

# **BUILDING IN BAY COUNTY**

**OVERVIEW for 5<sup>th</sup> Edition Codes**

Effective June 30, 2015



**Bay County Builders' Services  
840 W.11<sup>th</sup> St.  
Panama City, FL 32401  
850-248-8350**

# Foreword

The major difference in building in the state of Florida and in other parts of the country is wind design. The minimum wind loads throughout Florida are based upon historical data collected from previous hurricanes. There are two basic methods accepted for meeting wind design. These methods are engineered design (ASCE 7-10) and prescriptive design. Prescriptive design is only allowed for 1 & 2 family dwellings and their accessory structures. All other buildings subject to wind effects require a design professional, an architect or engineer, licensed in the state of Florida, to sign and seal the design plans. The design professional's seal must be on all documents submitted for public record as required by Florida Statutes and Administrative Code Rules. The second method, prescriptive design, is allowed only if the structure complies with the parameters as outlined by the prescriptive standard. The accepted standards in Bay County are as referenced by section R301.2.1.1 in the Residential Code or 1609.1.1 of the Building Code. This is not a building code, but merely a method allowed by the building code of meeting the design for wind in certain areas of Florida. If any part of the structure does not meet the parameters of the prescriptive standard, then engineering is required for that portion or element that does not comply. Please also note that, though Florida's Codes are similar to the International Codes, Florida does have Florida specific requirements. These Florida specific requirements are denoted in the Florida Codes in the margins by a vertical line. All existing buildings must comply with Chapter 34 Of the Florida Building Code. Please take advantage of the links provided to order the codes and standards or to access them on-line. Hopefully, all your questions can be answered by the information provided and your construction project will go smoothly. Please note that the following is intended as an aid only and should not be used to replace codes, laws, or ordinances in their entirety.

Links are provided which are blue. Simply place the cursor over the [blue](#) link to access the website.

Please be aware that most plans must be reviewed by the Planning Department to verify that all Land Use requirements are being met. Even though a development order may not be required, other ordinances may require compliance measures. An exemption from the building code does not grant permission to violate any codes. Most local land use regulations can be found at the [Municodes](#) website. Bay County Builders Services currently only does building code permitting for the [unincorporated county](#).

Also, please be sure that your contractor license is up to date as a permit cannot be issued if a license or insurance has expired. To check or verify a license, please go to the [DBPR](#) website. Please also know your scope of license before applying for a permit. Links provided near the end of this may be helpful.

Design criteria can be found in section R301 of the Residential Code and Chapter 16 of the Building Code. The exact location of the wind speed lines can also be found at <http://windspeed.atcouncil.org/>

# The Permitting Process

The first step in getting started is submitting the permit application, plans, and other documentation that will show the work will be done in compliance with the state building code and local, state, and federal regulations. A plans examiner will review the submittal documents to see if they show compliance with such codes and regulations. The plans examiner may ask that you submit additional information or detail if insufficient information is provided. Though you may know in your mind how you are going to do the work, the submitted plans must reflect all work being done with enough detail that someone else can do the work. Chapter 1 of the [5<sup>th</sup> Edition Florida Building Code](#) is very specific as to what is required for permitting, plan review, and inspections. [Section 553.79](#) of the Florida Statutes will provide additional statutory requirements for permitting and inspections. Pertinent code sections from the 2010 Florida Building Code along with commentary are provided below.

## CONSTRUCTION DOCUMENTS

### SECTION 107 SUBMITTAL DOCUMENTS

#### [A] 107.1 General.

Submittal documents consisting of *construction documents*, statement of *special inspections*, geotechnical report and other data shall be submitted in two or more sets with each *permit* application. The *construction documents* shall be prepared by a *registered design professional* where required by Chapter 471, *Florida Statutes* or Chapter 481, *Florida Statutes*. Where special conditions exist, the *building official* is authorized to require additional *construction documents* to be prepared by a *registered design professional*.

