



Plan Submittal Checklist for Residences



- ___ 1. Completed application must be signed by contract or owner of record of the property (if homeowner permit is obtained). A notarized letter of authorization is required for each individual permit picked up by someone other than the contractor (i.e.: superintendent, courier, etc.).
- ___ 2. Three (3) plot plans showing property lines and proposed structures drawn to scale, base flood plain elevation designation (FEMA Flood Zone), and grading plan with drives, walkways, and streets labeled.
- ___ 3. Three (3) sets of construction plans drawn to scale with the following information:
 - Plans for new structures and additions shall include electrical layout, electrical distribution and panels, plumbing riser diagram and HVAC duct layout and units. Must include title block listing design professional and be signed and sealed.
 - Two (2) sets of signed and sealed truss plans (if applicable) with layouts and connection details, and bracing instructions.
 - Address must be on all plans and attachments.
 - Addressing form from Addressing Department
- ___ 4. Three (3) sets of sealed copies of State of Florida Energy Calculations.
- ___ 5. Three (3) sets of drainage and sewer plans.
- ___ 6. If Owner/Contractor, complete homeowner affidavit. Verification of signature requires a photo I.D (Need copy of driver's license).
- ___ 7. Provide one copy of the following:
 - Certified copy of Notice of Commencement
 - Completed Sub-Contractor list

Inspections will not be performed until the Notice of Product Approval Form is received by the permit clerk.

Office Use Only Below This Line

Reviewed for completeness by: _____ Date: _____