteration](#) and compliance with FBC 2023 Existing Building Code for alterations including proposed use and occupancy classification.
11. Additions shall comply with FBCR 2023 for new construction.
12. *Site Plan* indicating existing and proposed conditions, lot coverage and setbacks.
13. *Existing and Proposed Floor Plans* identifying all electrical, plumbing, mechanical systems, fixtures, appliances, smoke detectors, etc. that are scheduled for installation, replacement, or relocation.
14. *Plan View* showing location of proposed work Details of any specific ceiling or wall framing if proposed. Note: If work includes repair of any structural elements, fire rated separation or corridor wall, the method of repair and/or fire directory number for wall assembly shall be submitted by a Design Professional.
15. Florida Energy Efficiency Compliance [Form 405](#) or statement from HVAC Engineer indicating current system can accommodate additions exceeding 500 square feet.

DETACHED ACCESSORY STRUCTURES, SHED, PERGOLA, GAZEBO

16. *Site Plan* indicating proposed location and showing all existing and proposed improvements, lot coverage, dimensional setbacks, fire department access in relation to property lines, public right of ways, easements, overhead utility lines or other utility facilities and equipment.
17. Plans drawn to scale indicating compliance with FBC Chapter 16, windspeed 129 ult.
18. *Floor Plan*, identifying use and rooms.
19. Detailed sections, schedules and exterior building elevations.
20. Product Manufacturer specifications, if applicable

DEMOLITION

21. Site plan identifies any and all structures, buildings, and/or impervious surfaces that are proposed to be demolished, retained, removed, and/or relocated.
22. All utilities must be disconnected. Electrical meters must be removed from the building, water lines cut at the meter extended above grade with hose bibb for fire-dust, sewer line cut and extended above grade and capped.

HARDSCAPING, OPEN PATIO, DRIVEWAY, WALKWAY

23. Site Plan showing all existing and proposed improvements, lot coverage, dimensional setbacks
24. Calculations for required and provided off-street parking spaces with dimensions
25. NOTE: Additional approval from the Public Works Department and BES Electrical Engineering may be required if located near any easements or utilities.

WINDOW/DOOR/SIDING REPLACEMENT AND DEBRIS PROTECTION

26. Completed Window/Door/Siding/Debris Protection Application with Product Approval Information
27. Completed Window/Door/Siding/Windborne Debris Protection Diagram and depict the location of existing openings, required egress and fire-rated components, if applicable
28. Existing window water proofing, wrap and finish details, if applicable
29. [Sea Turtle Protection](#) lighting plans and specifications, if applicable. All glazing VLT45% shall be in accordance with City of Jacksonville Beach Ordinance No. 2020-8140.



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TREE REMOVAL

30. Tree survey showing all existing and proposed improvements along with all protected trees (their location, common or botanical names and size at diameter breast height) and preserved areas to be removed, relocated, and/or retained.

Per [F.S. 163.045](#), approval, permitting, fees, or mitigation are not required for the pruning, trimming, or removal of trees on residential property if the owner obtains documentation from an International Society of Arboriculture or a Florida licensed landscape architect for any tree that presents a danger to persons or property.

FOUNDATION REPAIR

31. Foundation Stabilization Plan
32. Analysis Engineering Report

SCREEN ROOM OR SCREEN POOL ENCLOSURES

33. Executed Sun Room, Pre-Engineered Screen Room, or Screen Enclosure Affidavit
34. Site Plan
35. Foundation, Floor and/or anchoring plans
36. Wall Section and elevations
37. Windload calculations and fastening details
38. Engineered Design/Shop/Installation drawings

GENERATOR OR OTHER GAS-FUELED APPLIANCES

39. *Site Plan** showing location, dimensions and distance of proposed generator and existing openings in structure (windows, doors, vents, etc.).
40. Foundation details indicating size, reinforcement, type and elevation in NAVD if located in a special flood hazard area.
41. Electrical riser diagram and load calculation for feeder and service loads per manufacturers' specifications and NEC 220. **electrical service meter/main disconnect location must be permanently labeled indicating an alternate source is connected to the electric system**
42. Isometric and plan view of gas piping to the generator and connection of gas piping to the existing system.
43. Product Manufacturer specifications, if applicable

SWIMMING POOL

44. Swimming Pool Application Package Online or at City Hall

GREEN (SUSTAINABLE) ENERGY SYSTEMS

45. Green (Sustainable) Energy Application Package Online or at City Hall

RETAINING WALL/BULKHEAD

46. *Site plan* showing proposed location and length, dimensional setbacks, slope of lake, and all existing adjacent buildings, structures, roads, walkways, utilities, easements, both public and private
47. Wall Section showing existing and proposed elevations, cross sections, material and construction method specifications, wall design and details
48. Existing and proposed drainage plan with topographical information
49. Height from earth (dirt, silt, etc.) to top of wall
50. Engineered plans if over four (4) feet in total height



