**APPLICATION CHECKLIST**

For **ALL** Construction, provide the following: (for Alteration/Repairs also see Pg.3)  
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**  
   - 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:

7. **Two (2) Sets of Construction Plans** (1 Set/Master Plan) each including:
   - (ALL Aluminum Structures require plans to be engineered, signed & sealed)  
   - Floor Plan - ¼ “ 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)  
   - 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:
   - 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.  
   - Street name, lot dimensions, setback dimensions, north arrow, show all easements & restrictions;  
   - 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  
   - Show the limits of clearing & location for placement of all sediment & erosion control measures  
   - Show all existing and proposed structures labeled accordingly  
   - Show existing and proposed two-foot contour lines labeled accordingly  
   - Show all grading or other methods of stormwater conveyance to an approved stormwater management facility or off site conveyance.  
   - Show Finished Floor Elevation

    (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  
    - 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**  
    - Required if new driveway connection is to be installed

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Growth Management Department | Building Inspection Division | Phone: (850) 891-7001, option 2 | Fax: (850) 891-0948  
Location: 435 N. Macomb Street, Tallahassee, FL 32301 | Mailing: 300 S. Adams Street, Box B-28, Tallahassee, FL 32301