



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