



Planning & Development Department  
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## Permit Application Checklist for Single Family Addition or Remodel

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 (for addition only)**
- \_\_\_\_\_ Development Order (D.O. If Applicable)
- \_\_\_\_\_ Clearing & Grubbing Application (Fee for addition only)
- \_\_\_\_\_ Tree Removal Application
- \_\_\_\_\_ Energy calculations as required by State Energy Code **(3 Sets) (for addition only)**
- \_\_\_\_\_ Non-Substantial Improvement package if property is located in a flood zone.
- \_\_\_\_\_ FEMA information for flood zone properties, if required
  - a. **Additions & Remodels**
    1. Need cost of construction
    2. Photos of existing structure
    3. Floor plans of existing structures
    4. Elevation Certificate showing lowest floor elevation (if not on file)
- \_\_\_\_\_ Owner-Builder forms for owner permit following contractor exemption noted in Florida Statute. Owner must show proof of residency/occupancy.

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