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ADDITIONAL DOCUMENTATION REQUIRED AFTER WORK COMMENCES

- m. Signed/Sealed As-Built Survey showing compliance with zoning district regulations
- n. Signed/Sealed Alternative Inspector Certificate of Compliance and a copy of ALL Inspection Records, if applicable
- o. Signed/Sealed Form Board Survey, if applicable
- p. Signed/Sealed FEMA Finished Construction Elevation Certificate, if applicable
- q. Certificate of Protective Treatment for Prevention of Subterranean Termites
- r. Blower Door Test, Boiler and/or Insulation Certificates
- s. DEP Permit Requirements: Lowest Horizontal Structural Member, Foundation Location and Final Certification, if applicable

MOST COMMON REASONS FOR DENIED APPLICATIONS

- ☐ Incomplete or Omitted Filing Requirements
- ☐ Construction Documents missing [required signatures and seals](#) (either embossed or raised) and/or contain statements indicating printed copies of Electronically Signed Drawings are not considered valid
- ☐ Site plan/survey not dimensioned, to-scale and/or omitted
- ☐ Required plan check fees payment omitted or exceeds amount due
- ☐ FEMA Elevation Certificate from Construction Drawings omitted
- ☐ Compliance with [Chapter 16](#) – Structural Design
- ☐ Signed and sealed drawings required per Florida Statutes
- ☐ Fire resistance, which includes design information, opening protections, and penetrations
- ☐ Building height exceeds maximum height allowed by local zoning regulations

Applicable Codes

[Florida Building Code](#) 8TH Edition - Residential and Existing Building, [National Electric Code 2020](#)
[Florida Fire Prevention Code 8TH Edition](#), Current [Jacksonville Beach Land Development Code](#) (LDC)

Notice: In addition to the requirement of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies. In most cases these permits or approvals are required from: the [U.S. Army Corps of Engineers](#), the [U.S. Coast Guard](#), the [Environmental Protection Agency](#), or the [Agency for Health Care Administration](#).

Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.

BUILDING PERMIT APPLICATION

11 North Third Street, Jacksonville Beach, FL 32250
building@jaxbchfl.net | ssciotto@jaxbchfl.net
www.jacksonvillebeach.org/building
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APPL# _____

CONTRACTOR OF RECORD SCOPE OF WORK	Job Address _____	OWNER OF RECORD	Name _____
	Parcel ID No. _____		Address _____
	Tenant Name _____		City _____ State _____
	Lot/Block _____		Zip _____ Phone _____
	Subdivision _____		E-Mail _____
CONTRACTOR OF RECORD SCOPE OF WORK	Total Value of Work (trade systems, materials, and labor) \$ _____		Work Area _____ Sq Ft _____
	Alternative Plan Review and/or Inspection Services (separate form required) [] N/A [] Inspections [] Plan Review		
	Engineer of Record _____		Architect of Record _____
	EXISTING USE OF BUILDING	PROPOSED USE OF BUILDING	IMPROVEMENT TYPE
	[] One or Two-Family Residential	[] One or Two-Family Residential	[] Addition () Attached () Detached
	[] Multiple-Family Residential	[] Multiple-Family Residential	[] Alteration () Interior () Exterior
	[] Commercial	[] Commercial	[] New Building or Structure
	[] Other _____	[] Other _____	[] Occupancy OR Tenant Change
			[] Repair/Replacement
	DETAILED DESCRIPTION		
☐ Owner Builder (separate form required) ☐ Company Name _____ DBA Name _____ Qualifier Primary Name _____ License Number _____ License Location _____ Mailing Address _____ Phone _____ E-Mail _____ Inspection Contact E-Mail _____			

TREE REMOVAL/SITE CLEARING AFFIDAVIT: I certify all protected trees or any tree retained for tree mitigation or conservation credit will be protected prior to the issuance of a permit and/or during construction. *No trees will be removed, damaged or destroyed without first obtaining a permit (tree removal/site clearing permit application form and tree survey required).*

OWNER'S AFFIDAVIT and ELECTRONIC SUBMISSION STATEMENT: Application is hereby made to obtain a permit to do the work as indicated above and I certify that no work has commenced and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction, whether specified herein or not. I understand that additional permits are required for **Electrical, Plumbing, Signs, Pools, Mechanical, Driveway, Green Energy, Roofing, etc.** and additional approvals may be required from other entities. Issuance of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local laws. Furthermore, if the cumulative cost of improvements to the real property above exceeds more than 50% of the fair market value then the entire structure must conform to all current requirements of the Land Development Code and Florida Existing Building Codes. Unless owner builder exemption is elected, I certify the contracting firm listed above is authorized to obtain a building permit for the work described herein.

In lieu of signed, sworn and notarized signatures of the property owner, agent and/or contractor and under penalty of perjury, I declare that I have read and examined this application and all of the foregoing information is true and correct. Payment of required permit fees will make this application valid and binding to the same force and effect as handwritten signatures and that I may be required to provide traditional signatures at a later date.

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. SAID RECORDED NOTICE MUST BE POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. CONSULT WITH YOUR LENDER OR AN ATTORNEY IF YOU INTEND TO OBTAIN FINANCING.

[] Owner [] Authorized Agent [] Contractor Signature

Print Name

Date