

**CITY OF PORT ORANGE**  
**ONE & TWO FAMILY PLAN SUBMITTAL CHECKLIST**

- \_\_\_\_\_ Application properly completed, signed by **license holder only** and notarized.
- \_\_\_\_\_ Notice of Commencement-recorded or stamped received by Volusia County Clerk office.
- \_\_\_\_\_ Power of Attorney (for dropping off or picking up permit only)
- \_\_\_\_\_ \$100.00 Application fee (due at submission)
- \_\_\_\_\_ Pre-Power Agreement form
- \_\_\_\_\_ Utility Connection Form
- \_\_\_\_\_ 2 sets of site plans with legal description, setbacks, easements, directional indicator, grading, driveway access, lot dimensions, streets labeled, permeable surface area calculations including percentage of lot coverage, and location of any existing or proposed structures with exact size, height, and square footage.
- \_\_\_\_\_ 2 complete sets of legible building plans, minimum of 11" x 17" size sheets, minimum of 1/8th scale, with a Design statement including the code, year, section, and type of standard used for design, signed & sealed by Design Professional.

**Plans to include:**

- \_\_\_\_\_ Foundation plan with details
- \_\_\_\_\_ Elevations with roof and exterior coverings specified
- \_\_\_\_\_ Indicate handicap accessible bathroom door, per Florida Building Code 7<sup>th</sup> Edition (2020)
- \_\_\_\_\_ Cross Sections and/or wall sections showing all different types and heights of walls
- \_\_\_\_\_ Truss layout with identifiers and connectors clearly labeled, or if conventionally framed show layout with lumber size, grade, species, spacing, and uplifts with connectors
- \_\_\_\_\_ Two (2) sets of raised seal truss profiles, or if conventionally framed, two sets of raised seal calculations
- \_\_\_\_\_ Specific details for stairs, handrails, chimney framing, and gable end bracing, shear wall calculations, etc.
- \_\_\_\_\_ Wall sections with size, grade, species of material and all connectors with manufacturer model # and fasteners listed
- \_\_\_\_\_ Two sets of signed Florida energy calculation in Florida Building Code 7<sup>th</sup> Edition (2020)
- \_\_\_\_\_ Plumbing riser (isometric drawing)
- \_\_\_\_\_ Electrical layout with device and panel locations and meter riser diagram
- \_\_\_\_\_ Product Approvals Specification Sheet