

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"> • Required if cost of improvement is greater than \$2500.00 AND Required to be on job-site AND in permit file by first inspection 		

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"> • 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 Bldg Code (signed and sealed by Engineer)	_____	_____
<ul style="list-style-type: none"> • 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 • Engineer must have subdivision name, lot and block or complete address • If submittal is for a new master plan 3 sets required, 2 sets for existing 		
9. Environmental information required per Sections 5-56(2) & 5-84(o) of the TLDC includes:	_____	_____
<ul style="list-style-type: none"> • 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 • 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"> 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. Florida Building Code, Energy Conservation, 5th ed. (2014) 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"> • Required for New Construction or when Addition is > than 400 square feet • 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	_____	_____
<ul style="list-style-type: none"> • Required if new driveway connection is to be installed 		