**Exception:** The *building official* is authorized to waive the submission of *construction documents* and other data not required to be prepared by a *registered design professional* if it is found that the nature of the work applied for is such that review of *construction documents* is not necessary to obtain compliance with this code

**Commentary:** *This section establishes the requirement to provide the building official with construction drawings, specifications and other documents that describe the structure or system for which a permit is sought (see Section 202 for definition “construction documents”). It describes the information that must be included in the documents, who must prepare them and procedures for approving them. A detailed description of the work for which an application is made must be submitted. When the work can be briefly described on the application form and the services of a registered design professional are not required, the building official may utilize judgment in determining the need for detailed documents. An example of work that may not involve the submission of detailed construction documents is the replacement of an existing 60-amp electrical service with a 200-amp service. Other sections of the code also contain specific requirements for construction documents. These provisions are intended to reflect the minimum scope of information needed to determine code compliance. Although this section specifies that “one or more” sets of construction documents be submitted, note that Section 107.3.1 requires one set of approved documents to be retained by the building official and one set to be returned to the applicant, essentially requiring at least two sets of construction documents. Two sets are required by Bay County Builders' Services but one set of digital or electronic documents is preferred of the two. This section also requires the building official to determine that any state professional registration laws be complied with as they apply to the preparation of construction documents.*

[Section 481.229](#) of the Florida Statutes requires an architect to design plans when the cost of the **building** exceeds \$25,000.00 unless an exception listed in 481 applies. [Section 471.003\(2\)\(h\)](#) has specific requirements for when an engineer is required. **Please note that an architect is required for any building costing more than \$25,000 except for a one or two family dwelling or a few minor uninhabitable structures.**

**[A] 107.2 Construction documents.**

*Construction documents shall be in accordance with Sections 107.2.1 through 107.2.5*

**[A] 107.2.1 Information on construction documents.**

*Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when *approved* by the *building official*. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the *building official*.*

**Commentary:** *The construction documents are required to be of a quality and detail such that the building official can determine that the work conforms to the code and other applicable laws and regulations. General statements on the documents, such as “all work must comply with the Florida Building Code,” are not an acceptable substitute for showing the required information. Keep in mind that plans from a licensed design professional must comply with the **responsibility rules** from their respective board, [61G1-12](#) for architects and [61G-15](#) 30 through 35 for engineers. Design professionals doing incidental work for their profession should follow the engineering rules if doing engineering, and architectural rules if doing architectural plans.*

**Include all of the applicable information on plans as required by section 107.3.5 of the 5<sup>th</sup> Edition Florida Building Code.**

**107.3.5 Minimum plan review criteria for buildings.** The examination of the documents by the building official shall include the following **minimum** criteria and documents: a floor plan; site plan; foundation plan; floor/roof framing plan or truss layout; all fenestration penetrations; flashing; and rough opening dimensions; and all exterior elevations.

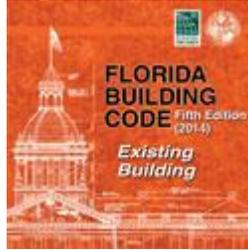
*Comment: It is very important to submit all the information required by section 107 or plans may be returned for insufficient information. Buildings and structures in flood zones have some very specific criteria so be familiar with the property as well as the structure you intend to build. The building department is not a consulting agency and will not design for you. We simply note the code violations. So please do your research prior to submission of plans.*

**Plans are generally separated into two categories for review purposes, commercial and residential. Residential is only for buildings subject to the Residential Code. A submittal checklist is included in most permit application packages and should be completed and signed by the applicant. Please note that all existing buildings must comply with the Existing Building Code and the checklist can be very helpful. Applications and forms are available from our [website](#). Please download the appropriate permit package or the application may be rejected.**

1. **Residential:** One and two family dwellings and townhouses 3 stories or less in height and their accessory structures. These may be designed using the Florida Residential Building Code if new construction, or the Existing Building Code which applies to repairs, additions, alterations, or change of occupancy for **all existing buildings**.
2. **Commercial:** Must be designed according to the [Florida Fire Prevention Code](#), the Florida Building Code for new construction, or the Florida Existing Building Code for repairs, alterations, additions, or change of occupancy for **all existing buildings**.

