



CITY OF ST. AUGUSTINE
PLANNING & BUILDING DEPARTMENT
Building Plan Submittal Requirements for
New Commercial Buildings, Additions & Renovations

General Requirements:

- Application must be filled out completely and signed by the owner or contractor.
- Plans designed by a licensed design professional must be signed and sealed.
- The minimum plan paper size is 8" x 11"; maximum paper size is 24" x 36".
- Submit three (3) sets of architectural plans with numbered pages.
- Submit four (4) site plans.
- Submit one (1) Elevation Certificate, "Construction Drawings"; if needed.*
- Submit two (2) sets of structural plans.
- Submit two (2) sets of truss plans.
- Submit two (2) sets of Energy Calculations with HVAC duct layouts.*
- Submit two (2) sets of Electrical Load Calculations.*
- Submit one (1) product approval list.
- Submit A-14 Form (Request for Archaeological Review); if needed.
- Submit A-17 Form (Request for Utility Connection); if needed.

Additional information that is required for submittal

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, current FBC and wind load.
- **Dimensioned site plan** must show building footprint of all proposed and existing buildings, all property lines, easements, distances between property lines, location of utility connections, site grading, drainage patterns, parking spaces including disabled parking, hardscape & disabled access path (including covered patios, decks, trellises, sheds, pools etc.).
- **Foundation design** must show section drawings and construction details of foundation, footings, grade beams, pilings, piers, finished floor elevation, etc.
- **Floor plans** must show all walls & partitions, doors & exit doors, windows, building areas, exit stairs, exit access & exit discharge.
- **MEP plans** must show electrical panels, outlets, lights, switches, smoke alarms/CO detectors, location of AHU, plumbing fixtures, water heaters, single line diagrams, panel schedules, plumbing isometrics, HVAC duct layouts, use of all rooms etc.
- **Framing plan** must show all structural elements including wall framing, floor, roof framing, posts, beams, headers, shear walls, shear panels, strapping details, size, type and locations of structural hardware, etc.
- **Cross sections** of building must show all interior/exterior finishes, insulation type, R-value, roof sheathing, roof covering materials, interior ceiling height, stair details etc.
- **Building elevation** drawings must show (four orientations), finished floor elevations, building height, roof pitch, exterior wall finish material, stairs and landings etc.

Richard "Buddy" Schauland;
Building Official

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