



# BUILDING PERMIT APPLICATION CHECKLIST

Only complete permit submittals are accepted.  
Complete submittals must include the following as applicable to your project.

This information is a *guideline* to forms which you may need to provide. Each situation is different, therefore other forms or information may also be required before a permit can be issued.

Forms show in ***Bold Italics*** can be obtained from the Building Department located on the 1<sup>st</sup> floor of City Hall at 5919 Main Street.

The remaining forms, plans and approvals are your responsibility to obtain. A contractor, architect, engineer and/or other agency may need to assist you.

Single Family Home (New)	Single Family Home (Addition/Remodel)	Multi-family & Commercial (New & Addtn)	Multi-family & Commercial (Interior only)	Restaurant (New, Addition, Interior only)	Swimming Pool (Residential)	Fence (Residential without easements)	Shed (Residential approved by Florida)	Re-roofing (Residential and Commercial)	Electrical	Plumbing	Mechanical	Driveway or Patio	Demolition	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	<input type="checkbox"/> <b><i>Building Permit Application, Completed</i></b>
X	X	X	X	X	X				X					<input type="checkbox"/> <b><i>Electrical Permit Application</i></b>
X	X	X	X	X	X					X	X			<input type="checkbox"/> <b><i>Plumbing Permit Application</i></b>
X	X	X	X	X										<input type="checkbox"/> <b><i>Mechanical Permit Application</i></b>
X	X	X	X	X	X		X	X	X	X	X	X		<input type="checkbox"/> Notice of Commencement (Recorded)
X	X	X	X	X	X	X		X	X	X	X	X	X	<input type="checkbox"/> Letter of Authorization or Signed Contract
X	X	X	X	X	X	X	X					X		<input type="checkbox"/> Survey, less than 3 years old (sealed)
X	X	X	X	X				X	X	X	X			<input type="checkbox"/> <b><i>"A" Flood Zone Construction Cost</i></b>
X	X	X		X										<input type="checkbox"/> <b><i>Building Structure Worksheet</i></b>
		X		X										<input type="checkbox"/> <b><i>Commercial Site Worksheet</i></b>
	X											X		<input type="checkbox"/> <b><i>Driveway or Patio Worksheet</i></b>
X	X	X			X							X		<input type="checkbox"/> <b><i>Fill &amp; Drainage Affidavit</i></b>
				X										<input type="checkbox"/> <b><i>Gas Permit Application</i></b>
	X							X	X	X				<input type="checkbox"/> <b><i>Number of Dwelling Units Affidavit</i></b>
X	X					X	X		X	X	X	X		<input type="checkbox"/> <b><i>Owner Disclosure Affidavit</i></b>
X	X	X		X			X							<input type="checkbox"/> <b><i>Roof Covering Requirement Worksheet</i></b>
					X									<input type="checkbox"/> <b><i>Swimming Pool Safety Act</i></b>
X	X	X			X							X	X	<input type="checkbox"/> <b><i>Tree Application or No Tree Worksheet</i></b>
	X		X	X									X	<input type="checkbox"/> Asbestos Disposal Report
X	X				X									<input type="checkbox"/> Building Plans--Residential (2 sets, sealed)
		X		X										<input type="checkbox"/> Building Plans--Commercial (3 sets, sealed)
			X											<input type="checkbox"/> Building Plans--Interior only (2 sets, sealed)
				X										<input type="checkbox"/> DBPR Hotel & Restaurant (2 sets)
		X		X										<input type="checkbox"/> DEP Approval Letter
		X			X								X	<input type="checkbox"/> Details for Stormwater Erosion Control
	X	X	X	X										<input type="checkbox"/> Elevation Certificate
		X		X										<input type="checkbox"/> Engineered Drainage Plan
				X										<input type="checkbox"/> Health Department Approval
X	X	X	X	X										<input type="checkbox"/> HVAC Energy Forms (2 sets, completed)
		X	X	X										<input type="checkbox"/> Participate in Public Art Fund
X	X	X	X	X	X							X		<input type="checkbox"/> Plot Plan (Building Setbacks and Location)
X	X	X	X	X										<input type="checkbox"/> Product Approval Listing
		X	X	X				X	X	X	X			<input type="checkbox"/> Property Appraisal or County Printout
		X		X										<input type="checkbox"/> Site Plans--DRC approved (2 sets, sealed)
		X		X										<input type="checkbox"/> SWFMD Approval Letter
X	X			X										<input type="checkbox"/> Truss Engineer Letter (match plan)
														<input type="checkbox"/> Variance Approval Letter (if needed)