



## PERMIT CHECKLIST

Before any development activity occurs on a piece of property, a permit is required from the local jurisdiction. A permit is required for carrying out of 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. 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

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 application).
7. \_\_\_\_\_ **THREE (3) SEALED SETS OF CONSTRUCTION PLANS** (Signed & Sealed by Florida Architect or Engineer).
8. \_\_\_\_\_ **TRUSS/RAFTER UPLIFT LOAD SUMMARY SHEET AND TRUSS LAYOUTS (3)**
9. \_\_\_\_\_ **ENERGY FORM 600A, B, or C (3)**
10. \_\_\_\_\_ **LOAD CALCULATIONS FOR HVAC (3)**
11. \_\_\_\_\_ **THREE (3) COPIES OF HVAC DUCT LAYOUT** (Attached to plans)
12. \_\_\_\_\_ **THREE (3) COPIES OF SITE PLAN:** Drawn to scale (1"=30') (one inch equals Thirty feet) using Site plan or survey with the following showing:

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

- A. Dimensions of 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 indication 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 are.
- 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
13. \_\_\_\_\_ **NOTICE OF COMMENCEMENT** (Certified and Recorded for projects \$2,500 or more)
14. \_\_\_\_\_ **OWNER/BUILDER DISCLOSURE STATEMENT & AFFIDAVIT** (if applicable)
15. \_\_\_\_\_ **ONE (1) COMPLETE STATE HEALTH DEPT. APPLICATION PACKAGE REQUIRED TO BE SUBMITTED TO THE HEALTH DEPARTMENT FOR SEPTIC AND/OR WELL** (if applicable)
16. \_\_\_\_\_ **PROVIDE PROOF OF WORKERS COMPENSATION INSURANCE OR EXEMPTION and COPY OF VALID BUSINESS LICENSE (for contractor and all subcontractors) FOR EACH PERMIT SUBMITTED**
17. \_\_\_\_\_ **THREE (3) PRODUCT APPROVAL INFORMATION SHEETS**
18. \_\_\_\_\_ **ZONING CLEARANCE APPLICATION**