

RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST
SUBMIT TWO (2) INDIVIDUAL SETS OF ALL COPIES WITH YOUR APPLICATION
IN THE ORDER SHOWN BELOW:

ONLY COMPLETE PERMIT APPLICATION PACKAGES WILL BE ACCEPTED

NOTE: SEPARATE PERMITS REQUIRED FOR ELECTRIC, PLUMBING, MECHANICAL & LP GAS

- _____ 1. Completely filled our building permit application, **including driveway dimensions**. Application must be signed and notarized. Parcel ID number must be on the permit. **Incomplete applications cannot be accepted.**
- _____ 2. Completed subcontractor permit applications: **Mechanical, Plumbing, Electric, LP Gas, Roofing and Driveways.**
- _____ 3. If using septic tank, Health Department permit or letter of approval; for all others, authorization letter from OUA or privately owned and operated sewage treatment plant.
- _____ 4. Copy of recorded Notice of Commencement if total job value is \$2,500 or more.
- _____ 5. **If Owner Builder Permit**, then an **Owner/Builder Disclosure** must be filled out and notarized.
- _____ 6. Copy of recorded deed or tax receipt showing current ownership of property.
- _____ 7. A signed Driveway Connection Permit from the Road and Bridge Department.
- _____ 8. Notarized statement of authorization from property owner/agent if parcel is leased.
- _____ 9. Site/plot plan including: any new construction, additions, improvements or repairs of any kind with dimensions.
- _____ 10. Energy Performance Index (EPI), Manual J Calculations – Residential.
- _____ 11. Truss Layout and Engineering
- _____ 12. Construction plans including, but not limited to: Indicate on drawings design criteria: Residential 2017 Building Code, 6th Edition, Risk Category II; Wind Speed 140 or 150 depending on location (see Figure 1609A); Use of structure; and Type of structure.
- _____ 13. **All product approval and installation details** (All items listed in FBC 107.3.5) must be either: Shown on the signed, sealed and dated building plans and include the product name; Florida (or Miami-Dade) product approval number **AND** method of installation on the following: all windows, doors, exterior doors (including garage doors), roofs, skylight, panel walls, structural components, shutters, new and innovative new products etc...
- _____ 14. Form Board Survey. (**BEFORE POUR**)
- _____ 15. If your project is in a flood zone you will need a Construction Elevation Certificate and if you are pouring concrete for a project in a flood zone you will also need a 1st Pour Elevation Certificate.
- _____ 16. Initial Plan Review Fee (\$50) Check or Cash – **NO CREDIT CARDS.**

BEFORE A FINAL INSPECTION & C/O CAN BE SCHEDULED, SUBMIT:

- _____ 17. Original Finished Floor Elevation or Flood Elevation Certificate NAVD from a surveyor licensed by the State of Florida. Note that the finished floor elevation must be 18" above the crown of the adjacent road and must be above the base flood elevation or meet minimum septic tank elevation, whichever is greater.
- _____ 18. Final approval from the Health Department on septic tank.
- _____ 19. Termite spray for perimeter.
- _____ 20. Blower Door Testing Report.
- _____ 21. Final signature on Driveway Permit from Road and Bridge.
- _____ 22. Landscape requirements must be met.
- _____ 23. Pay Solid Waste, Fire and EMS Assessment Collection Fee or provide a copy of tax valorem assessment before Certificate of Occupancy can be issued (fee determined at time of final inspection).