**Please review the Bay County requirements for each category. Please also see the Existing Building Requirements as the section applies to all existing buildings.**

# Plan Requirements for All Existing Buildings in Bay County Jurisdiction



The [Florida Building Codes](#) are available on-line. Keep in mind that Chapter 43 of NFPA 101 of the [5<sup>th</sup> Edition Florida Fire Prevention Code](#) is also applicable for existing buildings other than 1 & 2 Family Dwellings and their accessory structures.

Sections taken from the 5<sup>th</sup> Edition Florida Existing Building Code:  
PART 1—SCOPE AND APPLICATION

## SECTION 101 GENERAL

### Section 101.1 Title.

These regulations shall be known as the *Florida Building Code, Existing Building*, hereinafter referred to as “this code”. In addition to the provisions of this chapter, the provisions of Chapter 1, *Florida Building Code, Building*, shall govern the administration and enforcement of this code.

### [A] 101.2 Scope.

The provisions of the *Florida Building Code, Existing Building* shall apply to the *repair, alteration, change of occupancy, addition* and relocation of *existing buildings*.

**Exception:** For the purpose of public educational facilities and state licensed facilities, see Chapter 4, Special Occupancy, of the *Florida Building Code, Building*.

### [A] 101.3 Intent.

The intent of this code is to provide flexibility to permit the use of alternative approaches to achieve compliance with minimum requirements to safeguard the public health, safety and welfare insofar as they are affected by the *repair, alteration, change of occupancy, addition* and relocation of *existing buildings*.

### [A] 101.4 Applicability.

This code shall apply to the *repair, alteration, change of occupancy, addition* and relocation of all *existing buildings*, regardless of occupancy, subject to the criteria of Sections 101.4.1 and 101.4.2

**Choose a compliance method as the review will be based on a method as selected by applicant.**

## SECTION 301 COMPLIANCE METHODS

### 301.1 General.

The *repair, alteration, change of occupancy, addition* or relocation of all *existing buildings* shall comply with one of the methods listed in Sections 301.1.1 through 301.1.3 **as selected by the applicant**. Application of a method shall be the sole basis for assessing the compliance of work performed under a single permit unless otherwise approved by the *code official*. Sections 301.1.1 through 301.1.3 shall not be applied in combination with each other. Where this code requires consideration of the seismic force-resisting system of an *existing building* subject to *repair, alteration, change of occupancy, addition* or relocation of *existing buildings*, the seismic evaluation and design shall be based on Section 301.1.4 regardless of which compliance method is used.

**Exception:** Subject to the approval of the *code official*, *alterations* complying with the laws in existence at the time the building or the affected portion of the building was built shall be considered in compliance with the provisions of this code unless the building is undergoing more than a limited structural *alteration* as defined in Section 907.4.3. New structural members added as part of the *alteration* shall comply with the *Florida Building Code, Building*. *Alterations of existing buildings in flood hazard areas* shall comply with Section 701.3.

**301.1.1 Prescriptive compliance method.**

*Repairs, alterations, additions and changes of occupancy* complying with Chapter 4 of this code in buildings complying with the *Florida Fire Prevention Code* shall be considered in compliance with the provisions of this code.

**301.1.2 Work area compliance method.**

*Repairs, alterations, additions, changes in occupancy and relocated buildings* complying with the applicable requirements of Chapters 5 through 13 of this code shall be considered in compliance with the provisions of this code.

**301.1.3 Performance compliance method.**

*Repairs, alterations, additions, changes in occupancy and relocated buildings* complying with Chapter 14 of this code shall be considered in compliance with the provisions of this code.

**Commentary Note:**

We realize that this can be a difficult process for those not familiar with the Florida Existing Building Code. One of the most difficult issues seems to be for a change of use or occupancy. In many cases, the tenant does not know the previous use of the space. However, this information should be obtainable from the landlord as they should have some idea of their previous tenant's use of the space. We suggest that prior to leasing a space or starting any project, consult with a reputable code or design professional as the building department is not allowed to function as a consulting agency. We will do our best to assist, but as our income is basically derived from selling permits, [section 553.80\(7\)](#) of the Florida Statutes restricts our ability to provide unlimited services without charging a fee. Nonetheless, as we all need a little help every now and then, please call us when you need a little direction and we will assist as best we can. Builders Services simply wishes to meet the intent of the code in section 101.3 so please help us accomplish that goal.



