



CITY OF ST. AUGUSTINE
PLANNING & BUILDING DEPARTMENT
Building Plan Submittal Requirements for
New 1 & 2 Family Dwellings

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 four (4) site plans with drainage patterns.*
- Submit one (1) Elevation Certificate, “Construction Drawings”; if needed.*
- Submit three (3) sets of architectural plans with numbered pages.
- 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 (including covered patios, decks, trellises, sheds, pools etc.) & drainage patterns.*
- **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, doors, windows, building areas, stairs, electrical load calcs, electrical panels, outlets, lights, switches, smoke alarms/CO detectors, location of AHU, HVAC duct layouts, plumbing fixtures, plumbing piping, water heaters, use of all rooms, etc.*
- **Framing plan** must show 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 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.