

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)

- ☐ Detailed Construction Plans
* **SFR-(1) hard copy/(1)PDF CD or thumb drive**
* **Commercial - (2) hard copies/(1)PDF CD or thumb drive**
- ☐ 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.
- ☐ Signed + Sealed Boundary Survey
- ☐ Site Plan showing ALL existing structures + distance from ALL property lines to proposed structure
- ☐ *Product Approvals List
- ☐ Energy Calculations – Signed by the preparer
- ☐ **Signed + sealed Engineered Truss Plan (layout)
- ☐ Septic Construction Permit Copy OR Health Dept Ltr of Approval
- ☐ Port Labelle Utility Acct Form (if applicable)
- ☐ Proof of Driveway Application/Approval, Final Sign-off
OR Verify Private Access
- ☐ Waste Agreement Form
(Copy of Dumpster Contract IF this option is chosen)

Mobile Homes

+ Licensed Mobile Home Installer is required to pull permit.

- ☐ NEW OR ☐ REPLACEMENT
- ☐ SW: _____sf DW: _____sf TW: _____sf
- ☐ Contractor + Subs Licensing Information (if applicable)
☐ Copy of Signed Contract with scope of work + price
- ☐ Septic Construction Permit Copy OR Health Dept Ltr of Approval
- ☐ Proof of Driveway Application, 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 packet)

Plumbing Accessory Use Application

- ☐ 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 and Plans (if applicable)

FL/NOA Product Approvals List

Please provide the FL Approval #'s and installation instructions for all of the following:

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

Roof Accessory Use Application

- ☐ 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.
- ☐ Detailed Description of work + Purpose (ex: tear off shingle roof replace w/metal on home/mobile home due to leaks)
- ☐ *Product Approvals List
- ☐ Total Size of Roof being Repaired _____s.f.
- ☐ Waste Agreement Form
- ☐ (Copy of Dumpster Contract IF this option is chosen)

Electrical Accessory Use Application

- ☐ 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.
- ☐ Detailed Description of Work and Purpose
Amps _____ **Phase(s)** _____
- ☐ Riser Diagram
- ☐ Site Plan showing ALL existing structures + distance from ALL property lines to proposed location
- ☐ Energy Calculations (if applicable)

Mechanical Accessory Use Application

- ☐ Contractor + Subs Licensing Information (if applicable)
☐ Contract price OR
- ☐ State Form - O.B. Affidavit signed by Prop. Owner at time of permit issuance + Proof of ownership.
- ☐ Energy Calcs (if applicable)
- ☐ Detailed Description and Plans
☐ New (will require a site plan) OR ☐ Change Out
☐ Tons _____ Sear _____ KW _____
☐ System: SPLIT or PACKAGE (circle one)

Addition Accessory Use Application

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 + Proof of ownership.
- ☐ Detailed Plans
(2)sets if bigger than 11"x17" (1)Hard copy + (1)Digital copy
- ☐ Detailed Description + Proposed use
☐ Building: _____sf ☐ Electric _____amps
☐ Slab _____s.f ☐ Plumbing ☐ A/C
- ☐ Site Plan Site Plan showing ALL existing structures + distance from ALL property lines to proposed structure

Permit Application Check List

Cont. Addition

- ☐ *Product Approvals List
- ☐ Energy Calculations (if applicable)
- ☐ **Truss Plan & Truss Engineering (If applicable)
- ☐ Copy of Septic Permit (if applicable)
OR Health Dept Ltr of Approval

Remodel / Renovate Accessory Use Application

- ☐ 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.
- ☐ Detailed Description + Proposed use
☐ Building: _____sf ☐ Electric _____amps
☐ Slab _____s.f ☐ Plumbing ☐ A/C
- ☐ Detailed Plans
(2)sets if bigger than 11"x17" (1)Hard copy + (1)Digital copy
- ☐ Site Plan showing ALL existing structures + distance from ALL property lines to proposed structure
- ☐ *Product Approval List
- ☐ Energy Calculations (if applicable)
- ☐ Waste Agreement Form (choose one)
☐ Dumpster Contract Copy ☐ Waste Receipts

Swimming Pool Accessory Use Application

- ☐ 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.
- ☐ 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 Plans (in ground pools)
(2)sets if bigger than 11"x17" (1)Hard copy + (1)Digital copy
- ☐ State of Florida Safety Requirement Form

Utility Building – Site Built Accessory Use Application

- ☐ 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.
- ☐ Detailed Plans
(2)sets if bigger than 11"x17" (1)Hard copy + (1)Digital copy
- ☐ Detailed Description + Proposed use
☐ Building: _____sf ☐ Electric _____amps
☐ Slab _____s.f ☐ Plumbing ☐ A/C
- ☐ Site Plan showing ALL existing structures + distance from ALL property lines to proposed structure
- ☐ *Product Approvals List
- ☐ Energy Calculations (if applicable)
- ☐ **Truss Plan & Truss Engineering (If applicable)

Shed – Prefab Accessory Use Application

- ☐ 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.
- ☐ Detailed Description + Proposed use
☐ Building: _____sf ☐ Electric _____amps
☐ Slab _____s.f ☐ 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 - (2)sets if bigger than 11"x17"
(1)Hard copy + (1)Digital copy

Fence Fence Application

- ☐ Contractor 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.
- ☐ Completed Driveway application
- ☐ Signed & Sealed Boundary Survey showing ALL existing structures + Highlight the fence + gate(s) placement
- ☐ Detailed Description – Describe the type of material being used, Height (must be under 6ft) + How many gate(s)_____

Demolition Accessory Use Application

- ☐ Contractor + Subs Licensing Information (if applicable)
☐ Contract price
- OR** ☐ State Form - O.B. Affidavit signed by Prop Owner at time of permit issuance+ Proof of ownership.
- ☐ Detailed description + size of what is being demolished
- ☐ Proof of Ownership for Structure being demolished
- ☐ Waste Agreement Form (choose one)
☐ Dumpster Contract Copy **OR** ☐ Waste Receipts

Land Clearing Accessory Use Application+Guidelines

- ☐ 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.
- ☐ Completed Driveway application
- ☐ Signed & Sealed Boundary Survey
- ☐ Detailed description or Site plan showing what will be cleared or cut.
- ☐ Disposal of the debris

Truss plan (layout) need to be **signed and sealed, unless is included in the Engineer's Plan

Truss Engineering needs to be **signed and sealed