



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

**MINOR PROJECTS CHECKLIST**  
(ELECTRIC, HVAC, RE-ROOF, ETC.)

- ❖ 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
- ❖ IF Electric work:
  - ◆ Two (2) drawings of work to be performed to include a plot plan of location of the work.
- ❖ IF HVAC work to be performed to includes duct works:
  - ◆ Two (2) drawings of work to be performed indicating sizes and placement of ducts.
- ❖ IF HVAC roof top unit:
  - ◆ Engineering specifying unit location on the roof.
  - ◆ Roof opening (for ductwork) details sealed by Engineer.
  - ◆ Floor plan depicting occupancy, type of construction of building, and fire rated wall and/or floor/ceiling penetrations (if any) fire dampers.
- ❖ IF Generator:
  - ◆ Two (2) copies of generator manufacturer's specifications along with the installation instructions.
  - ◆ Two (2) copies of a scaled plot plan to include the location of structures, generator, electric service equipment, and propane tank (if applicable).
  - ◆ Two (2) copies of the riser diagram for electrical service equipment and transfer switch installation if not included with the generator manufacturer's specifications.
  - ◆ Two (2) copies of the gas riser diagram to include type & size gas piping, btu's of each gas appliances, length of pipes, etc.
- ❖ IF Doors or Windows (including garage doors):
  - ◆ Two (2) copies of the 2017 product approval along with the installation instructions.
- ❖ IF Re-roof:
  - ◆ Two (2) copies of the 2017 product approval along with the installation instructions.
- ❖ IF Pool Barrier:
  - ◆ Two (2) drawings of scaled plot plan to include location of pool and type of pool barrier.
  - ◆ Two (2) copies of the manufacturer's specification of the pool alarms.

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