

Permit Application Check List

PLEASE CHECK-OFF WHAT IS ATTACHED AND INCLUDE THIS FORM w/SUBMITTAL PACKET.

☐

ALL application submittals require \$65 non-refundable fee by check or money order payable to: Hendry Co. BOCC. Please write the address and/or Permit# in the memo section. This fee will be a credit to the final permit price at the time of issuance.

New Construction

(Single Family Residential / Commercial)

- ☐ Contractor + Subs Licensing Information (if applicable)
☐ Contract price
OR ☐ State Form - O.B. Affidavit signed by Prop. Owner at the time of permit issuance.
☐ Detailed Construction Plans
(1) hard copy - if larger than 11"x17" include (1) Digital PDF format thru email, CD or thumb drive
☐ Owner Builder applicant: Recorded Deed or current Tax Bill
☐ Signed + Sealed Boundary Survey
☐ Site Plan showing ALL existing structures + distance from ALL property lines to proposed structure
☐ *Product Approval List
☐ Energy Calculations – Signed by the preparer
☐ **Signed & Sealed Engineered Truss Layout/Plan
-May be included in the Engineered Plans)
☐ **Signed & Sealed Truss Engineered Plans
-Required to be on-site for inspection
☐ Payment receipt for Septic Permit
☐ Port Labelle Utility Acct Form (if applicable)
☐ Copy of Driveway Permit, DW Permit# or Final Sign-off
OR Verify Private Access
☐ Waste Agreement Form
(Copy of Dumpster Contract IF OPTION 1 is chosen)

Mobile Homes

Licensed Mobile Home Installer is required to pull permit:

* LINK: <https://www.fhsmv.gov/motor-vehicles-tags-titles/dealers-installers-manufacturers-distributors-importers/mobile-home-installer/list-of-licensed-mobile-home-installers/>

- ☐ **NEW** ☐ **USED** ☐ **REPLACEMENT**
☐ SW: _____sf DW: _____sf TW: _____sf
☐ Contractor + Subs Licensing Information (if applicable)
☐ Copy of Signed Contract with scope of work + price
☐ Payment receipt for Septic Permit
☐ Copy of Driveway Permit, DW Permit# or Final Sign-off
OR Verify Private Access
☐ Serial Number: _____
☐ Signed + Sealed Boundary Survey
☐ Site Plan showing ALL existing structures + distance from all property lines to proposed structure
☐ Set up Documents (included in application)

***Required "Product Approval List" for the Exterior materials. Include the FLPA/NOA #'s and expiration dates.**

- Exterior Doors (Garage, Sliding Glass, etc.)
- Exterior Windows
- Roof Material (Shingle, Metal, & Soffit)
- Exterior Fixtures (Example: Siding, Shutters)

Roof

- ☐ Contractor + Subs Licensing Information (if applicable)
☐ Contract price
OR ☐ State Form - O.B. Affidavit signed by Prop. Owner at the time of permit issuance.
☐ Owner Builder applicant: Recorded Deed or current Tax Bill
☐ Detailed Description of work + Purpose (ex: Remove shingle roof replace w/metal on home/mobile home due to leaks)
☐ *Product Approvals List document
☐ Total Size of Roof being Repaired _____s.f.
☐ Waste Agreement Form
(Copy of Dumpster Contract IF OPTION 1 is chosen)

Electrical

- ☐ Contractor + Subs Licensing Information (if applicable)
☐ Contract price
OR ☐ State Form - O.B. Affidavit signed by Prop Owner at the time of permit issuance.
☐ Owner Builder applicant: Recorded Deed or current Tax Bill
☐ Detailed Description of Work and Purpose
*Amps _____ *Phase(s) _____
☐ Site Plan showing ALL existing structures + distance from ALL property lines to proposed location
☐ Energy Calculations – Signed by the preparer (if applicable)

Plumbing

- ☐ Contractor + Subs Licensing Information (if applicable)
☐ Contract price
OR ☐ State Form - O.B. Affidavit signed by Prop. Owner at the time of permit issuance.
☐ Owner Builder applicant: Recorded Deed or current Tax Bill
☐ Detailed Description and Plans (if applicable)

Mechanical

- ☐ Contractor + Subs Licensing Information (if applicable)
☐ Contract price **OR**
☐ State Form - O.B. Affidavit signed by Prop. Owner at time of permit issuance.
☐ Owner Builder applicant: Recorded Deed or current Tax Bill
☐ Energy Calcs – signed by the preparer (if applicable)
☐ Detailed Description and Plans
☐ **New** (will require a site plan) **OR** ☐ **Change Out**
☐ Tons _____ Sear _____ KW _____
☐ **System: SPLIT or PACKAGE** (circle one)
☐ If duck work is done duck plans are required
☐ O.B. provide receipt of purchase

