



CITY OF ST. AUGUSTINE

PLANNING & BUILDING DEPARTMENT

Building Plan Submittal Requirements for New 1 & 2 Family Dwellings

General Requirements:

- The minimum plan paper size is 18" x 24", maximum paper size is 36" x 42".
- Provide three (3) sets of plans with numbered pages and sheet index.
- Submit three (3) copies of Energy Conservation documents Forms 1100A-07; 600A-07; 1100B-07 or 1100C-07.
- Plans designed by a licensed design professional must be signed and sealed; if designed by a non-licensed person they must be signed by that person.
- Application must be filled out completely and signed by the owner and applicant.

Plans must show the following information:

- **First sheet of plans** must show property address, name and address of property owner, name and address of designer, plan sheet index.
- **Dimensioned site plan** showing building footprint of all proposed and existing buildings, all property lines and easements, distances between property lines and proposed and existing buildings; distances between proposed and existing buildings; (include covered patios, decks, trellises, sheds, pools etc.).
- **Foundation design** showing section drawings and construction details of foundation, footings, grade beams, pilings, piers, finished floor elevation, etc.
- **Floor plans** showing all wall, doors, windows, electrical panels, outlets, lights, switches, smoke alarms, location of AHU, plumbing fixtures, water heaters, use of all rooms etc.
- **Framing plan** showing all structural elements including wall framing, floor and roof framing, posts, beams, headers, shear walls, shear panels, strapping details, size, type and locations of structural hardware etc.
- **Cross sections** of building showing all interior and exterior finishes, insulation type and R-value, roof sheathing and roof covering materials, interior ceiling height, stair details etc.
- **Building elevation** drawings (four orientations), finished floor elevations, building height, roof pitch, exterior wall finish material, stairs and landings etc.

Nick Andrade, CBO
Building Official