



COMBINATION RESIDENTIAL BUILDING, ENVIRONMENTAL, and DRIVEWAY CONNECTION PERMIT APPLICATION

Applicant Services Division Office: (850) 891-7125
 Mailing: 300 S Adams St., B-28 Fax: (850) 891-0948
 Physical: 435 N Macomb St.
 Tallahassee, Florida 32301 www.talgov.com

TBB # : _____

HOLD C.O. by: _____

Location: _____ **Zip Code:** _____
Street Number Street Name

Subdivision Name: _____ Lot _____ Blk _____ Unit Phase _____

Parcel I.D. No. (Tax Folio No.): _____

Property Owner: _____ Telephone #: (____) _____

Mailing Address: _____

Contractor License No.: _____ Telephone #: (____) _____ Email: _____

Contractor & Firm Name: _____ Fax #: (____) _____

Contractor Mailing Address: _____

Architect/Engineer: _____ Fax #: (____) _____

A/E Mailing Address: _____

Sediment & Erosion Contact Name: _____ DEP #: _____ Telephone #: (____) _____

DESCRIPTION OF IMPROVEMENT

BUILDING CLASSIFICATION

TOTAL COST OF IMPROVEMENT:

- 01 New
- 02 Addition
- 03 Alteration / Repair
- 09 Foundation Only
- 10 Swimming Pool size (____x____)
- 11 Retaining Wall (separate Permit required)

- 01 One Family Detached
- 02 Duplex
- 03 TRIPLEX (Commercial Review)
- 12 One Family Attached (____# of attached units)
- ___ Other

\$ _____

PRIVATE PROVIDER TO BE USED:

FL Statute 553.791 Yes No

THIS PERMIT IS FOR A NEW MASTER PLAN

THIS PERMIT HAS AN EXISTING MASTER PLAN

Permit # : _____

Address: _____

NUMBER of NEW DRIVEWAY CONNECTIONS: _____

WATER & SEWER ACCOUNT & TAPS (MUST be completed for NEW construction)

Use Master Utility Account number (1 bill for multiple addresses)

OR Create A New Utility Account number (separate bill for each address)

Ship work orders at issuance of permit (water is needed within 2 weeks)

OR Delay shipping of work orders until: (provide date) _____

Scope of Work: _____

By signing below, the contractor acknowledges that products used in the construction of this building, requiring approval per FL Statutes 553.842 must have the required approval prior to installation in this building. Issuance of this building permit does not constitute approval of any product. Products that require approval per FS 553.842 are (1) panel walls, (2) exterior doors, (3) roofing products, (4) skylights, (5) windows, (6) shutters, (7) structural components, and (8) products comprising a building's envelope introduced as a result of new technology.

*****APPLICANT NOTICE:** CHECKLIST ON PAGE 2 OR 3 MUST BE COMPLETED **OR** ATTACH THE APPROPRIATE CHECKLIST IF PERMIT IS FOR POOL OR RETAINING WALL

Contractor's Signature: _____ Print Name: _____ Date: _____

	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. Florida Lien Law form (signed by Owner): Required If the contractor and owner are the same	_____	_____
5. Affidavit of Occupancy (signed by Owner and notarized)	_____	_____
6. Certified copy of recorded Notice of Commencement, submitted @ appl:Y/N <ul style="list-style-type: none"> •Required to be on job site AND in permit file by first inspection 	_____	_____
7. Two (2) Sets of Construction Plans (1 Set/Master Plan) each including: <ul style="list-style-type: none"> •Floor Plan - 1/4" scale •Elevations (ALL views of structure) •Foundation Plan or Floor Framing Plan •Wall Section (s) •Roof Plan •Two (2) Gas Diagrams (if >2,500 sq. ft. heated and cooled) •Manufactures truss layout •Fire Resistant Framing Plan, if applicable 	_____	_____
8. Two (2) Engineered Wind Analysis per Florida Building Code (signed and sealed by Engineer) <ul style="list-style-type: none"> •Engineer must have subdivision name, lot and block or complete address •If submittal in for a new master plan 3 sets required, 2 sets for existing 	_____	_____
9. Environmental information required with this permit application per Sections 5-56(2) & 5-84(o) of the TLDC includes: <ul style="list-style-type: none"> • Property corners <u>and</u> building foundation corner must be clearly flagged on the property • Property located on FIRM Flood Zone "A" will require a 100-year flood elevation determination letter prepared by a Florida registered professional engineer. • 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, include the following information: <ul style="list-style-type: none"> A. Street name, lot dimensions, setback dimensions, north arrow, show all easements & restrictions, 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"> ▪ Lots for single-family structures- trees greater than 36 DBH; ▪ Lots for two or three family structures - trees greater than 12" DBH & 4" in lot perimeter zone C. Show the limits of clearing & location for placement of all sediment & erosion control measures D. Show all existing and proposed structures labeled accordingly E. Show existing and proposed two-foot contour lines labeled accordingly F. Show all grading or other methods of stormwater conveyance to an approved stormwater management facility or off site conveyance. G. Show Finished Floor Elevation 	_____	_____
10. FlaRes 2008 Energy Form, Method A or B (signed by preparer & signed by the owner/agent)	_____	_____
11. EPL Display Card (signed by Builder)	_____	_____
12. Manual J Form- HVAC load sizing for residential. (with Sizing summary signed by preparer)	_____	_____
13. Soil Test, Engineer shall sign & seal & state subdivision name, lot & block or complete address <ul style="list-style-type: none"> ▪ Pipe Clay, Site Fill or Old Fill, all require a Special Foundation OR ▪ Letter signed, sealed & dated from Soils Engineer stating "Special Foundation Not Required" 	_____	_____
14. Completed Driveway Connection Application.	_____	_____

