



Development Services Department
 Builder's Services Division
 840 W. 11th Street
 Panama City, Florida 32401
 (850) 248-8350

BOARD OF COUNTY
 COMMISSIONERS

MEMO

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To: Builder's Services Division Staff
 Date: 01.31.2023 - **DRAFT**
 Re: Building Permit Application - Site Plan Requirements
 From: Steven W. Stafford, PE
 Builder's Services Division Manager

840 WEST 11TH STREET
 PANAMA CITY, FL 32401

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Please be aware of the following change to the Building Permit Application - Site Plan Requirements that will take effect March 1, 2023.

The 2020 Florida Building Code, 7th Edition, Section 107 outlines several Submittal Documents requirements for Construction Documents. Specific to Site Plans, the section reads:

107.2.6 Site plan. The *construction documents* submitted with the application for *permit* shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from *lot lines*, the established street grades and the proposed finished grades and, as applicable, *flood hazard areas, floodways, and design flood elevations*; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The *building official* is authorized to waive or modify the requirement for a site plan where the application for *permit* is for *alteration or repair* or where otherwise warranted.

Site Plans must be created by a Registered Design Professional, authorized to do so under Florida Statute Chapters 471 or 472.

All Bay County Building Permit applications that include the construction of a new structure(s) or new impervious surface area(s) shall include a residential site plan clearly identifying the following information:

- The limits of clearing, grading, and area of land disturbance must be clearly identified and distinguished from those areas of trees and understory which are to be preserved.
- Erosion and Sedimentation Control measures are required to be shown on the plan. Indicate at a minimum the proposed locations for the installation of Silt Fence and a stone Construction Entrance.
- Provide the existing Topographic Contours, and any relevant spot elevations, of the lot and any proposed grade changes based on NAVD 88 datum. Show both existing and proposed drainage patterns.
- Indicate if the proposed building/dwelling/accessory structure is located within the 100-Year Floodplain.
- Provide the existing Base Flood Elevation (BFE), existing Design Flood Elevation (DFE), and proposed Finished Floor Elevations (FFE) along with the proposed final grade elevations at the building corners and at the mid-point of all exterior walls.
- Provide spot elevations and invert elevations of the nearest drainage structure or ditch line that will collect and convey stormwater runoff from the lot and from any proposed onsite drainage structures.
- Provide directional flow arrows indicating the proposed drainage patterns and flow directions for stormwater runoff.
- Show the location of any streams, ponds, surface waters, or wetlands on the lot or within 100-linear feet of the lot's boundary lines. Show wetland area setback & buffer distances from wetlands noting that there is a minimum 30-foot buffer from wetlands and shorelines.
- Identify the locations of all existing and proposed underground utilities. This would include water service line connections and meter boxes, irrigation system service line connections and meter boxes, sanitary sewer lines and cleanouts, and on-site septic systems, drain fields, or wells.
- Identify and show onsite easements, both existing and proposed.
- Provide locations of geotechnical investigation soil borings and hand augers, if applicable.
- Provide the post-development impervious surface ratio (ISR) calculation (percentage of impervious coverage) and maximum ISR allowed by Ordinance.

Additional Notes or Details:

NOTES:

If the plan is submitted without the above information, it will be disapproved, returned to the applicant for revisions, and the building permit will not be issued.

The applicant must provide the name, phone number, and Contractor License Number of the person or corporation responsible for the installation and maintenance of temporary erosion and sedimentation control devices.



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Applicant's Signature: _____

DRAFT