

# APPLICATION CHECKLIST

For ALL Construction, provide the following: (for Alteration/Repairs also see Pg.3)	Applicant	Staff Initials
1. Completed Permit Application (signed by Contractor)	_____	_____
2. Owners Affidavit (signed by Owner, designating Contractor as Agent, and notarized)	_____	_____
3. Disclosure Statement (signed by owner & notarized): Required If Owner is acting as their own Contractor	_____	_____
4. Affidavit of Occupancy (signed by Owner and notarized)	_____	_____
5. Florida Lien Law form (signed by Owner): Required If the contractor and owner are the same	_____	_____
6. Certified copy of recorded Notice of Commencement, submitted @ appl:Y/N	_____	_____
<ul style="list-style-type: none"> <li>• Required if cost of improvement is greater than \$2500.00 AND Required to be on job-site AND in permit file by first inspection</li> </ul>		

For NEW, ADDITION, SHEDS AND UTILITY BUILDINGS, also provide the following:	Applicant	Staff Initials
7. Two (2) Sets of Construction Plans (1 Set/Master Plan) each including: (ALL Aluminum Structures require plans to be engineered, signed & sealed)	_____	_____
<ul style="list-style-type: none"> <li>• Floor Plan - ¼ " scale</li> <li>• Elevations (ALL views of structure)</li> <li>• Foundation Plan or Floor Framing Plan</li> <li>• Wall Section (s)</li> <li>• Roof Plan</li> <li>• Two (2) Gas Diagrams (if &gt;2,500 sq. ft. heated and cooled)</li> <li>• Manufactures truss layout</li> <li>• Fire Resistant Framing Plan, if applicable</li> </ul>		
8. Two (2) Engineered Wind Analysis per Florida Bldg Code (signed and sealed by Engineer)	_____	_____
<ul style="list-style-type: none"> <li>• Required IF any of the following apply: Structure is over 400 sq ft, openings w/in 3' of a corner, or any 2 story structure</li> <li>• Engineer must have subdivision name, lot and block or complete address</li> <li>• If submittal is for a new master plan 3 sets required, 2 sets for existing</li> </ul>		
9. Environmental information required per Sections 5-56(2) & 5-84(o) of the TLDC includes:	_____	_____
<ul style="list-style-type: none"> <li>• SITE PLAN: Two (2) copies drawn to an engineering scale to fit on 8.5" x 11", 8.5" x 14" or 11" x 17" size paper, to include the following information</li> <li>• Property located on FIRM Flood Zone "A" will require a 100-year flood elevation determination letter prepared by a Florida registered professional engineer.               <ul style="list-style-type: none"> <li>A. Street name, lot dimensions, setback dimensions, north arrow, show all easements &amp; restrictions;</li> <li>B. Show location, size and CPZ of all protected trees with an indication of whether they are to be removed or to remain. Removal of protected trees will require a mitigation plan. Protected trees are as follows:                   <ul style="list-style-type: none"> <li>• Lots for single-family structures- trees greater than 36 DBH;</li> <li>• Lots for two or three family structures - trees greater than 12" DBH &amp; 4" in lot perimeter zone</li> </ul> </li> <li>C. Show the limits of clearing &amp; location for placement of all sediment &amp; erosion control measures</li> <li>D. Show all existing and proposed structures labeled accordingly</li> <li>E. Show existing and proposed two-foot contour lines labeled accordingly</li> <li>F. Show all grading or other methods of stormwater conveyance to an approved stormwater management facility or off site conveyance.</li> <li>G. Show Finished Floor Elevation</li> </ul> </li> </ul>		
10. Florida Building Code, Energy Conservation, 7 <sup>th</sup> ed. (2020) Form R402 or R405 (signed by the Preparer and Owner/Agent)	_____	_____
11. EPL Display Card (signed by Builder with date and address of home completed on card)	_____	_____
12. Manual J Form- HVAC load sizing summary for residential signed by preparer	_____	_____
13. Soil Test, Engineer shall sign & seal & state subdivision name, lot & block or complete address	_____	_____
<ul style="list-style-type: none"> <li>• Required for New Construction or when Addition is &gt; than 400 square feet</li> <li>• Pipe Clay, Site Fill or Old Fill, all require a Special Foundation OR</li> <li>• Letter signed, sealed &amp; dated from Soils Engineer stating "Special Foundation Not Required"</li> </ul>		
14. Completed Driveway Connection Application	_____	_____
<ul style="list-style-type: none"> <li>• Required if new driveway connection is to be installed</li> </ul>		