**BAY COUNTY BUILDERS' SERVICES DIVISION**

**PLAN REVIEW SUBMITTAL FORM FOR ALL EXISTING BUILDINGS**

**NOTE: ALL EXISTING BUILDINGS MUST COMPLY WITH THE 2010 FLORIDA EXISTING BUILDING CODE AND IF COMMERCIAL, 2010 FLORIDA FIRE PREVENTION CODE**

1.  **TWO COMPLETE SETS OF PLANS**, drawn to scale. Architect or engineer required if valued more than \$25,000 for other than 1 or 2 family dwelling. Include the following as appropriate:
  - A.  Dimensioned site plan (all structures, impervious areas, property lines, setbacks, roads, water bodies)
  - B.  Floor plan of existing building **prior** to improvement and separate plan of all **proposed** demos and changes
  - C.  Mechanical, electrical, plumbing plans as applicable
  - D.  Choose a compliance method per 101.5 [Florida Existing Building Code](#)
  - E.  Elevations and accessibility features (Document 20% cost towards accessibility if applicable)
  - F.  Detailed fire alarm and fire protection plans if applicable
  - G.  Method of compliance w/wind-load & wind-borne debris. Please see Bay County wind maps.

**Wind-load Design Unless Interior Only**

**CHECK ONE**

- a) Architect's/Engineer's Design
- b) Prescriptive design  
(See 1609.1 FBC or R301.2.1.1 FRC)

**Window Protection**

**CHECK ONE**

- a) N/A – not in WBD area
- b) Impact Resistant Shutters
- c) Impact Resistant Glass
- d) Wood Panels-AFFIDAVIT **REQUIRED**

2.  Approval from Planning & Zoning for land use
3.  Complete, notarized Building Permit Application
4.  Florida Energy Form (All non-exempt buildings and any renovation over 30% value of building)
5.  Certified copy of Notice of Commencement (for improvements \$2,500 or greater per [713 F.S.](#))
6.  Legal description or copy of deed – Parcel Number (Property ID #) \_\_\_\_\_
7.  Flood development review if structure located in SFHA
8.  Receipt from water provider or Potable Well Permit
9.  Septic Tank Permit or utility sewer receipt
10.  Signed Florida Product Approval Affidavit (see [553.842 F.S.](#) and [Florida Building Commission](#))

Brief Description of work: \_\_\_\_\_

**Applicant or Design Professional to Complete All Information Below**

Note: This applies to the total building, not just the work area

No. of Stories _____ No. of units _____	Type of Construction _____	IA IB IIA IIB IIIA IIIB IV VA VB	Occ. Load of the space _____
Occupancy classification _____	Is this a change of use or occupancy? (See Chapt. 9 FEBC) _____ Yes _____ No		Value of building \$ _____
Flood Zone: ___No ___Yes	Substantial improvement: ___No ___Yes		Value of improvement: \$ _____
Total Sq. Ft. of Building _____	Change of occupancy from: _____		Addition _____ Repair _____
S.F. of Work Area _____	Group _____ to Group _____		
Fire sprinkler ___Yes ___No	Cost of accessibility improvements: \$ _____		
Fire alarm ___Yes ___No			

Contractor Signature \_\_\_\_\_

**One and Two Family Dwelling Plan Requirements**

**Residential (one and two-family dwellings and townhouses 3 stories or less in height)**

1. A dimensioned site plan showing all buildings, accessory structures, and impervious areas such as concrete/asphalt driveways and walkways. Show the setbacks from the property line of all structures for front, rear, and sides. The distance between buildings and projections (roof overhangs, balconies, stairs, chimneys, etc.) on the same lot must also be shown. **Flood zones and means of complying with the flood design requirements must be shown on the construction documents** including floor elevations, flood vents, and flood resistant construction.
  
