



## **City of Brooksville - Building Division**

201 Howell Avenue, Brooksville, FL 34601

Phone: 352-544-8301 Email: [permits@cityofbrooksville.us](mailto:permits@cityofbrooksville.us)

### **Plan Submittal Checklist for Residences**

- Completed application must be signed by contractor or owner of record of property (if homeowner permit is obtained)
- Address confirmation Sheet from Property Appraiser's Office required.
- Two (2) plot plans showing property lines and proposed structures drawn to scale, base flood plain elevation designation (FEMA Flood Zone) and grading plan with driveways, walkways and streets labeled.
- 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.
- Address confirmation sheet from Property Appraiser's office.
- Two (2) sets of sealed of State of Florida Energy Calculations.
- Two (2) sets of product approval.
- If Owner/Contractor, complete homeowner affidavit. Verification of signature required a photo I.D. (need copy of driver's license).
- Certified copy of Notice of Commencement.
- All sub-contractors need to be registered with the City of Brooksville and a notarized Letter of authorization is required from the qualifier from EACH subcontractor to act on behalf of the qualifier for each sub (i.e.: superintendent courier, permit runner, etc.).
- Flood Elevation Certification REQUIRED – if in flood location.
- Floor plan with legible measurements for Property Appraiser's. Does not need to be signed/sealed.