



TOWN OF GRANT-VALKARIA
1449 Valkaria Road
Grant-Valkaria, FL 32950
Phone: 321-951-1380 Fax: 321-956-5660

ONE AND TWO-FAMILY DWELLING CHECKLIST

- ❖ **Application for Building Permit** – complete with notarized signature of contractor or authorized agent. [If owner acting as contractor, only owner can sign and owner must appear in person to pick up]
- ❖ **Owner/Builder Application for Contractor Exemption** – signed by the owner and notarized.
- ❖ **Subcontractor Authorization** for each named subcontractor.
- ❖ **Two (2) copies of the Recorded Notice of Commencement (NOC) or Affidavit of NOC Filing** along with a copy of the NOC
- ❖ **Two (2) copies of Onsite Sewage Treatment and Disposal System (septic) Permit and approved survey/plot plan** for more information contact the State Department of Environmental Health Services (EHS) at (321) 633-2100.
- ❖ **Two (2) copies of well pump and pressure tank specifications.**
- ❖ **One (1) copy of Potable Water Service Receipt** for more information contact the water service provider (not required if on well).
- ❖ **Two (2) sets of Construction Documents and Plans** signed and sealed by a Florida Registered Architect or Engineer and must include at a minimum:
 - ◆ Certification that plans meet FBC Design loads
 - ◆ Structural design loads (dead/live loads, etc.)
 - ◆ Dimensioned floor plan labeling all rooms and spaces
 - ◆ Truss layout drawings
 - ◆ Elevation views of structure
 - ◆ Electrical plan and service riser diagram
 - ◆ Required egress window location
 - ◆ FBC 1609 design wind load criteria
 - ◆ Foundation Plan and footer schedule
 - ◆ Wall section(s) for each wall type used
 - ◆ Connector schedule
 - ◆ Plumbing riser diagram
 - ◆ Electrical service loads calculation and panel schedule
 - ◆ HVAC duct layout
- ❖ **Two (2) copies of Raised Seal Boundary Surveys** depicting all structures and improvements on the property as they exist at the time of submittal and must include at a minimum:
 - ◆ Location and configuration of subject property lines
 - ◆ Location and dimension of right-of ways and easements
 - ◆ Finished Floor Elevation (FFE) of existing habitable structures
 - ◆ Reference to vertical datum (NGVD 29) for elevations
 - ◆ Finished Floor Elevation of houses on all adjacent properties.
 - ◆ Dimensions of all structures on the property
 - ◆ Distance of all structures to property lines (setbacks)
 - ◆ Centerline elevation of roads abutting property
 - ◆ FEMA Flood Zone information
 - ◆ Safe Upland line without seawall (waterfront lots)
- ❖ **Two (2) copies of Dimensioned Plot Plan Diagram** drawn to sufficient scale and clarity showing all proposed improvements and must include at a minimum all the requirements for sealed survey and:
 - ◆ Dimensions of all proposed structures
 - ◆ Location of all structures and distances to property lines
 - ◆ Location, dimensions, & material of driveway, aprons & ac pads
 - ◆ Landscaping plan to include trees, shrubs & ground covers.
 - ◆ Indicate area where land clearing will take place.
 - ◆ Lot Drainage Plan: Site drainage plan shall provide for detention storage of one-inch runoff from the lot. Site storage may be accomplished with swales, berms, or ponds.
 - ◆ Proposed Finished Floor Elevation (FFE)
 - ◆ Location of septic tank and drain field
 - ◆ Location of wells
 - ◆ Existing culvert information for all culverts within 500 ft.
 - ◆ Proposed culvert pipe size, invert elevations, pipe material, and treatments (or state existing culvert).
- ❖ **Two (2) sets of signed & sealed Pre-engineered wood truss package.**
- ❖ **Two (2) sets of signed & dated 2017 Florida Energy Calculation forms** along with **ACCA Manual J** and **ACCA Manual S.**
- ❖ **Two (2) copies of the 2017 Product Approval** for exterior components and cladding materials.
- ❖ **One (1) copy of the Flood plain permit** if the property is located in the Flood Zone.

* The items listed may not be cover every situation or circumstance, additional information may be required.