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.

Plan review fee $400.00. – Cash or check only.

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.
- Dimensions of all structures on the property.
- Location and dimension of right-of-ways and easements.
- Distance of all structures to property lines (setbacks).
- Finished Floor Elevation (FFE) of existing habitable structures.
- Centerline elevation of roads abutting property.
- Reference to vertical datum (NGVD 29) for elevations.
- FEMA Flood Zone information.
- Finished Floor Elevation of houses on all adjacent properties.
- 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.
- Proposed Finished Floor Elevation (FFE).
- Location of all structures and distances to property lines.
- Location of septic tank and drain field.
- Location, dimensions, & material of driveway, aprons & ac pads.
- Location of wells.
- Landscaping plan to include trees, shrubs & ground covers.
- Existing culvert information for all culverts within 500 ft.
- Indicate area where land clearing will take place.
- Proposed culvert pipe size, invert elevations, pipe material, (or state existing culvert).
- Lot Drainage Plan: Site drainage plan shall provide for and treatments detention storage of one-inch runoff from the lot. Site storage may be accomplished with swales, berms, or ponds.

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 FEMA Elevation Certificate if the property is located in the Flood Zone.

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