

APPLICATION CHECKLIST

For ALL Construction, provide the following: (for Alteration/Repairs also see Pg.3)	Applicant	Staff Initials
1. Owners Affidavit (signed by Owner, designating Contractor as Agent, and notarized)	_____	_____
2. Contractor Record of Acknowledgement (signed by contractor or authorized agent)	_____	_____
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. 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. One (1) Set 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 - 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. One (1) 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: One (1) copy 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, 7th ed. (2020) 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 	_____	_____

APPLICATION CHECKLIST continued

For ALTERATION and/or REPAIRS , also provide the following:

	Applicant	Staff Initials
7. One (1) Set of Construction Plans	_____	_____
<ul style="list-style-type: none"> • 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) 		
8. Florida Building Code, Energy Conservation 7th ed. (2020) Form R402 or R405 (with signatures)	_____	_____
<ul style="list-style-type: none"> • EPL card (signed by Builder with date and address of home completed on card) & • Manual J Form (with Sizing summary signed by preparer) 		
9. Driveway Connection Application: Required if new driveway connection is to be installed	_____	_____
10. Hazardous Materials Checklist: Any remodel or demolition requires applicant be given the Hazardous Materials Checklist . Applicant will indicate on Page 1 if hazardous materials are present.	_____	_____
11. State Asbestos Notification: Any remodel or demolition requires applicant be given a copy of the State Asbestos Notification form.	_____	_____
12. Residential Pool Re-Liner Checklist: Pool re-liner checklist shall be submitted with application		

PLEASE INQUIRE IF ANY OF THE FOLLOWING WILL BE REQUIRED FOR YOUR PROJECT:

Residential Building, Environmental, Sediment & Erosion and Driveway Connection Permit Fees:

<p>Separate SubTrade Permits:</p> <ul style="list-style-type: none"> Electrical Permit Plumbing Permit Gas Permit Roofing Permit Mechanical Permit <p>Checklists and Information sheets:</p> <ul style="list-style-type: none"> Residential Swimming Pool & Spa Checklist Retaining Wall Checklist Typical Wall Section IVRS Inspection Call In Information Sheet 	<p>Affidavits and Forms:</p> <ul style="list-style-type: none"> Notice of Commencement Notice to Swimming Pool Owner Affidavit 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Building Application Fee</td> <td style="text-align: right;">\$ 80.00</td> </tr> <tr> <td>Driveway Permit Application fee</td> <td style="text-align: right;">\$ 54.00</td> </tr> <tr> <td>New & Additions w/o Eng Wind Analysis + S&E</td> <td style="text-align: right;">\$.27 sq ft New</td> </tr> <tr> <td>& Additions with Eng Wind Analysis + S&E</td> <td style="text-align: right;">\$.23 sq ft New &</td> </tr> <tr> <td>Additions w/ previous Master Plan + S&E</td> <td style="text-align: right;">\$.21 sq ft</td> </tr> <tr> <td>Remodel Alteration w/ value of \$ 10,000 or less -</td> <td style="text-align: right;">\$ 19 / \$ 1,000</td> </tr> <tr> <td>Remodel Alteration w/ value of \$ 50,000 or less -</td> <td style="text-align: right;">\$ 187 + (\$ 2.68 / \$ 1,000)</td> </tr> <tr> <td>Remodel Alteration w/ value greater than \$ 50,000 -</td> <td style="text-align: right;">\$ 321 + (\$.47 / \$ 1,000)</td> </tr> <tr> <td>Environmental Permit Fee</td> <td style="text-align: right;">\$ 88.00</td> </tr> <tr> <td>Driveway Connection Fee</td> <td style="text-align: right;">\$ 47.00 per connection</td> </tr> <tr> <td>Training Surcharge</td> <td style="text-align: right;">\$ 2.50</td> </tr> <tr> <td>State Surcharge</td> <td style="text-align: right;">3% of Bldg fees, w/ min. \$4.00</td> </tr> </table> <p>PLEASE NOTE: Separate permits and fees are required for subtrade permits. In addition, water and sewer fees may be applicable if connections are needed.</p>	Building Application Fee	\$ 80.00	Driveway Permit Application fee	\$ 54.00	New & Additions w/o Eng Wind Analysis + S&E	\$.27 sq ft New	& Additions with Eng Wind Analysis + S&E	\$.23 sq ft New &	Additions w/ previous Master Plan + S&E	\$.21 sq ft	Remodel Alteration w/ value of \$ 10,000 or less -	\$ 19 / \$ 1,000	Remodel Alteration w/ value of \$ 50,000 or less -	\$ 187 + (\$ 2.68 / \$ 1,000)	Remodel Alteration w/ value greater than \$ 50,000 -	\$ 321 + (\$.47 / \$ 1,000)	Environmental Permit Fee	\$ 88.00	Driveway Connection Fee	\$ 47.00 per connection	Training Surcharge	\$ 2.50	State Surcharge	3% of Bldg fees, w/ min. \$4.00
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<p>** NOTICE **</p> <p>The Contractor / Owner shall be aware of overhead power lines located near the property and maintain a safe distance of ten (10) feet from all buildings and equipment.</p> <p>If you have any questions, contact the City Power Engineering Division at (850) 891-5031.</p>																										