

**NEW CONSTRUCTION PLAN CHECKLIST**  
**WASHINGTON COUNTY BUILDING DEPARTMENT**  
freed@washingtonfl.com – Telephone: 850-638-6195

**PLAN REVIEW SUBMITTAL FORM FOR 1 & 2 FAMILY DWELLINGS & ADDITIONS**

1. Two complete sets of plans, drawn to scale, must be submitted when the Building Permit is applied for. A set of plans will include:
  - \_\_\_A. Site Plan (show all structures & any adjacent bodies of water)
  - \_\_\_B. Foundation plan and footing details, Elevations, Soil Test if Required, Engineered if required by Building Official.
  - \_\_\_C. Floor plan indicating all bearing walls
  - \_\_\_D. Wall sections, foundation through roof (if applicable)
  - \_\_\_E. Roof framing or truss plan, Sealed to include brace plan.
  - \_\_\_F. Connectors, anchor bolts, hold downs, framing anchors, and nailing schedule
  - \_\_\_G. Electrical plumbing and HVAC plans (if applicable)
  - \_\_\_H. Window and door schedule (if applicable)
  - \_\_\_I. Method of compliance with wind load. All portions of the county lying South of Highway 20 Wind Speed, shall be 130 miles per hour, for all portions of Washington County lying North of Highway 20 Wind Speed, shall be 120 miles per hour. (Please inquire regarding proper wind load for development area).
    - a. \_\_\_ SSTD 10-99
    - b. \_\_\_ Architect or Engineer Design
    - c. \_\_\_ Other \_\_\_\_\_
2. \_\_\_ Septic Construction Permit
3. \_\_\_ Approval from County/Development Order from City
4. \_\_\_ Florida Energy Form
5. \_\_\_ Verification of Project Address
6. \_\_\_ Complete Building Permit Application
7. \_\_\_ Certified Copy of Notice of Commencement for improvements of real property with a construction cost of \$2,500 or more
8. \_\_\_ Driveway Permit required for all new construction accessing County Roads. Contact Public Works Department (850)638-6280. State maintained highways call Florida Department of Transportation (850)482-9546
9. \_\_\_ Recorded Warranty or Property Deed.

**\* This review form must be completed and submitted with Building Permit application and plans.**