**APPLICATION CHECKLIST continued**

<b>For ALTERATION and/or REPAIRS , also provide the following:</b>	<b>Applicant</b>	<b>Staff Initials</b>
<b>7. Two (2) Sets of Construction Plans</b>	_____	_____
<ul style="list-style-type: none"> <li>• Floor Plan - 1/4" scale</li> <li>• Elevations (1)</li> <li>• Wall Section (s), Typical &amp; Attachment to existing structure</li> <li>• Description &amp; Detail of work to be performed (see describe improvement pg 1)</li> </ul>		
<b>8. Florida Building Code, Energy Conservation 7<sup>th</sup> ed. (2020) Form R402 or R405 (with signatures)</b>	_____	_____
<ul style="list-style-type: none"> <li>• EPL card (signed by Builder with date and address of home completed on card) &amp;</li> <li>• Manual J Form (with Sizing summary signed by preparer)</li> </ul>		
<b>9. Driveway Connection Application: Required if new driveway connection is to be installed</b>	_____	_____
<b>10. Hazardous Materials Checklist:</b> Any remodel or demolition requires applicant be given the Hazardous Materials Checklist . Applicant will indicate on Page 1 if hazardous materials are present.	_____	_____
<b>11. State Asbestos Notification:</b> Any remodel or demolition requires applicant be given a copy of the State Asbestos Notification form.	_____	_____
<b>12. Residential Pool Re-Liner Checklist:</b> Pool re-liner checklist shall be submitted with application		

**PLEASE INQUIRE IF ANY OF THE FOLLOWING WILL BE REQUIRED FOR YOUR PROJECT:**

**Residential Building, Environmental, Sediment & Erosion and Driveway Connection Permit Fees:**

<p><b>Separate SubTrade Permits:</b></p> <ul style="list-style-type: none"> <li>Electrical Permit</li> <li>Plumbing Permit</li> <li>Gas Permit</li> <li>Roofing Permit</li> <li>Mechanical Permit</li> </ul> <p><b>Checklists and Information sheets:</b></p> <ul style="list-style-type: none"> <li>Residential Swimming Pool &amp; Spa Checklist</li> <li>Retaining Wall Checklist</li> <li>Typical Wall Section</li> <li>IVRS Inspection Call In Information Sheet</li> </ul>	<p><b>Affidavits and Forms:</b></p> <ul style="list-style-type: none"> <li>Notice of Commencement</li> <li>Notice to Swimming Pool Owner Affidavit</li> </ul>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Building Application Fee</td> <td style="text-align: right;">\$ 80.00</td> </tr> <tr> <td>Driveway Permit Application fee</td> <td style="text-align: right;">\$ 54.00</td> </tr> <tr> <td>New &amp; Additions w/o Eng Wind Analysis + S&amp;E</td> <td style="text-align: right;">\$ .27 sq ft</td> </tr> <tr> <td>New &amp; Additions with Eng Wind Analysis + S&amp;E</td> <td style="text-align: right;">\$ .23 sq ft</td> </tr> <tr> <td>New &amp; Additions w/ previous Master Plan + S&amp;E</td> <td style="text-align: right;">\$ .21 sq ft</td> </tr> <tr> <td>Remodel Alteration w/ value of \$ 10,000 or less -</td> <td style="text-align: right;">\$ 19 / \$ 1,000</td> </tr> <tr> <td>Remodel Alteration w/ value of \$ 50,000 or less -</td> <td style="text-align: right;">\$ 187 + (\$ 2.68 / \$ 1,000)</td> </tr> <tr> <td>Remodel Alteration w/ value greater than \$ 50,000 -</td> <td style="text-align: right;">\$ 321 + (\$ .47 / \$ 1,000)</td> </tr> <tr> <td>Environmental Permit Fee</td> <td style="text-align: right;">\$ 88.00</td> </tr> <tr> <td>Driveway Connection Fee</td> <td style="text-align: right;">\$ 47.00 per connection</td> </tr> <tr> <td>Training Surcharge</td> <td style="text-align: right;">\$ 2.50</td> </tr> <tr> <td>State Surcharge</td> <td style="text-align: right;">3% of Bldg fees, w/ min. \$4.00</td> </tr> </table> <p><b>PLEASE NOTE:</b> Separate permits and fees are required for subtrade permits. In addition, water and sewer fees may be applicable if connections are needed.</p>	Building Application Fee	\$ 80.00	Driveway Permit Application fee	\$ 54.00	New & Additions w/o Eng Wind Analysis + S&E	\$ .27 sq ft	New & Additions with Eng Wind Analysis + S&E	\$ .23 sq ft	New & Additions w/ previous Master Plan + S&E	\$ .21 sq ft	Remodel Alteration w/ value of \$ 10,000 or less -	\$ 19 / \$ 1,000	Remodel Alteration w/ value of \$ 50,000 or less -	\$ 187 + (\$ 2.68 / \$ 1,000)	Remodel Alteration w/ value greater than \$ 50,000 -	\$ 321 + (\$ .47 / \$ 1,000)	Environmental Permit Fee	\$ 88.00	Driveway Connection Fee	\$ 47.00 per connection	Training Surcharge	\$ 2.50	State Surcharge	3% of Bldg fees, w/ min. \$4.00
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<p><b>** NOTICE **</b></p> <p><b>The Contractor / Owner shall be aware of overhead power lines located near the property and maintain a safe distance of ten (10) feet from all buildings and equipment.</b></p> <p><b>If you have any questions, contact the City Power Engineering Division at (850) 891-5031.</b></p>																										