

**CITY OF ST. AUGUSTINE
PLANNING & BUILDING DEPARTMENT**

**LIST OF REQUIRED DOCUMENTS TO BE INCLUDED WITH BUILDING PERMIT
APPLICATION FOR A NEW ONE OR TWO FAMILY DWELLING OR ADDITIONS
TO ONE OR TWO FAMILY DWELLINGS**

1. Completed Application for Building Permit.
2. Completed Application for Archeological Review.
3. Completed Application for Determination of Availability of Utilities.
4. Completed (2 sets) Energy Efficiency Forms (Obtained from the Florida Building Commission). www.floridabuilding.org
5. A completed Product Approval List. (List is available at www.floridabuilding.org)
6. Two complete sets of ¼” scale construction drawings including:
 - A. Site Plan
 - B. Foundation Plan
 - C. Floor Plan (including elect.)
 - D. Roof Framing Plan
 - E. Building Elevations (Four Sides)
 - F. Cross Sections
 - G. Structural Details
 - H. Site Drainage Plan

Plans must be signed by the person who prepared the plans. If the project site is located within the Coastal Construction Zone, the plans must be signed and sealed by a licensed professional architect or engineer certifying that the building complies with the Wind Design provisions of Chapter 16 of the Florida Building Code. A Florida licensed contractor certified by the Florida Building Commission to prepare design build plans may sign plans for design build projects.

7. A separate set of plans including Site Plan, Floor Plan and Elevations for the County Tax Assessor.
8. If project is located with the St. Johns River Water Management District, review and Approval from the U.S. Army Corps of Engineers and the Florida Department of Environmental Protection must be obtained prior to submittal of building permit application.
9. If the project requires work to be done within the public right-of- way, a right-of-way permit must be obtained from the Department of Public Works.
10. If the project is located within a floodplain, an elevation certificate will be required.