ADDITIONS/ SHEDS/ UTILITY BUILDINGS:

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 @ application: **Y/N** _____
 •**Required if cost of improvement is greater than \$2500.00 AND Required to be on job-site by first inspection**
7. Two (2) Sets of Construction Plans, each including: _____
(ALL Aluminum Structures require plans to be engineered, signed & sealed)
 - Floor Plan - 1/4" scale _____
 - Elevations (2 views of structure and how it connects to existing) _____
 - Foundation Plan and) or Floor Framing Plan _____
 - Wall Section(s), Typical & How Attachments to existing structure _____
 - Manufactures truss layout or roofing framing diagram _____
8. Two (2)-Engineered Wind Analysis per Florida Building Code **(signed and sealed by Engineer)** _____
 •**Required IF any of the following apply:** Addition is over 400 sq ft, openings w/in 3' of a corner, **or** any 2 story addition
 •**Engineer** must have subdivision name, lot & block or complete address
9. Environmental information required with this permit application per Sections 5-56(2) & 5-84(o) of the TLDC includes:
 - Property corners and building foundation corner must be clearly flagged on the property _____
 - Property located on FIRM Flood Zone "A" will require a 100-year flood elevation determination letter prepared by a Florida registered professional engineer. _____
 - **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, including the following information:
 - A. Street name, lot dimensions, setback dimensions, north arrow, show all easements & restrictions _____
 - 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:
 - Lots for single-family structures- trees greater than 36 DBH; _____
 - Lots for two or three family structures - trees greater than 12" DBH & 4' in lot perimeter zone _____
 - C. Show the limits of clearing & location for placement of all sediment & erosion control measures _____
 - D. Show all existing and proposed structures labeled accordingly _____
 - E. Show existing and proposed two-foot contour lines labeled accordingly _____
 - F. Show all grading or other methods of stormwater conveyance to an approved stormwater management facility or off site conveyance. _____
 - G. Show Finished Floor Elevation _____
10. **FlaRes 2008** Energy Form, Method A or B **(signed by preparer & owner/agent)** _____
 - EPL Display Card **(signed by Builder) &** _____
 - Manual J Form- HVAC load sizing for residential. **(with Sizing summary signed by preparer)** _____
11. Soil Test, Engineer shall sign & seal & state subdivision name, lot & block or complete address _____
 •**Required IF** Addition is > 400 square feet
 •Pipe Clay, Site Fill or Old Fill, all require a Special Foundation **OR** a letter signed, sealed & dated from Soils Engineer stating "Special Foundation Not Required"
12. **Completed Driveway Connection Application:Required if** new driveway connection is to be installed _____

ALTERATIONS & /OR REPAIRS :

1. Completed Permit Application **(signed by Contractor)** _____
2. Two (2) Sets of Construction Plans _____
 - Floor Plan - 1/4" scale _____
 - Elevations (1) _____
 - Wall Section (s), Typical & Attachment to existing structure _____
 - Description & Detail of work to be performed (see describe improvement pg 1) _____
3. Owners Affidavit **(signed by Owner, designating Contractor as Agent, and notarized)** _____
4. Disclosure Statement: **(signed by owner & notarized): Required** If Owner is acting as their own Contractor _____
5. Affidavit of Occupancy **(signed by Owner and notarized)** _____
6. Florida Lien Law form **(signed by Owner): Required** If the contractor and owner are the same _____
7. Certified Copy of recorded Notice of Commencement, submitted @ application: **Y/N** _____
 •**Required if cost of improvement is greater than \$2500.00 AND Required to be on job-site by to first inspection**
8. **FlaRes 2008** Energy Form, Method A or B: **(signed by preparer & signed by owner/agent)** _____
 - EPL card **(signed by Builder) &** _____
 - Manual J Form **(with Sizing summary signed by preparer)** _____
9. **Completed Driveway Connection Application:Required if** new driveway connection is to be installed _____

