

PERMIT CHECKLIST

Before **any** development activity occurs on a piece of property, a permit is required from the local jurisdiction. A permit is required before carrying out any building activity, the making of any material change in the use, or change in appearance of any structure.

PLEASE READ AND UTILIZE THIS CHECKLIST CAREFULLY TO ASSIST YOU IN ORGANIZING AND PREPARING YOUR APPLICATION PACKAGE FOR SUBMITTAL – Items marked with filled in circle are required.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Items Required At Time Of Submittal Of Application Package:

1. ☒ **BUILDING PERMIT APPLICATION** _ Indicate the Electric Utility Company
2. ☒ **COPY OF SIGNED DATED CONTRACT** - (if applicable), or value of project.
3. ☐ **RAISED SEAL FLOOD ELEVATION SURVEY W/SPOT ELEVATION WHERE STRUCTURE TO BE LOCATED**
Required if any part of property in an A zone or V zone (also required at slab and final inspection)
4. ☒ **LEGAL DESCRIPTION** - Section, Township, Range, Lot, and Block, Parcel #, Alternate Key #and Subdivision name.
5. ☒ **PROOF OF OWNERSHIP** – i.e., Current tax notice, Homestead Exemption Notice, Certificate of Title, or Recorded Deed.
6. ☐ **PROOF OF PAYMENT – IMPACT FEE** (if applicable--collected).
7. ☐ **THREE (3) SEALED SETS OF CONSTRUCTION PLANS** (Signed & Sealed by Florida Architect or Engineer).
8. ☒ **HURRICANE MITIGATION RETROFIT (RE-ROOFS ONLY, as applicable per 2007-HB 7058, FS 553.844 and Rule 9B-3.0475 FL Adm. Code). (RE-ROOF ONLY)**
9. ☐ **TRUSS/RAFTER UPLIFT LOAD SUMMARY SHEET. AND TRUSS LAYOUTS.**
10. ☒ **THREE (3) ENERGY FORM 600A, B, or C. (IF NEW HVAC SYSTEM)**
11. ☒ **THREE (3) LOAD CALCULATIONS FOR HVAC (MANUAL J OR N REQUIRED ON NEW AND REPLACEMENTS)**
12. ☒ **THREE (3) COPIES OF HVAC DUCT LAYOUT. (Attached to plans) (IF NEW HVAC SYSTEM)**
13. ☒ **THREE (3) COPIES OF A SITE PLAN : Drawn to scale (1"=30') (one inch equals thirty feet) using Site plan or survey with the following showing: NOTE: PROPERTY RECORDS CARD ACCEPTABLE IF IT SHOWS DIMENSIONS.**

**** PLEASE BE SURE EACH OF THE ITEMS LISTED BELOW ARE INCLUDED ON THE SITE PLAN ****

- A. Dimensions of the property.
 - B. Location of all existing and proposed structures.
 - C. Setbacks from all property lines to existing and proposed structures.
 - D. Location of all roads and right-of-ways (including center lines) in relation to the property.
 - E. A directional arrow indicating North.
 - F. The scale used for the site plan (such as 1" = 30')
 - G. Septic, drain field, and well location on the proposed building site. If any one of these locations is within 75 feet of the property line, then the site plan must encompass those areas adjoining the proposed building site indicating location of property's septic, drain field and well locations.
 - H. Location of all natural and man made surface waters (i.e., lakes streams, canals, wetlands, etc.).
 - I. Location of proposed and/or existing water lines and meters.
 - J. Location of driveways and sidewalks.
 - K. Location of LP tanks, size, type. Distance from tank to structure. Distance from all external ignition sources, i.e. air conditioner.
14. ☒ **NOTICE OF COMMENCEMENT** (Certified and Recorded for projects \$2,500 or more—mechanical \$7,500 or more)
 15. ☒ **OWNER/BUILDER DISCLOSURE STATEMENT & AFFIDAVIT** _ (If applicable)
 16. ☐ **ONE (1) COMPLETE STATE HEALTH DEPT. APPLICATION PACKAGE REQUIRED TO BE SUBMITTED TO THE HEALTH DEPARTMENT FOR SEPTIC AND/OR WELL (If Applicable).**
 17. ☒ **PROVIDE COPY OF APPLICABLE STATE AND LOCAL LICENSES, PROOF OF WORKERS COMPENSATION INSURANCE OR EXEMPTION (for contractor and all subcontractors; see Permit Application).**
 18. ☒ **PRODUCT APPROVAL SHEETS (FOR RE-ROOFS)**