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Addition

Porch, Deck, Room, Garage Enclosure

- ☐ Contractor + Subs Licensing Information (if applicable)
☐ Contract price
OR ☐ State Form - O.B. Affidavit signed by Prop. Owner at the time of permit issuance.
☐ Owner Builder applicant: Recorded Deed or current Tax Bill
☐ Detailed Construction Plans
(1)Hard copy - if larger than 11"x17" include
(1)Digital copy in PDF format thru email, CD or thumb drive
☐ Detailed Description + Proposed use
☐ Building: _____' x _____' ☐ Electric _____amps
☐ Slab _____' x _____' ☐ Plumbing ☐ A/C
☐ Site Plan showing **ALL** existing structures + distance from **ALL** property lines to proposed structure
☐ *Product Approvals List
☐ Energy Calculations (if applicable)
☐ **Signed & Sealed Engineered Truss Layout/Plan
-May be included in the Engineered Plans (if applicable)
☐ **Signed & Sealed Truss Engineered Plans
-Required to be on-site for inspection (if applicable)
☐ Payment receipt of Septic Permit (if applicable)
OR Health Dept Ltr of Approval

Remodel / Renovate (Res Alteration)

- ☐ Contractor + Subs Licensing Information (if applicable)
☐ Contract price
OR ☐ State Form - O.B. Affidavit signed by Prop Owner at the time of permit issuance.
☐ Owner Builder applicant: Recorded Deed or current Tax Bill
☐ Detailed Description + Proposed use
☐ Building: _____' x _____' ☐ Electric _____amps
☐ Slab _____' x _____' ☐ Plumbing ☐ A/C
☐ Detailed Construction Plans
(1)Hard copy - if larger than 11"x17" include
(1)Digital copy in PDF format thru email, CD or thumb drive
☐ Site Plan showing **ALL** existing structures + distance from **ALL** property lines to proposed structure
☐ *Product Approval List
☐ Energy Calculations (if applicable)
☐ Waste Agreement Form
(Copy of Dumpster Contract IF OPTION 1 is chosen)

Swimming Pool - Inground

- ☐ Contractor + Subs Licensing Information (if applicable)
☐ Contract price
OR ☐ State Form - O.B. Affidavit signed by Prop Owner at the time of permit issuance.
☐ Detailed Description + Proposed use
☐ Pool Size: _____' x _____' ☐ Spa: _____' x _____'
☐ Deck: _____' x _____' ☐ Electric _____amps
☐ Site Plan showing **ALL** existing structures + distance from **ALL** property lines to proposed structure
☐ Engineered Construction Plans
(1)Hard copy - if larger than 11"x17" include
(1)Digital copy in PDF format thru email, CD or thumb drive
☐ State of Florida Safety Requirement Form

Utility Building – Site Built

- ☐ Contractor + Subs Licensing Information (if applicable)
☐ Contract price
OR ☐ State Form - O.B. Affidavit signed by Prop. Owner at the time of permit issuance.
☐ Owner Builder applicant: Recorded Deed or current Tax Bill
☐ Detailed Construction Plans
(1)Hard copy - if larger than 11"x17" include (1)Digital copy in PDF format thru email, CD or thumb drive
☐ Detailed Description + Proposed use
☐ Building: _____' x _____' ☐ Electric _____amps
☐ Slab _____' x _____' ☐ Plumbing ☐ A/C
☐ Site Plan showing **ALL** existing structures + distance from **ALL** property lines to proposed structure
☐ *Product Approvals List
☐ Energy Calculations (if applicable)
☐ **Signed & Sealed Engineered Truss Layout/Plan
-May be included in the Engineered Plans (if applicable)
☐ **Signed & Sealed Truss Engineered Plans
-Required to be on-site for inspection (if applicable)

Shed – Prefab

- ☐ Contractor + Subs Licensing Information (if applicable)
☐ Contract price
OR ☐ State Form - O.B. Affidavit signed by Prop Owner at the time of permit issuance.
☐ Owner Builder applicant: Recorded Deed or current Tax Bill
☐ Detailed Description + Proposed use
☐ Building: _____' x _____' ☐ Electric _____amps
☐ Slab _____' x _____' ☐ Plumbing ☐ A/C
☐ Site Plan showing **ALL** existing structures + distance from **ALL** property lines to proposed structure
☐ State of FL Product Approval / Engineered Plans & Tie-Down Specifications - (1)Hard copy, if larger than 11"x17" include
(1)Digital copy in PDF format thru email, CD or thumb drive

Demolition

- ☐ Contractor + Subs Licensing Information (if applicable)
☐ Contract price
OR ☐ State Form - O.B. Affidavit signed by Prop Owner at the time of permit issuance+ Proof of ownership.
☐ Owner Builder applicant: Recorded Deed or current Tax Bill
☐ Detailed description + size of what is being demolished
☐ Proof of Ownership for Structure being demolished
☐ Waste Agreement Form
(Copy of Dumpster Contract IF OPTION 1 is chosen)

Land Clearing Building Permit + Guidelines

- ☐ Contractor + Subs Licensing Information (if applicable)
☐ Contract price
☐ Owner Builder applicant: Recorded Deed or current Tax Bill
☐ Guidelines Checklist – Signed at issuance
☐ Copy of Driveway Permit, DW Permit# or Final Sign-off
OR Verify Private Access
☐ Signed & Sealed Boundary Survey
☐ Detailed description and Site plan showing what will be Cleared or cut.
☐ Method of Debris disposal