



City of Greenacres

Building Department

5800 Melaleuca Lane, Greenacres, Florida 33463-3515
Ph: 561-642-2053 Fax: 561-642-2049 www.ci.greenacres.fl.us

NEW CONSTRUCTION

This checklist is designed to expedite permit application processing by ensuring that all required documentation is submitted with your application. Submit one copy of the permit application and two (2) copies of the following required information:

- ___ 1. Two (2) copies of a survey/site plan bearing an original seal prepared within the last one (1) year, drawn to scale showing the actual dimensions of the lot(s) to be built upon, the size of the building(s) or structure(s) to be erected and the location of the building(s) or structure(s) on the lot.
- ___ 2. Two (2) sets of plans showing the following:
 - ___ (a) Breakdown of square footage (living/per unit, porch, garage, etc.) (showroom, office, storage, etc.)
 - ___ (b) Electric layout and riser diagram/panel schedule
 - ___ (c) Elevations (all sides)
 - ___ (d) Energy calculations including extra copy of Form 600A (Residential)
 - ___ (e) Floor plan (each floor)
 - ___ (f) Foundation plan, Roof plan
 - ___ (g) HVAC plans
 - ___ (h) Plumbing riser diagram
 - ___ (i) Survey w/ required drainage information
 - ___ (j) Truss drawings prepared by a truss manufacturer or roof framing drawings prepared by a structural engineer
 - ___ (k) Exterior wall and roof sections
 - ___ (l) Interior wall sections
 - ___ (m) Signed and sealed design wind load calculations.
 - ___ (n) Landscape plans; irrigation plans, fire sprinkler/alarm plans
- ___ 3. Two (2) copies of soil tests.
- ___ 4. Contractor and subcontractor list.
- ___ 5. Product approvals on garage doors, roofing material, etc.
- ___ 6. Storm shutters: Dade County or F.B.C. Product Approval N.O.A. and Engineering.

GENERAL INFORMATION

- 1. The submitted plans are to be drawn on standard blue print/blueline paper, maximum acceptable size 24" x 36", and drawn to scale.
- 2. Certain type of projects may require additional information to be shown on the plans. For example:
 - (a) Plans for a restaurant or place of assembly must have a complete dimensioned seating plan
 - (b) Plans for buildings greater than one (1) story must have stair and handrail details

SPECIFIC REQUIREMENTS

Any conditions of approval attached to original approval must show on final plans. The plans are to reference the codes used for design (i.e.: GRNA Amendments to Florida Building Code, 2005 NEC, FLA Accessibility, etc.).

IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT. CALL BUILDING DEPARTMENT 642-2059.

Signature of Applicant

Date