Community Development Department

Street Address: 198 6th Street SW Moore Haven, Florida 33471 Mailing Address: P.O. Box 1527
Phone: (863) 946-6018 ▪ Fax (863) 946-1535

Contractor Assignment and Authorization

Each contractor and/or subcontractor must sign this form prior to permits being issued for that trade. By signing this form, the contractor accepts responsibility for work performed by authorization of the permit issued for this project and agrees to comply with all applicable laws, codes, ordinances, and regulations that govern the work.

Permit Type	Contractor Print Name Clearly	License Number	Contractor's Signature	Date
Building				
Mobile Home				
Electrical				
Plumbing				
Mechanical				
Aluminum				
Gas				
Roofing				
Drywall				
Carpentry				
Masonry				
Concrete				

Required Documents Descriptions

1 **Two Paper Sets and one digital of Plans for Residential Projects. Two Paper Sets and One digital set of Plans for Commercial Projects. We will accept 11 x 17 as long as all details are legible, otherwise submit standard size.**
The plans must show specific details of the work. When applicable, the plans shall include the electrical, mechanical, plumbing and gas plans (isometrics) for the project.
When the permit is issued, one set will be returned. It must be retained at the construction site and made accessible to the building inspector.
If plans are larger in size than 11 x 17, you must also provide a PDF copy of the plans. You can provide these on a CD or email to jallen@myglades.com if the file size allows.

2 A **Site Plan** is required for all structural permits. (2 Copies)
SITE PLAN REQUIREMENTS:
A site plan must be drawn to scale; it can be drawn on a copy of the property survey if a survey is available. It must show the actual dimensions and shape of the lot to be built upon; the exact sizes and locations of already existing structures, if any; the location and dimensions of the proposed structures or alterations; and the distance between structures on the property. The plan must also show adjacent roads and the distance to property lines from existing and proposed construction. When present, the location of the well and septic systems must be shown. Existing and new construction must be appropriately labeled on the site plan. *When new structures are proposed in a Mobile Home or RV Park*, the site plan must also show the distance between the new construction and the nearest surrounding structures on adjacent lots.

3 A **Property Survey (For County Only)** is required, except for those situations listed below. (2 Copies. One original and one copy)
The survey shall show all existing structures and easements and include an accurate **legal description** of the property. Exemptions:
a) The structure is in a Mobile Home or RV Park.
b) The structure is accessory to a residence and is going to be secured against high winds or floods by soil anchors.
c) The parcel is more than 5 acres and the proposed structure is 200 feet or more from all property lines.

4 **a) Potable water or well, 1 copy.**

- If the property is not located within a potable water utility service area, a copy of your drinking water well construction permit from the Health Department is required.
- If within a potable water utility service area, a copy of the letter verifying availability of service is required.

b) Sanitary sewer or septic , 1 copy.

- If the property is not located within a sanitary sewer utility service area, a copy of your septic tank construction permit or system verification from the Health Department is required.
- If the property is located in a sanitary sewer utility service area, a letter verifying availability of service is required.

5 **Right-of-way construction approval, 1 copy .**
If on a county-maintained right-of-way an approved Right-of-Way permit.
If on a State-maintained right-of-way, verification that the project has been reviewed and approved by FDOT.
If on a private road, approval of the applicable maintenance entity or verification of no maintenance entity.

6 **Two (2) Copies of Completed, signed Florida Energy Code form (Central Zone 7)** for buildings and additions subject to energy code. Include two complete forms & two cover sheets. Provide equipment load sizing calculation for heating/cooling equipment. (Manual J, Manual N or equivalent)

7 **Two (2) Copies of the Truss layout and Truss Engineering**.

8 **Two (2) completed copies of the Glades Co**. **Mobile Home Installation Plan Review Workbook**.

9 **Authorized aluminum engineering** details showing connections, foundations, spans, material specifications and design of the aluminum structure.

10 **Contract/Cost to build documentation**: detailed documentation of costs including, but not limited to, the value of all structural, electrical, plumbing, mechanical, interior finish, and normal site prep work, architectural and design fees, marketing costs, overhead and profit. Only land values are excluded.

11 **Two (2) Copies of the Florida Product Approval for Roofing, Doors and Windows.**

12 **Proof of ownership, 1 copy**. necessary only if the property was recently purchased and the Property Appraiser's on-line information does not yet reflect the change of ownership.

13 **Stormwater pollution prevention plan –Commercial, 1 copy**
The plan must include name of responsible person, description of the procedures to be used to control erosion, sedimentation and air pollution, site map, inspection schedules, and methods to ensure all entities on site minimize activities that cause pollution. The plan must also include how materials, including but not limited to paint, concrete, aggregate, fertilizer, pesticides and fuels on the construction site which are capable of causing stormwater pollution will be handled and stored in order to prevent such pollution.

14. **Commercial Landscape and Buffering Plan, 1 copy**

15. **Documentation of SHIP approval , 1 copy**

16. **Verification of address from E911 for new construction, 1 copy.**