

At-A-Glance Guide

Electronic Permitting Guide

#	Submittal Item/ Document	Description/Link	Recommended Submittal Filename Prefix	Req'd for Initial Application Submittal	Req'd Stamp	Need on Job site?
1.	Application Form	Current Form	ApplSubm#-	Yes	No	Yes
2.	Construction Plans	Architectural & Structural Drawings	ConstrDrawSub#-	Yes	Yes	Yes
3.	Product Approval Index Sheet	Summary of components for this application	PA-IndexSubm#-	Yes	Yes	Yes
4.	Energy Calculations	EnergyGauge or REScheck document	E-CalcSubm#-	Yes	Yes	Yes
5.	Survey	Signed/sealed boundary survey	SurveySubm#-	Yes	No	No
6.	Certified Site Plan	Signed/sealed drawing showing lot boundaries and proposed construction	CertSiteSubm#-	Yes	No	Yes

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7.	Load Calculations	Manual J	E-LoadSubm#-	Yes	No	Yes
8.	FL Product Approvals/NOA's	Florida Product Approvals NOA's	PA-DocsSubm#-	Yes	No	Yes
9.	Truss Layout	Engineered layout of trusses	TrussDrawSubm#-	Yes (if applicable)	No	Yes
10.	Truss Engineering	Drawings of each truss	TrussEngSubm#-	Yes (if applicable)	No	Yes
11.	Private Provider Package	Single pdf file with all documents	PrivProvSubm#-	Yes if providing Plan Review. No If only Inspection.	No	No

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12.	Stormwater Plan	Evaluation of the impact of construction on stormwater flow	StormPISubm#-	Yes (if applicable)	No	No
13.	Owner/Builder Disclosure	Owner Builder Statement	OwnBuildSubm#-	Yes (if applicable)	No	No
14.	Health Dept./Septic Application	http://collier.floridahealth.gov/programs-and-services/environmental-health/septic-systems/index.html	SepticSubm#-	Yes (if applicable)	No	No
15.	Vegetation Removal Affidavit	http://www.colliergov.net/home/showdocument?id=38241	VegAffSubm#-	Yes (if applicable)	No	No
16.	Approved ROW Permit	Upload the approved permit	ROW-Subm#-	Yes (if applicable)	No	No
17.	Subcontractor Affidavit	Only required when additional subcontractors are used; i.e. Electrical, Plumbing, Mechanical, Roofing, Septic	SubsSubm#-	Yes (if applicable)	No	No

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18.	Water/Sewer Availability Letter	Letter from utility providers confirming availability of service for the site	WS-LtrSubm#-	No	No	No
19.	Demolition Certificate of Completion	Only required when previous structure on site has been demolished	DemoSubm#-	Yes (if applicable)	No	No
20.	Notice of Commencement	https://www.colliergov.net/home/showdocument?id=61766	NOC-Subm#-	No	No	No
21.	Termite Contract	Termite Contract for Property	TermiteSubm#-	No	No	No
22.	Corrections Response Letter	Letter summarizing response to Corrections Comments	CoverSubm#-	No	No	No
23.	Miscellaneous Documents	Additional documents or correspondence not specified above	MiscSubm#-	No	No	No