



Planning & Development Department
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Permit Application Checklist for New Single Family Residence

Only complete permit submittals will be accepted.

Complete application must include the following as applicable to your project:

- _____ Permit application form - **completed** with legal description (Parcel Number)
- _____ Updated State, PCCLB, Business Tax Receipt
- _____ Notice of Commencement - Recorded, **one copy** required prior to issuance of permit
- _____ **Plans review fee must be paid at time of submittal.**
- _____ **Interior work: Two (2) sets** of signed and sealed plans
 - Drawings to show entire scope of work - Floor plans, electrical, mechanical, plumbing, structural, elevations, wall sections, details, etc.
- _____ **Product Approval Information:**
 - **One copy** of Product Approval Specification Sheet to list all exterior products to be installed (Example: windows, doors, garage door, sky lights, roofing materials)
 - **One set** of Product Approval or NOA information which includes a cover sheet and installation instructions from the DBPR website for each product
- _____ **Exterior/site work: Three (3) copies of site plan/survey**
 - Drawings to include items listed above plus drawings showing scope of site work. Engineered site plans shall include parking layout and lot survey.
 - Tree survey (including 4" D. BH) trees and their drip lines on site and within 25' of the adjacent site
 - Landscape Plans for exterior work
- _____ Development Order (D.O. If Applicable)
- _____ Clearing & Grubbing Application
- _____ Tree Removal Application
- _____ Energy calculations as required by State Energy Code (**3 Sets**)
- _____ FEMA information for flood zone properties, if required
 - a. **New Construction**
 1. Need cost of construction
 2. Proposed elevation of new construction
 3. Sealed grade elevation survey (NGVD)
 4. Plans shall be signed and sealed by architect or engineer.
 5. Tie in Survey
 6. Elevation Certificate showing lowest floor elevation

NOTE: Site and building drawings must be submitted together in a package. Tie in survey will be required before vertical construction.