



RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST
SUBMIT TWO (2) INDIVIDUAL SETS OF ALL COPIES WITH YOUR APPLICATION
IN THE ORDER SHOWN BELOW:

ONLY COMPLETE PERMIT APPLICATION PACKAGES WILL BE ACCEPTED
Documents and Drawing must be legible on all forms

NOTE: AT TIME OF SUBMITTAL SEPARATE PERMIT APPLICATIONS ARE REQUIRED FOR ROOFING, ELECTRIC, PLUMBING, MECHANICAL & GAS

- _____ 1. Completely filled out building application that is signed and notarized. Parcel ID number must be on each application and proof of ownership must be provide. **Incomplete applications cannot be accepted and will be returned to the applicant.**
- _____ 2. Completed subcontractor permit applications, must be signed and notarized for **Mechanical, Plumbing, Electric, LP Gas, Roofing and Residential Driveway Connection.**
- _____ 3. If installing a septic system, a Health Department permit is required at time of submittal or authorization letter from OUA, or privately owned and operated sewage treatment plant.
- _____ 4. Copy of recorded Notice of Commencement if total job value is \$5,000 or more.
- _____ 5. **If applies, an Owner/Builder Disclosure** must be completed, signed, and notarized.
- _____ 6. **Site/plot plan** including all existing structures and the proposed new structures or building additions. Show setbacks of all structures to all property lines.
For repairs, improvements and enclosures of existing structures, show the setbacks to all property lines and the distances from the nearest structure.
- _____ 7. Energy Performance Index (EPI)
- _____ 8. Mechanical AHRI and Tie Down information
- _____ 9. **All product approval and installation details** (All items listed in 2023 FBC 8th Edition 107.3.5). Two copies of all product approvals and installation details shown on the signed, sealed and dated building plans must be submitted with your permit application and include the product name; Florida (or Miami-Dade) product approval number **AND** method of installation on the following: all windows, exterior doors (including garage doors), roofs (metal, shingles underlayment, ect.), skylight, panel walls, structural components, shutters, new and innovative new products etc...
- _____ 10. Truss Layout and Engineering

- ___ 11. Construction plans including, but not limited to: Indicate on drawings design criteria: Residential 2023 Building Code, 8th Edition, Risk Category II; Wind Speed 150.
- ___ 12. If your project is in a flood zone you will need a Pre-Construction Elevation Certificate and must be submitted at the time of application.
- ___ 13. Electrical diagram for Temporary Power Pole/ Tug Service, IF APPLICABLE.
- ___ 14. Non-refundable **Plan Review submittal Fee (\$75)** Check, Cash or Credit Card.

This page must be turned in with your permit application and supporting documents.

SUBMIT TO BUILDING DEPARTMENT REQUIRED BEFORE SLAB INSPECTION:

- ___ 18. Pre pour Termite Treatment
- ___ 19. Soil Compaction Test
- ___ 20. Form Board Survey must be **Reviewed** and **Approved** before scheduling pre pour inspection

AFTER SLAB – BEFORE TIE BEAM

- ___ 21. If you are pouring concrete for a project in a flood zone, you will need a 1st Pour Elevation Certificate. Submit the Elevation Certificate and wait for review and approval before continuing with the construction job.

BEFORE A FINAL INSPECTION & C/O CAN BE SCHEDULED, SUBMIT:

- ___ 22. Original Finished Floor Elevation or Flood Elevation Certificate NAVD from a surveyor licensed by the State of Florida. Note that the finished floor elevation must be 18” above the crown of the

adjacent road and must be 2 feet above the base flood elevation or meet minimum septic tank elevation, whichever is greater.

- ___ **23.** If the property is in a flood zone, submit the third and final Elevation Certificate.
- ___ **24.** Final approval from the Health Department on septic tank.
- ___ **25.** Final Termite Treatment
- ___ **26.** Blower Door Testing Report.
- ___ **27.** Final signature on Driveway Permit from Road and Bridge.
- ___ **28.** Final Boundary Survey
- ___ **29.** Landscape requirements must be met.
- ___ **30.** Pay Solid Waste, Fire and EMS Assessment Collection Fee or provide a copy of tax valorem assessment before Certificate of Occupancy can be issued (fee determined at time of final inspection).

I have reviewed and completed the checklist and I am aware I will have to provide all documentation listed.

Contractor/ Owner

This page to be kept for your future reference.