2. Building plans shall show:
  - Wall section from foundation through roof denoting compliance with wind load. (See R301.2.1.1)
  - Dimensioned floor plan depicting use of all rooms and spaces.
  - Smoke detector locations.
  - Electrical outlet and appliance locations.
  - Mechanical equipment locations.
  - Gas appliance locations.
  - All plumbing fixtures.
  - Exterior and interior door dimensions and locations.
  - Window dimensions and locations.
  - Ceiling heights.
  - Stair and guardrail construction.
  - Attic access.
  - Crawl space ventilation.
  - Fire-resistant construction/tenant separation (if required).
  - Fire protection system engineering documents (if required).

**The plans examiner will use a checklist similar to the one below to verify that all necessary information has been submitted. A detailed site plan is very important in order to determine not only building code compliance, but also land use regulations**

**BAY COUNTY CHECKLIST FOR RESIDENTIAL PLAN REVIEW**

1. Address verification:  Yes  No
2. Water receipt from utility company:  Yes  No
3. Well statement:  Yes  No
4. Sewer receipt from utility company:  Yes  No
5. Septic permit from D.O.H. (Required for any additional habitable square footage):  Yes  No
6. Energy form:  Yes  No
7. Two sets of clear **site plans** showing **all** existing buildings on property, the location of proposed construction, flood zone lines, any septic tanks on property, natural bodies of water or creeks, wetlands, coastal construction control line if applicable, easements, roads, driveways, swimming pools, and all impervious and semi-impervious areas (such as concrete patios, walkways, pools, or other surfaces where water can't easily penetrate). The site plan should clearly show the distance of all above items from the property line and in relation to each other as required by land use codes and building codes.  
 Yes  No

Approved by appropriate land use department:  
 Yes  No

Located in flood zone:

- Yes Flood zone: A AE V (If yes, a flood development permit is needed)
- No (Flood zone X) Base flood elevation if in flood zone: \_\_\_\_\_

Inside wind-borne debris area:

- No  Yes:
- If yes, method of glazing protection:
  - Impact glass  Tested shutters
  - Wood panel option (Affidavit required from owner)

Wind exposure category:  B  C  D (See definitions in Code)

Ultimate design wind speed must be for category II building unless it is a detached storage building:

Residence (Category II)  Minor storage (Category I)

Located seaward of the CCCL:  Yes  No

(If yes, need D.E.P. Notice to Proceed, BA plans, V zone affidavit, and Turtle Lighting requirements)

- 8. Two sets of building plans:  Yes  No
  - New construction-Designed under 2010 Florida Residential Code
  - Existing building-Designed under 2010 Florida Existing Building Code

9. Wind load design (Section 301.2.1.1 of 2010 Florida Residential Code):

- [2012 Wood Frame Construction Manual](#)
- Engineering only for items not meeting prescriptive design
- Entire structure engineered
- Other ([ICC-600](#))

10. Design pressures for components and cladding shown on plans ( See 301.2.1 FRC)

- Yes  No

11. Building Code violations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# COMMERCIAL PLAN SUBMITTALS

## BAY COUNTY REQUIREMENTS FOR PLANS OTHER THAN ONE AND TWO FAMILY DWELLINGS AND TOWNHOUSES

Effective 6-30-2015

The [codes](#) currently adopted by the state of Florida are:

- |  |   |
|--|---|
| 1.) 5th Edition Florida Building Code          | 6.) 5 <sup>th</sup> Edition Florida Energy Code                         |
| 2.) 5th Edition Florida Existing Building Code | 7.) 5 <sup>th</sup> Edition Florida Accessibility Code                  |
| 3.) 5th Edition Florida Plumbing Code          | 8.) 5 <sup>th</sup> Edition Florida Fire Prevention Code                |
| 4.) 5th Edition Florida Fuel Gas Code          | 9.) 2011 N.E.C.   |
| 5.) 5th Edition Florida Mechanical Code        | 10.) <a href="#">2016 Supplement to the 5<sup>th</sup> Edition Code</a> |

[Section 553](#) of the Florida Statutes has statutory regulations regarding construction in the state of Florida and should be consulted prior to design stage.

