

City of Oviedo Townhome Permit Application Guidelines

All permit applications must be complete prior to acceptance. A complete application shall include the following:

- Building Permit Application **for each unit**, completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Completed and signed Right-of-Way Utilization Type I Permit Application **for each unit**.
- Copy of the contractor's license issued by the State of Florida (if contractor is applicant) **for each unit**.
- A site specific notarized power of attorney **for each unit** shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida must be submitted with each application **for each unit** (if contractor is applicant).
- A Seminole County Impact Fee Statement **for each unit**.
- Two (2) sets of signed and sealed building construction plans **for the entire townhome building**. (See City of Oviedo Residential Permit Application Guidelines for Attached and Detached One and Two Family Dwellings for specific requirements for the plans.)
- Two (2) sets signed and sealed floor and roof truss engineering **for the entire townhome building**.
- Two (2) copies of a completed and signed Statewide Product Approval Specification Form **for the entire townhome building**.
- Two (2) copies of the manufacturer's installation instructions for the following products: windows, doors, roofing materials, roof vents, engineered lumber products, glass blocks, soffit materials and siding **for the entire townhome building**.
- Two (2) sets of completed and signed energy calculations **for each unit**.
- Two (2) signed and sealed site plans **for each unit**.

THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

SITE PLAN / PLOT PLAN

- Lot number
- Address / Legal Description
- Setback lines from principle structure and any accessory structures to property boundary (minimum of eight; two on each side)
- Primary building setback lines/envelope
- A/C unit locations with setback from property line
- Survey type
- Existing easements: drainage, utility, etc.
- Building separations, if applicable
- Location of septic systems
- Flood zone reflecting current FEMA map revision date
- Lot grading type (A,B,C, etc.)
- Elevations showing crown of the adjacent street or right-of-way upon which the structure fronts (for type A and B lots)
- Lot corner elevations and break point elevations

- Drainage swales (if applicable) with profile view
- Proposed finished floor elevation

BUILDING PLAN

- Construction documents shall indicate applicable code editions
- Construction type
- Plans to minimum 1/8" scale
- Designer information: name, address, registration #, seal and signature on all pages
- Page size minimum 22" x 34"
- All pages numbered and labeled
- Wind design data required on drawings per FBC 1603.1.4 to meet 139 mph ultimate design wind speed for risk category II buildings (residential)
 - Ultimate design wind speed (Vult)
 - Nominal design wind speed (Vasd)
 - Risk category
 - Exposure category
 - Enclosure classification
 - Internal pressure coefficient
 - Component and cladding design wind pressures in terms of psf
 - Structural Calculations, if necessary

FLOOR PLAN

- Building area tabulation
- Room size
- Corridors
- Stair location/guardrails
- Safety glass locations
- Egress door and emergency escape windows sizes and location
- Stairs construction requirements
- Special column/post anchorage
- Interior load bearing wall locations
- Shear walls
- Down cells
- Lintel schedule
- Attic access
- Accessibility restroom (door) location
- Fire resistant assemblies
- Identify options to be used

FOUNDATION / SLAB

- Filled cells with reinforcement locations
- Footer denotation/details
- Footers minimum 12" below grade
- Interior bearing walls/pads
- Porch pads/footers
- Brick ledge detail
- Slab thickness/steel/fiber mesh
- Vapor barrier/termite treatment type
- Reinforcing steel over lap
- Relieving arch steel at pipe penetrations
- All wood minimum 6" above grade

- Crawl space ventilation
- Termite shields

ELECTRICAL

- Service riser diagram
- Electrical load calculations
- Bonding/Grounding to foundation steel
- Service location
- Panel locations
- Receptacle lay out
- GFCI protection
- AFCI protection
- Tamper resistant outlets
- Ceiling fans
- Outdoor receptacles
- Disconnecting means
- Switches/lights
- Smoke/CO alarm locations hard wired, interconnected and battery backup

ELEVATION (front, rear and side views)

- Attic ventilation
- Roof pitch
- Roofing material
- Exterior finish/stucco thickness
- Height/bearing elevations
- Window and door opening locations
- Chimney location/height

MECHANICAL

- Equipment location
 - Anchorage for condenser
 - Protection in garage locations
 - Clearances at equipment
 - Structural detail for air handler in attic
- Room ventilation
 - Duct layout (usually in energy calculations)
 - R-value of ducts
 - CFM's
 - Balanced return/ducted, transfer ducts or grilles
- Exhaust
 - Bath exhausts size and termination
 - Dryer exhaust discharge/make up air
- Energy calculations with equipment sizing calculations
- Skylights

PLUMBING

- Plumbing waste riser diagram
- Water heater location
- Fixture location

FUEL GAS

- BTUs each outlet and total BTUs

- Pipe type and total length
- LP regulator and model type
- Combustion air vents
- Location of equipment
- Venting
- Gas Type
- Gas Pressure
- Gas piping riser

ROOF TRUSS LAY OUT

- Truss I. D. #s
 - Layout
 - Signed/Sealed truss engineering package
- Strapping/fasteners

DETAIL SHEETS OR NOTES

- Footings
- Beam to wall and/or post attachments
- Post/column and beam construction
- Interior bearing walls
- Stairs section
- Chimney construction
- Dormer construction
- Floor framing
- Entry construction
- Arched windows
- Bay windows
- Frame to block connections
- Knee wall construction
- Sky light framing
- Top plate splicing requirements
- Steel requirements (footer, lintel, vertical pour)
 - Grade
 - Over lap
- Veneer
- Shear wall locations and construction
 - Connectors
 - Fasteners
- Roof sheathing & diaphragms
 - Fasteners
 - Blocking
- Wall and gable sheathing fastening
- Gable end, frame and block, vaulted and flat
- Conventionally framed roof members
- Glass block
- Bearing opening strapping/anchorage
- Bearing/non-bearing wall detail
- Typical wall section detail, one and two story, block and frame, for all scenarios
 - Connectors
 - Anchorage bolts
 - Materials and assembly
- Garage and swing door buck fastening

- Ceiling diaphragms
 - Blocking
- Any conventional framing

MANUFACTURER'S PRODUCT INSTALLATION INSTRUCTIONS

- Roofing installation instructions & compliance with ASTM standards
- Window and mullion installation instructions
- Garage door, sliding glass door and swing door installation instructions
- Siding installation instructions
- Soffit installation instructions
- Glass block installation instructions
- Engineered lumber products installation instructions

PRODUCT APPROVAL

- Completed Product Approval specification sheet
 - FS 553.842, FAC 61G20-3

These guidelines were compiled to assist the applicant in preparing a townhome permit application submittal and may not be complete. The applicant is required to meet all city of Oviedo, state, and federal requirements.