

## City of Oviedo

### Convert Model/Sales Office to Residence Permit Application Guidelines

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

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- A site specific notarized power of attorney 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 General Liability insurance coverage.
- 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 if contractor is the applicant).
- Two (2) sets building construction plans. (**Signed and sealed if the conversion affects the exterior or load bearing elements of the structure.**)
- Two (2) signed and sealed site / plot plans. (**If the conversion affects the site elements.**)
- Two (2) copies of proof of Statewide Product Approval and the manufacturer's installation instructions for any of the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding. (**That will be installed during the conversion.**)
- Two (2) copies of completed and signed energy and equipment sizing calculations. (**If the conversion affects the conditioned square footage of the building, HVAC system or insulation levels.**)

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

- SITE PLAN / PLOT PLAN** (If the conversion affects the site elements.)
- 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 code edition being applied
- Plans to minimum 1/8" scale

- Designer information: name, address, registration #, seal and signature on all pages as required. (**If the conversion affects the exterior or load bearing elements of the structure.**)
- 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) (**If the conversion affects the exterior or load bearing elements of the structure.**)
  - 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 (Existing and proposed of area being converted)**

- Building area tabulation
- Room size
- Corridors
- Safety glass locations
- Attic access
- Accessibility restroom (door) location

**ELECTRICAL (Existing and proposed of area being converted)**

- 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 (Existing and proposed views affected by the conversion)**

- Roof pitch
- Height/bearing elevations
- Window and door opening locations

**MECHANICAL (Existing and proposed of area being converted)**

- Equipment location
  - Protection in garage locations
  - Clearances at equipment
- 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 (Existing and proposed of area being converted)**

- Water heater location
- Fixture location

**DETAIL SHEETS OR NOTES (As applicable)**

- Interior bearing walls
- Garage and swing door buck fastening
- Any conventional framing

**MANUFACTURER'S PRODUCT INSTALLATION INSTRUCTIONS (As applicable)**

- 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 (As applicable)**

- Proof of Compliance with Florida Product Approval
  - FS 553.842, FAC 61G20-3

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