

# CHECKLIST FOR: 1 & 2 Family Additions & Alterations Permit

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## General Submittal Requirements for all Permits

- Permit application.**
- Owner/Builder Disclosure Statement.** This is required when an owner is obtaining a permit.
- Notice of Commencement.** A certified copy is required if job value is \$2,500 or greater, prior to the first inspection (this is not required to be submitted to obtain the permit).
- FEMA 50% Rule for addition/alterations.** If property is located in a flood zone provide the FEMA 50% Rule or an Elevation Certificate.
- Lot Coverage Forms.** 1 & 2 Family Properties that do not have a South Florida Water Management District Permit, Surface Water Management Permit or Environmental Resource Permit (for any zoning that is not in a PUD).
- Health Department - Septic System Requirements.** If property is on septic provide these additional documents:
  - Application for OSTDS construction on FDOH form DH4015 page 1 of 4.
  - General site plan showing the existing structure, proposed addition(s), and the location of the septic tank and drainfield.
  - If adding a bedroom, provide existing septic system evaluation performed by a septic contractor on FDOH form DH4015 page 4 of 4.
  - Complete existing and proposed floor plans with all rooms labeled.
  - If increase in sewage flow is greater than allowed for current septic system sizing, additional documents are required: septic system site evaluation FDOH form DH4015 page 3 of 4 and septic system site plan showing all system components, structures, and pertinent features.
- Vegetation Removal Affidavit.** Required if woody vegetation will need to be removed.
  - One acre of vegetation is allowed to be removed after the single-family building permit has been issued. A Vegetation Removal Permit is required to clear over one acre.

## Supplemental Materials - General Submittal Requirements

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- The Vegetation Removal Affidavit is required to be turned in with, but not limited to, the following: Any Structure, Buildings, Chickee Huts, Storage tanks, Carports, Temporary Construction Trailer, Wood Deck, Demolition, Driveway, Fence, Pool, Slab, Tennis Court Permits, and Seawalls.
- Preservation Review Form.** If the property is located in the Rural Fringe Mixed Use district
- Right of Way Application.** If work is to commence in the right-of-way.
  - If an existing house is demolished, a certificate of completion for the demo is required prior to the issuance of a building permit for the new house.
- Floor Plan.** Three copies of the existing floor plan, with each room labeled.

Additional submittal requirements may be required. Prior to receiving a processing number from the Customer Service Representatives, all plans must be assembled properly.