



Building Department
CHECKLIST FOR NEW SINGLE FAMILY RESIDENCE PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Description of work
- Sq. footage of living space, non-living space and total sq. footage of single-family residence
- Number of stories
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 Copies:

- Sub-contractor agreements
- Manual J, S, & D
- Energy codes (must be completed and signed on the front and display page)
- Original signed and sealed survey showing the location of the proposed house. (Must be signed and sealed by a licensed surveyor.)
- Health department and abandonment of easement paperwork, if applicable.
- Truss cut sheets on 8 ½" x 11" paper.
- Product Approvals with installation instructions
- Plans signed and sealed by a Florida licensed Architect/Engineer. (Plans shall be no larger than 24"x36" unless approved by a supervisor prior to submittal and are to be securely stapled and coincide with one another.) or digitally stamped signed and sealed plans.
- Truss layout reviewed and approved by the Architect/Engineer who sealed the house plans.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- Debris Affidavit
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**

NOTES:

- If the structure is in a special flood hazard area (SFHA), the application is subject to review flood regulations.
- Driveway, Irrigation and Shutter permits shall be included as part of this review process.
- Submit Driveway application, and irrigation plans for review.
- State and federal permits may be required. I.e.