

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

**ADDITIONS AND ALTERATIONS 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) 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
- FBC 1609 design wind load criteria
- Structural design loads (dead/live loads, etc.)
- Foundation Plan and footer schedule
- Dimensioned floor plan labeling all rooms and spaces
- Wall section(s) for each wall type used
- Truss layout drawings
- Connector schedule
- Elevation views of structure
- Plumbing riser diagram
- Electrical plan and service riser diagram
- Electrical service loads calculation and panel schedule
- Required egress window location
- HVAC duct layout

**IF Fire Damage:** An itemized list of work to be done with each item numbered and location shown by number on two (2) complete sets of detailed construction repair drawings showing all affected areas. If damage is extensive, determined by Building Code, drawings must be signed and sealed by A Florida Registered Engineer or Architect.

**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  
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

**Two (2) sets of signed & sealed Pre-engineered wood truss package.**

**Two (2) sets of signed & dated 2020 Florida Energy Calculation forms** along with ACCA Manual J and ACCA Manual S.

**Two (2) copies of the 2020 Product Approval** for exterior components and cladding materials.

**One (1) copy of Contractor Asbestos Notification Statement** OR IF owner acting as contractor: Owner Asbestos Notification Statement.

**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.**