

APPLICATION CHECKLIST

| For ALL Construction, provide the following: (for Alteration/Repairs also see Pg.3) | Applicant | Staff Initials |
|---|------------------|-----------------------|
| 1. Owners Affidavit (signed by Owner, designating Contractor as Agent, and notarized) | _____ | _____ |
| 2. Contractor Record of Acknowledgement (signed by contractor or authorized agent) | _____ | _____ |
| 3. Disclosure Statement (signed by owner & notarized): Required If Owner is acting as their own Contractor | _____ | _____ |
| 4. Florida Lien Law form (signed by Owner): Required If the contractor and owner are the same | _____ | _____ |
| 5. Certified copy of recorded Notice of Commencement, submitted @ appl:Y/N <ul style="list-style-type: none"> • Required if cost of improvement is greater than \$5000.00 AND Required to be on job-site AND in permit file by first inspection | _____ | _____ |

| For NEW, ADDITION, SHEDS AND UTILITY BUILDINGS, also provide the following: | Applicant | Staff Initials |
|--|------------------|-----------------------|
| 7. One (1) Set of Construction Plans (1 Set/Master Plan) each including: (ALL Aluminum Structures require plans to be engineered, signed & sealed) <ul style="list-style-type: none"> • Floor Plan - ¼ “ scale • Elevations (ALL views of structure) • Foundation Plan or Floor Framing Plan • Wall Section (s) • Roof Plan • Two (2) Gas Diagrams (if >2,500 sq. ft. heated and cooled) • Manufactures truss layout • Fire Resistant Framing Plan, if applicable | _____ | _____ |
| 8. One (1) Engineered Wind Analysis per Florida Bldg Code (signed and sealed by Engineer) <ul style="list-style-type: none"> • Required IF any of the following apply: Structure is over 400 sq ft, openings w/in 3’ of a corner, or any 2 story structure • Engineer must have subdivision name, lot and block or complete address • If submittal is for a new master plan 3 sets required, 2 sets for existing | _____ | _____ |
| 9. Environmental information required per Sections 5-56(2) & 5-84(o) of the TLDC includes: <ul style="list-style-type: none"> • SITE PLAN: One (1) copy drawn to an engineering scale to fit on 8.5" x 11", 8.5" x 14" or 11" x 17" size paper, to include the following information • Property located on FIRM Flood Zone “A” will require a 100-year flood elevation determination letter prepared by a Florida registered professional engineer. <ul style="list-style-type: none"> A. Street name, lot dimensions, setback dimensions, north arrow, show all easements & restrictions; B. Show location, size and CPZ of all protected trees with an indication of whether they are to be removed or to remain. Removal of protected trees will require a mitigation plan. Protected trees are as follows: <ul style="list-style-type: none"> • Lots for single-family structures- trees greater than 36 DBH; • Lots for two or three family structures - trees greater than 12” DBH & 4” in lot perimeter zone C. Show the limits of clearing & location for placement of all sediment & erosion control measures D. Show all existing and proposed structures labeled accordingly E. Show existing and proposed two-foot contour lines labeled accordingly F. Show all grading or other methods of stormwater conveyance to an approved stormwater management facility or off site conveyance. G. Show Finished Floor Elevation | _____ | _____ |
| 10. Florida Building Code, Energy Conservation, 8th ed. (2024) Form R402 or R405 (signed by the Preparer and Owner/Agent) | _____ | _____ |
| 11. EPL Display Card (signed by Builder with date and address of home completed on card) | _____ | _____ |
| 12. Manual J Form- HVAC load sizing summary for residential signed by preparer | _____ | _____ |
| 13. Soil Test , Engineer shall sign & seal & state subdivision name, lot & block or complete address <ul style="list-style-type: none"> • Required for New Construction or when Addition is > than 400 square feet • Pipe Clay, Site Fill or Old Fill, all require a Special Foundation OR • Letter signed, sealed & dated from Soils Engineer stating “Special Foundation Not Required” | _____ | _____ |
| 14. Completed Driveway Connection Application <ul style="list-style-type: none"> • Required if new driveway connection is to be installed | _____ | _____ |

APPLICATION CHECKLIST continued

For ALTERATION and/or REPAIRS , also provide the following:

| | Applicant | Staff Initials |
|---|-----------|----------------|
| 7. One (1) Set of Construction Plans | _____ | _____ |
| <ul style="list-style-type: none"> • Floor Plan - 1/4" scale • Elevations (1) • Wall Section (s), Typical & Attachment to existing structure • Description & Detail of work to be performed (see describe improvement pg 1) | | |
| 8. Florida Building Code, Energy Conservation 8th ed. (2024) Form R402 or R405 (with signatures) | _____ | _____ |
| <ul style="list-style-type: none"> • EPL card (signed by Builder with date and address of home completed on card) & • Manual J Form (with Sizing summary signed by preparer) | | |
| 9. Driveway Connection Application: Required if new driveway connection is to be installed | _____ | _____ |
| 10. Hazardous Materials Checklist: Any remodel or demolition requires applicant be given the Hazardous Materials Checklist . Applicant will indicate on Page 1 if hazardous materials are present. | _____ | _____ |
| 11. State Asbestos Notification: Any remodel or demolition requires applicant be given a copy of the State Asbestos Notification form. | _____ | _____ |
| 12. Residential Pool Re-Liner Checklist: Pool re-liner checklist shall be submitted with application | | |

PLEASE INQUIRE IF ANY OF THE FOLLOWING WILL BE REQUIRED FOR YOUR PROJECT:

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|--|--|
| <p>Separate SubTrade Permits:</p> <ul style="list-style-type: none"> Electrical Permit Plumbing Permit Gas Permit Roofing Permit Mechanical Permit <p>Checklists and Information sheets:</p> <ul style="list-style-type: none"> Residential Swimming Pool & Spa Checklist Retaining Wall Checklist Typical Wall Section IVRS Inspection Call In Information Sheet | <p>Affidavits and Forms:</p> <ul style="list-style-type: none"> Notice of Commencement Notice to Swimming Pool Owner Affidavit |
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PLEASE NOTE: Separate permits and fees are required for subtrade permits. In addition, water and sewer fees may be applicable if connections are needed.)

**** NOTICE ****

The Contractor / Owner shall be aware of overhead power lines located near the property and maintain a safe distance of ten (10) feet from all buildings and equipment.

If you have any questions, contact the City Power Engineering Division at (850) 891-5031.