The Florida Residential Code can be used for one and two family dwellings and townhouses 3 stories or less in height with separate entrances.

The Florida Existing Code must be used for **all** repairs, additions, renovations, re-located buildings, and change of use or occupancy.

### Important!

Please also be aware that most plans must be reviewed by the Planning Department to verify that all Land Use requirements are being met. Please contact the appropriate Land Use Department prior to submitting building plans. Even though a development order may not be required, other ordinances may require compliance measures. An example would be the Beaches Special Treatment Zone for appearance and siting, Tourist Corridor requirements, or minimum finished floor elevations for a subdivision. If located in a flood zone, there will be elevation requirements and possiblyMost local land use regulations can be found at the [Municodes](#) website or contact the local county or city planning department you will be working in.

## Construction Documents

Construction documents must follow the format as outlined in section 107.2. **All applicable information required by section 107.3.5 must be documented on the plans in order to determine code compliance.** Amended plans must comply with 107.4 and clearly delineate the changes. Existing buildings must be designed under the Existing Buildings Code and show an existing floor plan.

### Design Wind Speeds for Bay County

Drawings must include all information required by Chapter 1, section 107 and Chapter 16, section 1603 of the 2010 Florida Building Code. Plans should indicate the method used for determining wind load as allowed by section 1609.1.1 and be signed and sealed if required by Florida Statute. Design must comply with ASCE 7-10 and all the referenced standards in Chapter 35.

**The wind speed map for the appropriate risk category must be used.** Wind speed contour lines are adopted by local ordinance. Site specific wind speed design information can be found at: <http://windspeed.atcouncil.org/> Please include all information required by section 1603 FBC. Method of opening protection must be documented on the plans according to section 1609.1.2.

### GENERAL REQUIREMENTS for COMMERCIAL PLANS:

Additional information may be required or small projects may not require all items

1. **Two (2) complete sets of building plans/specs** containing general location plan, site plan, floor plans, wall schedules, window/door schedules, life safety plan, fire rated systems, foundation/structural plans, floor/roof framing plan or truss layout, reflected ceiling plan, wall sections, and exterior elevations. All drawings must be clear, concise and drawn to scale ("Optional" details that are not used shall be marked void or crossed off). We prefer drawings no larger than 24"x36". Square footage of individual areas shall be on plans. Use of all building areas shall be indicated with calculated occupant load.
2. **Designer's name and signature on documents** if licensed architect or engineer, official seal shall be affixed per statute. See [471.025](#) and [481.221](#) of Florida Statutes.
3. **Coversheet or code analysis summary to include an index sheet and:**
  - a. Code design editions, building height, number of stories, and gross floor area per floor in square feet, LL design per section 106, and wind design per 1603.1.4
  - b. Calculations for any allowable area increase.
  - c. Provide "fire protection system engineering documents" and fire alarm systems if required as defined by [61G15-32](#) F.A.C.
  - d. Provide occupant load calculations.
  - e. Occupancy classification/sub classification or special occupancy per FBC.
  - f. Minimum required type of construction per FBC and the design type of construction.
  - g. Number of residential units (if applicable) and units required to comply with Florida Accessibility Code if transient occupancy /Resort Condominium. Document if Fair Housing design is applicable.
4. **Two (2) Copies of "reviewed" site/civil plans showing as required by Planning department and Including the following:**
  - a. Building footprint and relation to adjacent buildings, structures, and property lines.
  - b. Fire department access.
  - c. Location of FDC.
  - d. Location of post indicator valve.
  - e. Fire hydrants.
  - f. Property lines, easements, setbacks, wetlands, flood zones, coastal construction control line
  - g. Protective bollards and wheel stops.
  - h. Parking layout and number of spaces and accessible spaces.
  - i. Accessible entrance as determined by Florida Accessibility Code or Fair Housing where applicable.
5. **A development order if required.**
6. **Threshold inspection plan if required by 110.3.7 FBC or [553.79 Florida Statutes](#).**
7. **Energy form as required by Florida Energy Code.**
8. **Any other documents as requested to determine code compliance.**

## Product Approval:

Section [553.842](#) and [553.8425](#) of the Florida Statutes requires products to have either statewide or local product approval before their use in this state. If you cannot provide such approval, products subject to the rule may be required to be removed. The code requires the installation instructions to be available for inspection to verify that the product has been installed as tested. Be sure you are aware of the rule before installing a non-compliant product.

