

1 & 2 FAMILY PERMIT

GENERAL SUBMITTAL REQUIREMENTS

General Submittal Requirements for all Permits

- Permit application**
- Owner/Builder Disclosure Statement-** This is required when an owner is obtaining a permit
- Notice of Commencement-** A certified copy is required if job value is \$2,500 or greater, prior to the first inspection (this is not required to be submitted to obtain the permit)
- Lot Coverage Form-** To be completed for a new house
- Health Department -Septic application, if required-** If property is on septic/well provide an additional site plan showing the structure, well, and septic location along with a floor plan of the structure
- Vegetation Removal Affidavit-** Required if woody vegetation will need to be removed
 - One acre of vegetation is allowed to be removed after the single-family building permit has been issued. A Vegetation Removal Permit is required to clear over one acre.
 - The Vegetation Removal Affidavit is required to be turned in with, but not limited to, the following: Any Structure, Buildings, Chickee Huts, Storage tanks, Carports, Temporary Construction Trailer, Wood Deck, Demolition, Driveway, Fence, Pool, Slab, Tennis Court Permits, and Seawalls.
- Preservation Review Form-** If the property is located in the Rural Fringe Mixed Use district
- Right of Way Application-** If work is to commence in the right-of-way
- If an existing house is demolished, a certificate of completion for the demo is required prior to the issuance of a building permit for the new house.

Additional submittal requirements may be required. Prior to receiving a processing number from the Customer Service Representatives, all plans must be assembled properly.

1 & 2 Family Mastered Plans

- Certified Site Plan/Survey-** Two sealed and one copies showing the size, dimension, and proposed location. Include setback dimensions to the property lines
- Boundary Survey-** One sealed for all new house submittals
- Energy Calculations-** Two copies of the current year calculations
- Master Approval Letter-** Provide three copies of the cover letter identifying which master is being used

1 & 2 FAMILY PERMIT

GENERAL SUBMITTAL REQUIREMENTS

1 & 2 Family (not mastered)

- Certified Site Plan/Survey-** Two sealed and one copies showing the size, dimension, and proposed location. Include setback dimensions to the property lines
- Boundary Survey-** One sealed for all new house submittals
- Energy Calculations-** Three copies of the current year calculations
- Construction Drawings-** Three sets of structural plans sealed, if applicable, by architect or registered P.E. per current FBC, with the following included:
 - Architectural plans
 - Truss layouts and design loads
 - Foundation plans
 - Stair details, if required, and egress window size
 - Location of mechanical equipment in relation to BFE and attic
 - Wind load & design pressures
 - Wall section details
 - Tie beam & column schedule, footing & grade beam details
 - Handicap bath access door (minimum 29" clear on first floor)
 - Smoke detectors in sleeping rooms, adjacent areas, and at the top and bottom of all stairways
- Product Approvals-** Two sets of NOA or State of Florida product approvals for windows, doors, and shutters, if required