



CHECKLIST FOR RESIDENTIAL/COMMERCIAL BUILDING PERMIT

Project Location: _____ **Date:** _____

Permit Number: _____ **Technician:** _____

Required Documents:

- Application completely filled out with Notarized Signatures..... Yes ___ No ___ N/A ___
- Sub Agreements with Notarized Signatures (prior to issuance)..... Yes ___ No ___ N/A ___
- Owner / Builder Affidavit (signed in office)..... Yes ___ No ___ N/A ___
- Filled Land Affidavit (prior to issuance)..... Yes ___ No ___ N/A ___
- Recorded Warranty Deed, if applicable..... Yes ___ No ___ N/A ___
- Recorded Notice of Commencement (prior to issuance or inspection)..... Yes ___ No ___ N/A ___
- Utility Agreement or Payment Receipt (prior to issuance)..... Yes ___ No ___ N/A ___
- Vegetation Removal Application with copy of survey..... Yes ___ No ___ N/A ___

Plans, Calculations & Attachments (3 copies commercial, 2 copies residential)

- Complete set of plans with Engineer / Architect Raised Seal..... Yes ___ No ___ N/A ___
- Truss Plans reviewed and approved by Engineer / Architect..... Yes ___ No ___ N/A ___
- Landscaping and Parking plan (under 6,000 sqft)..... Yes ___ No ___ N/A ___
- Approved Site Plans..... Yes ___ No ___ N/A ___
- Sealed Survey with Dimensions, Finished floor..... Yes ___ No ___ N/A ___
- Elevations and Setbacks..... Yes ___ No ___ N/A ___
- Plot plan with Setbacks..... Yes ___ No ___ N/A ___

Health Department approval stamped on survey and floor plan..... Yes___No___N/A___
Health Department Food Establishment Permit stamped on floor plan..... Yes___No___N/A___
Manual “J” or Manual “N” Calculations..... Yes___No___ N/A___
Signed Energy Calculations (1 set original signatures & signed in 2 spots)..... Yes___No___N/A___
Sealed Wind Load Compliance Certification..... Yes___No___N/A___
Product Review Affidavit..... Yes___No___N/A___

Excavating a pond for fill:

Site plan showing 25-foot(minimum) set back from all property boundaries, size, shape, location and quantities of proposed excavation and fill areas Yes___ No___ N/A___
Side slopes not to exceed 4 to 1 to a minimum of 3 feet below water level..... Yes___ No___ N/A___
Depth of excavation does not exceed 12 feet in depth..... Yes___ No___ N/A___
If Hauling fill off site (excess of 100 cubic yards) you must have a mining permit Yes___ No___ N/A___

Other:

Health Department Permit Paperwork..... Yes___No___N/A___
CD for Fire Department if commercial or multi-family..... Yes___No___N/A___
DEP, SFWMD or Army Corp of Engineers (dock, seawall, SF on beach)..... Yes___No___N/A___
Pool Barrier Affidavit..... Yes___No___N/A___
Ground Sign Landscape Affidavit (signs)..... Yes___No___ N/A___
Burn Rate for Sign Cabinets..... Yes___No___N/A___

RV and Mobile Home Tie-Down Only (2 copies)

- Permit Worksheet (Tie-Down Diagram)..... **Yes** ___ **No** ___ **N/A** ___
- Manufacture Set-Up and Installation Manual..... **Yes** ___ **No** ___ **N/A** ___
- Manufacture Blocking Documents..... **Yes** ___ **No** ___ **N/A** ___
- Signed Penetrometer Test (1 copy)..... **Yes** ___ **No** ___ **N/A** ___
- Stair Details..... **Yes** ___ **No** ___ **N/A** ___
- Mobile Home Inspection Report for Relocation (used only)..... **Yes** ___ **No** ___ **N/A** ___
- Copy of Title for Relocation (used only)..... **Yes** ___ **No** ___ **N/A** ___
- Private Property not in a mobile home park
Class "A" Approval from Planning or file #..... **Yes** ___ **No** ___ **N/A** ___

COMMENTS