The following building elements must meet product approval. Please see Rule [61G20-3](#) of the Florida Administrative Code. **Approval of products by The Florida Building Commission for state use is limited to the following categories of products: (1) Panel Walls; (2) Exterior Doors; (3) Roofing Products; (4) Skylights; (5) Windows; (6) Shutters; (7) Structural components; and (8) Products comprising a building's envelope introduced as a result of new technology.**

Downloadable forms and documents are available on the [Bay County website](#). Please contact our permitting office for question that are not addressed in this document.

# INSPECTIONS

After the plans have been reviewed, the applicant will be notified by the building department that the permit is ready to issue, or that the plans need corrections. Please be sure to include an email address on the application. If corrections are needed to the plans, submit the corrections as requested and they will then be reviewed again for compliance. If all corrections have been adequately corrected, the permit can be issued after fees are paid and all contractor licensing has been verified. Please visit the Bay County website for additional information on fees and permitting requirements. The plan review fee is required at time of application for other than 1 and 2 family dwellings and accessory structures.

After the permit has been issued, the permittee must have an approved inspection every 180 days or the permit becomes null and void. A new permit would be required unless extenuating circumstances can be documented. It is the responsibility of the permit holder to call for the required inspections, before any work is concealed. The reviewed set of plans with the 'Job Site' stamp is required to be available for all inspections. Inspections are listed on the permit card. It is strongly recommended that you view the Florida Building Code on the web if you are not familiar with code requirements.

<http://www.floridabuilding.org/c/default.aspx>

**Please note that if the structure is located in a flood zone, a flood development permit will be required.** A licensed surveyor should be consulted to establish a benchmark for the finished floor, or if in a velocity flood zone, the elevation of the lowest horizontal member. Most communities within Bay County have flood plain ordinances which may be more stringent than the building code. Please be certain that the ordinance of the community in which you are building is followed as a slight error can have costly consequences. You should know your required elevation before starting construction. Even if not in a flood zone, habitable floor elevations are still required to be a minimum of 12" above the crown of the road. Local ordinances may be more stringent for elevations than building code requirements so know your local ordinance requirement before starting.

Bay County requires the following minimum inspections as required by section 110 FBC.

1. For monolithic slabs, the first inspection is usually a plumbing rough-in.
2. For stemwall foundations, the footer inspection is usually done first. The inspector will check the required height and width and depth of the footer below grade; the correct size, clearances, laps, and ties for reinforcement; grounding method for the electrical service; soil conditions and compaction if footer does not go to natural grade; setbacks; footer clear of all debris; vertical reinforcement to be on site ready for placement in the footer; and general site conditions.
3. After the footer inspection, for crawl space construction, call for a bond beam/lintel inspection. The inspector will look to see that the vertical and horizontal reinforcement is in the required locations, that any required horizontal joint reinforcement is in place, that bed joints are within allowable tolerances, that an approved mortar has been used, that any required waterproofing or drainage is installed, that ventilation is properly installed, and that proper clearances for reinforcement are maintained. Unbalanced backfill should not be placed until the wall has been poured and cured.
4. If the floor system is a slab on grade, after the bond beam or lintel inspection and any necessary curing for unbalanced backfill, fill should be placed and compacted. All fill greater than 1 foot should have a compaction test, or if less than 1 foot and questionable, as requested by the inspector. If in a flood hazard area, all fill must have a compaction test. After compaction, the plumbing is generally roughed in and the inspection called for. If passed by the inspector, the plumbing is then covered and repacked, termite treatment done if soil treatment method is chosen, and the moisture barrier is placed along with any wire fabric or reinforcement. Call for a slab inspection at this point. The inspector will check to see that these items have been properly installed, that the certificate for termite treatment has been completed, that minimum slab thickness and reinforcement coverage is within tolerance, and will look for any foreseeable unusual conditions such as drainage or run-off issues.
5. If the floor system is crawl space with a wooden floor system, call for a floor inspection prior to installing

the floor sheathing so the inspector can verify any connector or anchor bolt installation, framing and support for bearing walls, span lengths for joists, floor bracing, or requirements for treated wood. Floor decking will be inspected at a later nailing/sheathing inspection.

