

CITY OF OCALA

RESIDENTIAL CHECK LIST

Plan sets greater than two pages must be submitted electronically.

See ePlan Applicant Guide for drawing formats: <https://ocalaeplans.com/projectdox/>

***Requirements for Permitting Residential Construction
(New Construction, Renovations, and Additions)***

DOCUMENTATION REQUIRED (forms available on Growth Management website):

- **Construction Permit Application**
- **Survey (to include layout and dimensioning of building on property, finished floor elevation, finished road elevation, and drainage requirements as per approved subdivision plat)**
- **Legal Description (to include Lot, Block and Subdivision)**
- **Parcel Account Number**
- **Filed Notice of Commencement (required prior to first inspection)**
- **911 Address Application**

YES N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | FLOOD ELEVATION CERTIFICATE (only if property is located in a flood zone) |
| <input type="checkbox"/> | <input type="checkbox"/> | STRUCTURAL PLANS MUST BE A MINIMUM OF 1/4" SCALE
FOUNDATION PLAN: (to include dowel locations when part of foundation plan)
ROOF / FLOOR FRAMING PLAN
Uplift, reaction calculations and hurricane connector schedule
Roof systems need to be signed and sealed by a design professional
Floor Plan (to include shear-wall segments)
EXTERIOR ELEVATIONS: (all sides)
PRODUCT APPROVAL SPEC SHEET
WALL SECTION: (foundation through roof structure) |
| <input type="checkbox"/> | <input type="checkbox"/> | HVAC DUCT LAYOUT AND MECHANICAL MANUAL D & J (from mechanical contractor) |
| <input type="checkbox"/> | <input type="checkbox"/> | Energy Code Calculations: (must be signed) |
| <input type="checkbox"/> | <input type="checkbox"/> | ELECTRICAL LAYOUT |
| <input type="checkbox"/> | <input type="checkbox"/> | PLUMBING LAYOUT |
| <input type="checkbox"/> | <input type="checkbox"/> | GAS LAYOUT |
| <input type="checkbox"/> | <input type="checkbox"/> | SURVEY |

I certify that the application includes all the required items listed above.

I understand that the application will be rejected if any required document is missing or incomplete.

Print Name of Applicant/Contractor

Signature of Applicant/Contractor

Contact Phone #

Date