



# Permit Application Information Check List

\*Submitted permit applications will not be reviewed until all necessary information and documentation is provided.\*

## New Construction

### Single Family Residential or 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 & Insurance Information
- -Copy of signed contract with scope of work & price
- Signed & sealed boundary survey
- Site plan-showing all existing structures & distance from ALL property lines to proposed structure
- Product approvals list
- Energy calculations
- Truss Plan & engineering
- Letter of approval from Health Dept. for septic (if applicable)
- Copy of Waste agreement
- Owner-Builder Affidavit (if applicable)
- Contractor permit authorization form (if applicable)

### Mobile Homes

\*Licensed mobile home installer is required to pull permit.

#### NEW OR REPLACEMENT

- Contractor & Subs Licensing & Insurance Information
- Copy of signed contract with scope of work & price
- 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)

→ *Florida Product Approvals List must be provided for the following:*

1. Exterior doors (garage, sliding glass, etc.)
2. All outside windows
3. Roof material (shingle, metal, soffit, dry in)
4. Exterior Fixtures (Siding, shutters)

## Roof

- Contractor & Subs Licensing & Insurance Information (if applicable)
- Copy of signed contract with scope of work & price OR
- Owner-Builder Affidavit (if applicable)
- Detailed description of work & purpose
- Florida product approvals list
- Total square footage of roof being repaired

## Electrical

- Contractor & Subs Licensing Information
- Copy of signed contract with scope of work & price
- Owner-Builder Affidavit (if applicable)
- 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)

## Plumbing

- Contractor & Subs Licensing & Insurance Information (if applicable)
- Copy of signed contract with scope of work & price OR
- Owner-Builder Affidavit (if applicable)
- Detailed description of work & purpose

## Mechanical

- Contractor & Subs Licensing Information
- Copy of signed contract with scope of work & price
- Owner-Builder Affidavit (if applicable)
- Energy Calculations (if applicable)
- Detailed description & plans  
-NEW (will require site plan) OR  
-CHANGE OUT  
\_\_\_\_\_tons \_\_\_\_\_Seer \_\_\_\_\_KW  
Split OR Package?

### Addition

#### (porch, deck, room, garage enclosure)

- Contractor & Subs Licensing & Insurance Information (if applicable)
- Copy of signed contract with scope of work & price OR
- Owner-Builder Affidavit (if applicable)
- Detailed description of work & purpose
  - Sq. Ft. of building
  - Electric amps
  - Slab sq. ft.
  - plumbing
  - A/C
- Site Plan-showing ALL existing structures & distance from ALL property lines to proposed location
- Florida product approvals list
- Energy calculations
- Truss plan & engineering

### Remodel/Renovate

- Contractor & Subs Licensing & Insurance Information (if applicable)
- Copy of signed contract with scope of work & price OR
- Owner-Builder Affidavit (if applicable)
- Detailed description of work & purpose
  - Sq. Ft. of building
  - Electric amps
  - Slab sq. ft.
  - plumbing
  - A/C
- Site Plan-showing ALL existing structures & distance from ALL property lines to proposed location
- Florida product approvals list
- Energy calculations
- Waste agreement form
  - dumpster contract OR Waste receipts

### Swimming Pool

- Contractor & Subs Licensing & Insurance Information (if applicable)
- Copy of signed contract with scope of work & price OR
- Owner-Builder Affidavit (if applicable)
- Detailed description of work:
  - Depth in ft
  - Electric amps
  - deck sq. ft.
  - spa sq ft.
- Site Plan-showing ALL existing structures & distance from ALL property lines to proposed location
- If an inground pool, 2 sets of engineered plans if bigger than 11"x17". 1 set in PDF, CD or thumb drive
- State of Florida Safety Requirement form

### Utility Building- Site Built

- Contractor & Subs Licensing & Insurance Information (if applicable)
- Copy of signed contract with scope of work & price OR
- Owner-Builder Affidavit (if applicable)
- Detailed description of work & purpose
  - Sq. Ft. of building
  - Electric amps
  - Slab sq. ft.
  - plumbing
  - A/C
- Site Plan-showing ALL existing structures & distance from ALL property lines to proposed location
- Florida product approvals list
- Energy calculations (if applicable)
- Truss plan & engineering(if applicable)
- Detailed plans-  
if bigger than 11"x17" 1 hard copy & 1 digital set

### Shed-Prefabricated

- Contractor & Subs Licensing & Insurance Information (if applicable)
- Copy of signed contract with scope of work & price OR
- Owner-Builder Affidavit (if applicable)
- Detailed description of work & purpose
  - Sq. Ft. of building
  - Electric amps
  - Slab sq. ft.
  - plumbing
  - A/C
- Site Plan-showing ALL existing structures & distance from ALL property lines to proposed location
- Florida product approvals list
- Engineered plans & tie down specifications  
1 hard copy & 1 digital

### Fence

- Contractor & Subs Licensing & Insurance Information (if applicable)
- Copy of signed contract with scope of work & price OR
- Owner-Builder Affidavit (if applicable)
- Signed & sealed boundary survey showing ALL existing structures & highlight the fence+ gate placement
- Detailed description- type of material being used, height, & location(s) of gate(s)

### Demolition

- Contractor & Subs Licensing & Insurance Information (if applicable)
- Copy of signed contract with scope of work & price OR
- Owner-Builder Affidavit (if applicable)
- Detailed description & size of what is being demolished
- Proof of ownership for structure
- Waste agreement form  
dumpster contract copy OR Waste receipts