



INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION
1801 27TH STREET
VERO BEACH, FL 32960

COUNTER CHECKLIST

FOR NEW SFR, ADDITIONS & ALL COMMERCIAL
PLANS MUST BE COMPLIANT WITH THE 5TH EDITION
(2014) FLORIDA BUILDING CODE

- OWNER'S INFO (name, address, phone)
 - CONTRACTOR'S INFO (name, address, phone, email, fax #, Lic #)
 - ARCH / ENGINEER INFO (name, address, phone, fax#)
 - DESCRIPTION OF WORK / SCOPE OF WORK
 - SQUARE FT. ON APPLICATION (living / non-Living areas)
 - OWNER/BUILDER AFFIDAVIT (If Applicable)
 - PLANNING DEPARTMENT FORMS – Land Clearing/Tree Removal Exemption Acknowledgement Form (County Only) & Single-Family Lot Two-Canopy Tree Requirement Acknowledgement Form (County Only)
 - ENGINEERING DEPARTMENT FORMS – Right-of-Way & Residential Single Family Permit Application Checklist (County Only) & Right-of-Way Review/Permit Application (County Only)
 - FOUR COMPLETE SETS FOR RESIDENTIAL AND FIVE COMPLETE SETS FOR COMMERCIAL:
 - COMMERCIAL** - all sheets signed and sealed by eng./arch
 - RESIDENTIAL** -structural signed and sealed by eng./arch. Other sheets - designer info.
 - 18" X 24" min & 24' x 36" max SIZE SHEETS, 1/4" SCALE PLANS.
 - FOUR TRUSS LAYOUTS with Uplifts / Tie Downs
 - PRODUCT APPROVAL AFFIDAVIT FORM
 - FOUR HVAC LOAD CALCULATIONS (Manual-J or equivalent)
 - FOUR AIR DISTRIBUTION SYSTEM SIZING CALCULATIONS (Manual-D or equivalent)
 - FOUR ENERGY CODE CALCULATIONS
 - FIVE PLOT PLANS for **Residential** / A COPY OF SITE PLAN for **Commercial**
 - Utilities served by: City of VB County Environmental Health (well/septic)
 - ALL COMMERCIAL – PROVIDE ONE COPY OF SOILS INVESTIGATION REPORT.**
Residential: All waterfront properties and any location of questionable soil such as Vero Isles, Cache Cay, Moorings #5 -The anchor, Riverboat Club, Kingswood Estates, and Savannah Oaks or other areas of questionable soils.
1. **Plans must be complete. Plans must be stapled. No loose sheets.**
 2. **No Applications will be accepted without payment of the Permit Application Fee.**
 3. **ONLY A PLANS EXAMINER CAN APPROVE DEVIATIONS FROM THE ABOVE REQUIREMENTS ON A CASE-BY-CASE BASIS. NO EXCEPTIONS!**