

CHECKLIST FOR: 1 & 2 Family Permit

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)
- Lot Coverage Form.** To be completed for a new house
- Health Department Septic System Requirements.** If property is on septic and no sewer is available, provide these documents in addition to complete floor plans:
 - Application for OSTDS construction on FDOH form DH4015 page 1 of 4
 - Septic site evaluation by licensed contractor or certified health professional on FDOH form DH4015 page 3 of 4
 - Septic system site plan showing all pertinent features on or within 75ft of property, including potable water well or meter, water lines, any surface water bodies, and septic system components
- Demolition.** If an existing house is demolished, a certificate of completion for demo is required prior to the issuance of a building permit for the new house. If a septic system is demolished along with the existing house, a septic tank abandonment permit must be issued by the Health department.
- 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.
 - 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

1 & 2 Family (not Mastered)

- Certified Site Plan/Survey.** Two sealed and one copies showing the size, dimension, and proposed location. Include setback dimensions to the property lines
- Boundary Survey.** One sealed for all new house submittals
- Energy Calculations.** Three copies of the current year calculations
- Construction Drawings.** Three sets of structural plans sealed, if applicable, by architect or registered P.E. per current FBC, with the following included:
 - Architectural plans
 - Truss layouts and design loads
 - Foundation plans
 - Stair details, if required, and egress window size
 - Location of mechanical equipment in relation to BFE and attic
 - Wind load & design pressures
 - Wall section details
 - Tie beam & column schedule, footing & grade beam details
 - Handicap bath access door (minimum 29" clear on first floor)
 - Smoke detectors in sleeping rooms, adjacent areas, and at the top and bottom of all stairways
- Product Approvals.** Two sets of NOA or State of Florida product approvals for windows, doors, and shutters, if required

1 & 2 Family Master Plans

- Certified Site Plan/Survey.** Two sealed and one copies showing the size, dimension, and proposed location. Include setback dimensions to the property lines
- Boundary Survey.** One sealed for all new house submittals
- Energy Calculations.** Two copies of the current year calculations
- Master Approval Letter.** Provide three copies of the cover letter identifying which master is being used