

## PLANS EXAMINER FRONT DESK CUSTOMER SERVICE

- We will answer code and ordinance questions for you
- We will review with you turn-down items on your plans
- We will direct you where to find code answers and product approval numbers online
- We will direct you to other reference materials and county resources to assist you in the building or the remodeling of your home

## WHICH BUILDING PERMITS REQUIRE PLAN REVIEW?

- New Residential Structures
- New Residential Additions or Alterations
- Mobile Home Installations, Additions or Alterations
- New Commercial Structures
- New Commercial Additions or Alterations
- Fire Alarm Systems
- Fire Suppression Systems
- Signs
- Swimming Pools—Above and In-Ground
- Accessory Structures (i.e., sheds, barns, retaining walls)

## FREE INFORMATION ON LINE

The Plans Examiner Division recommends you 'bookmark' the following websites into your internet browser's *Favorites* file.

[www.marioncountyfl.org/building.htm](http://www.marioncountyfl.org/building.htm)  
[www.floridabuilding.org](http://www.floridabuilding.org)  
[www2.iccsafe.org/states/2004\\_florida\\_codes](http://www2.iccsafe.org/states/2004_florida_codes)  
[www.dca.state.fl.us/fbc](http://www.dca.state.fl.us/fbc)

**MARION COUNTY  
BUILDING DEPARTMENT  
2710 EAST SILVER SPRINGS BOULEVARD  
OCALA, FL 34470  
MAIN LINE: (352) 438-2400  
WWW.MARIONCOUNTYFL.ORG/BUILDING.HTM**

# PLAN SUBMISSION AND PERMITTING BASICS

**JULY 2006**



## WHAT THE MARION COUNTY ORDINANCE SAYS:

### Ordinance No. 05-28

Ordinance 05-28 is the prevailing governance in Marion County with regard to the adoption, administration, and enforcement of the Florida Building Code.

In addition to the statewide Florida Building Code requirements, the Marion County Board of County Commissioners approved additional requirements deemed necessary to ensure the safe built construction environment of Marion County.

### Plan Review

To help your plan sets get approved and move through the building and permitting process as efficiently as possible, please follow these guidelines:

1. The documents for plan submissions should be as follows:
  - A. Site Plan (showing drainage requirements)
  - B. Florida Product Approval Summary Sheet
  - C. Any Engineer Information (if necessary)
  - D. FL Energy Efficiency Calculation Sheet
  - E. HVAC J—Manual
  - F. HVAC D—Manual
  - G. Duct Drawing
  - H. Truss Layout with Uplift and Reaction Load Summary
  - I. Door and Window Attachment Details
  - J. Building Plans
2. Florida product approval numbers for all building envelope products used on a project are required to obtain a permit. Access to the Florida product approval database is available online free of charge at [www.floridabuilding.org](http://www.floridabuilding.org), or from the link provided on our homepage.
3. The installation instructions for these materials are required to be in the jobsite's permit box for inspection.

## WHAT THE MARION COUNTY BUILDING DEPARTMENT REQUIRES:

### Permitting

#### When is a Building Permit Necessary?

A building permit is required for all projects to construct, enlarge, alter, repair, move, demolish, or change the occupancy or occupancy content of a building or structure. This includes any outside area being used as part of the building's designated occupancy. Permits are also required for the construction, installation, enlargement, alteration, repair, removal or replacement of any electrical, gas, mechanical, or plumbing system regulated by technical codes.

#### Exceptions:

- Ordinary repairs, provided such repairs do not violate any provision of the technical codes (i.e., replacement of an interior door)
- The repair or replacement of a faucet or valve, or the unclogging of drains or sewer lines
- The installation of A/C units (less than 3 tons), cord and plug with an existing electrical outlet that is not connected to ducts
- The installation of any portable heating appliance, portable ventilation equipment, or portable cooking units
- Finish work: interior/exterior painting, or the replacing of cabinets, carpet, vinyl, tile, or gutters
- Roofing or Stucco/Siding up to 500 sq. ft. within a 1-year cycle

#### What is Required on the Jobsite at the Time of Inspection?

- Access to Permitted Construction Work Area
- Plans Stamped by Building Department
- Permit Inspection Record
- Work Ready
- Animals Restrained
- Sanitary Facilities (i.e., Portable Toilet)

Schedule inspections online by visiting our homepage and clicking on *Access Building Permit and Contractor Information*, or schedule by phone using the AIRS system. The AIRS phone number is (352) 438-2477 (438-AIRS).