REQUIRED DOCUMENT SUBMITTAL CHECKLIST

ITEMS CHECKED BELOW MUST BE SUBMITTED BEFORE APPLICATION APPROVAL

1. ___ Building Permit Application with complete owner/applicant information, contract price/value, project address and parcel #, driving directions & power company. MUST BE COMPLETED AND SIGNED BY OWNER OR CONTRACTOR. If the property for which you are requesting a permit is leased land or that of a family or friend, it will be necessary for you to provide a NOTARIZED LETTER from the owner. The property owner must sign all documents.

2. ___ Notice of Commencement – Certified and Recorded at Clerk of Court Office for projects of $2,500 or more; $7,500 or more on mechanical.

3. ___ Legal Description – Section, Township, Range, Lot and Block, Parcel #, Alternate Key and Subdivision Name.

4. ___ Proof of Ownership – Current Tax Notice, Certificate of Title or Recorded Deed.

5. ___ Owner/Builder Disclosure Statement and Affidavit if applicable.

6. ___ Contractor and Sub-Contractor – license verification form must have original signature of license holder or a notarized letter giving permission for an employee only to pull permit for them.

7. ___ Florida Product Approval Forms – Material suppliers provide the product approval numbers.

8. ___ Septic Tank Permit or Approval Letter. (State Health Dept. document)

9. ___ Florida Energy Efficiency Form-Load calculations HVAC (2 copies).

10. ___ Flood Elevation Survey – Required if any part of property is in an "A zone" or "V zone", also required on 1st floor and Final inspection.

11. ___ 911 Address-Must be posted- Can be obtained from 911 Addressing. (4” numbers with contrasting background at property entrance.

12. ___ Driveway Permit- County Road Dept. or State (DOT).

13. ___ Construction Plans – 2 copies residential; 3 copies on commercial. Must be signed and sealed by a licensed engineer or Architect. M/H requires 2 copies of setup/blocking plans done by licensed M/H installer.

14. ___ Truss/Rafter Engineering/Roof Framing Plan – 2 copies. (Supplied by truss manufacturer)

15. ___ Site Plan & Certified Survey - 2 copies. Must include all improvements, setbacks and proposed construction.


17. ___ LP Gas Certification. (2 sets with equipment location site plan)

18. ___ Swimming Pool Requirement Notice.

19. ___ Zoning Approval when occupancy use is changed or structure is enlarged.

20. ___ Substantial Improvement/Damage Application – "A" and "V zones"