6. After floor or slab inspections have been passed and finished, if in a flood hazard area, a flood [elevation certificate](#) will be required. If the elevation is acceptable to the AHJ, proceed with the framing and sheathing installation. A nailing /sheathing inspection should be called for when all shearwall and roof sheathing has been nailed, and prior to the installation of any house wrap or roof covering application. The inspector will check that the nail size and spacing meets that required by the building code or design professionals more stringent specifications. Any connectors that are to be covered by sheathing should be inspected prior to covering.

7. For commercial work other than that subject to the *Florida Residential Code*, separate inspections must be requested for each trade. For structures subject to the *Florida Residential Code*, a dry-in inspection is called for after the windows, doors, final roof covering have been installed; all plumbing, mechanical, and electrical have been roughed in, and prior to readiness for insulation. If not ready for insulation to be installed, then the structure is not ready for a dry-in inspection. The dry-in is a more comprehensive inspection and the inspector looks at many items, especially to verify that products have been installed according to their product approval. Be sure the manufacturer's installation instructions are available at inspection time to verify [product approval](#).

8. If permission is given to insulate by the inspector, install the insulation and call for the insulation inspection. If spray foam is used, the [ICC Evaluation Report](#) must be available for inspection. When the insulation inspection has been approved, proceed with the remaining work.

9. A final inspection must be called for when the structure is ready to be placed into use. The inspector will check to see that all work was done in accordance with the reviewed plans and all building code requirements and that all local, state or federal rules have been followed. The permit technicians will verify that all necessary paperwork has been received and that no conditions have been placed on the permit. If there are no outstanding issues, a certificate of occupancy or completion will be given. Conditional use may be granted on a case by case basis at the discretion of the building official.

Please call Bay County Builders' Services or ask an inspector if there are any questions regarding the inspection process.

Bay County Builders' Services

840 W. 11<sup>th</sup> St.

Panama City, FL 32401

850-248-8370

<http://www.co.bay.fl.us/sitemap.php>

## Helpful Links

The links below will provide information to view the building codes, find out if your property is in a flood zone, estimate permit fees, and a wealth of other topics related to building construction. They should answer most questions relating to building in Bay County Florida. If you can't find it, call the Bay County Builders' Services Department and we will do our best to answer your question.

Builders' Services:

<http://www.baycountyfl.gov/builders.php>

Bay County Home Builders Association:

<http://www.baybia.org/>

General construction links: This is a great place to begin.

<http://www.awc.org/codes-standards/buildingcodes>

[Bay County Property Appraiser](#): (Click "Search Records")

Panama City-Bay County GIS: Flood zones, wetlands, zoning, more...

<http://www.pcbaygis.com/>

Flood insurance: Flood information

<http://www.fema.gov/business/nfip/>

<https://www.fema.gov/media-library/resources-documents/collections/4>

<http://www.floridadisaster.org/>

Fair Housing Guidelines: (This is the manual and is a large download)

<http://www.huduser.org/Publications/PDF/FAIRHOUSING/fairfull.pdf>

[Building Code Information System](#): Codes, Product Approval, More...

[http://www.floridabuilding.org/fbc/Links\\_to\\_Code\\_Resources.html](http://www.floridabuilding.org/fbc/Links_to_Code_Resources.html): Glitch amendments to codes

[Building Officials Association of Florida](#): A package of useful information

[Florida Administrative Code](#): Rule 61 is for most professional licensing categories. Helpful for licensing requirements.

[Florida Statutes](#): Helpful for licensing (Title XXXII), and for finding references from the Florida Building Code.

Wind speed calculator tool from the ATC website.

<http://windspeed.atcouncil.org/>