INFORMATION FOR OBTAINING A BUILDING PERMIT

To apply for a building permit, you must be a licensed contractor or the legal property owner. (Commercial permits, including condos, can only be obtained by a licensed Contractor). Electrical, Mechanical, Plumbing, Gas, Low Voltage, Elevator and Roofing subcontractor valuations must be listed at the time of permit application. All listed contractors/subcontractors must be registered with the State of Florida and/or the Pinellas County Construction Licensing Board (PCCLB). All subcontractor forms must be filled out completely and signed by the respective license holder(s) before the master permit will be issued.

If you apply as an owner/builder, the building must be a single family home or a duplex, and must be for your own use and occupancy. It may not be for sale or lease. If you sell or lease the building you have pulled a permit for as an owner-builder within (1) one year after construction is completed, the law will presume that you have built it for sale or lease, which is a violation of Florida Statute 489.103 (7).

It is the owner/builder’s responsibility to make sure the employees working for them have the required licenses from the state and/or county municipal licensing ordinances. Any person working on the building who is not licensed must work under the owner/builder’s direct supervision and must be employed by them. The owner/builder must provide worker’s compensation, as prescribed by Florida law as well as comply with the IRS requirements concerning F.I.C.A. and withholding taxes.

You may not hire an unlicensed contractor to perform the work.

COMMENCING WORK WITHOUT A REQUIRED PERMIT MAY RESULT IN A HIGHER PERMIT FEE

Homeowners who hire unlicensed contractors face several potentially costly penalties. The Florida Department of Business and Professional Regulation can issue an order to stop construction and can levy a five-thousand dollar ($5,000.00) fine for aiding and abetting unlicensed contractors.

ALL state licenses and PCCLB licenses for contractors involved in the construction must have current up-to-date licenses before the permit can be issued. An ACORD for general liability must be submitted to the City of Treasure Island.

If you reside where there is a Homeowners Association or Condominium Association, you must comply with your association’s regulations.
These regulation are NOT enforced by the City of Treasure Island.

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In addition to the requirements of a permit, there may be additional restrictions applicable to this property, additional permits required from other governmental entities, or restrictions to building based on FEMA regulations.

CONSTRUCTION HOURS ARE LIMITED TO 7:00 AM – 6:00 PM MONDAY - SATURDAY
NEW CONSTRUCTION - RESIDENTIAL:

- Building Permit Application – Signed by the contractor.
- Subcontractor Verification Form - (for electrical, plumbing, mechanical, gas, low voltage, elevator and/or roofing). Must be filled out completely and signed by the respective license holder(s).
- Owner/Builder Affidavit – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- Construction Drawings – 2 sets of signed & sealed Structural drawings (3 sets if a Commercial property), including sealed floor & roof truss package, layout & fastening schedule. 2 sets of Architectural drawings (3 sets if a Commercial property).
  - Foundation plan
  - Floor Plan Floor / Roof framing plan
  - Square footage breakdown per floor (habitable & non-habitable)
  - Typical wall section(s)
  - Sealed roof plan / truss layout, including floor trusses
  - All exterior elevations
  - Electric, Mechanical, Plumbing, Low Voltage and Gas plans
  - Elevator specs
  - Details (as necessary)
  - Design Criteria information per Chapter 16 of the current edition of the FBC
  - Pile foundation & investigation report
- Current Sealed Boundary Survey in the original size, including existing topographic elevations
- Signed & Sealed Site Drainage Plan
- Site Plan - Indicating the dimensions and setbacks of all structures from the property lines. Include patios, driveway, walkways, ISR calculations, etc.
- Contract - Signed between owner and contractor. Please state if the valuation of the project includes projects outside the building envelope (i.e., swimming pool, fencing, driveway, etc., as these items need to be under separate permit).
- Florida Product Approvals – obtained from Floridabuilding.org
  - (2 Sets using 2017 Building Code showing the FL product approval # and appropriate decimal point circled, 1 set of installation instructions) or site specific engineering for:
    - Exterior doors / Exterior windows
    - Roofing (tiles / shingles / modified bit / underlayment / vents)
    - Garage doors (include glass info, if applicable)
    - HVAC stands
    - Soffit / Fascia
    - Siding
    - Flood vents
- Energy Calculations – 2 complete sets, including input summary sheet.
- Duct Leakage Test Report OR Envelope Leakage Test Report (before C.O.)
- Geotechnical Soil Report
- V-Zone Certificate – If located in a V flood zone or a Coastal A flood zone
- Erosion Control – Use a copy of the site plan to show the location of the erosion control measures to be used during construction. Show all details, rock driveway, porta-potty, etc.
NEW CONSTRUCTION - RESIDENTIAL, CONTINUED:

- Pervious / Impervious Calculations – For the entire lot showing pervious & impervious calculations for pre and post construction.
- Duke Energy Meter Platform – Requirements must be met.
- Any approvals obtained from another agency – (i.e., SWFWMD, Pinellas County Utilities, FDOT, FDEP, etc.).
- Non-Conversion Agreement – Recorded with the deed, needed before permit issuance.
- Notice of Commencement - Notarized and recorded, needed before first inspection.
- Elevation Certificate – For construction drawings. Under Construction and Final Construction Elevation Certificates will be required at a later date.

NEEDED PRIOR TO FINAL INSPECTION ON COMMERCIAL PROPERTIES:

- A Certification Letter and three (3) complete sets of “as built” plans signed and sealed by the Civil Engineer of Record attesting that the project has been constructed in substantial compliance with the approved civil site plan and approved bay all applicable other governmental agencies.
- A Certification Letter and three (3) complete sets of “as built” plans signed and sealed by the Landscape Architect of Record attesting that the project has been constructed in substantial compliance with the approved landscape site plan and by all applicable other governmental agencies.
- Once these two packages are received, this will allow the owner/developer/applicant to request all final civil and landscaping site inspections concurrently with all final fire and building inspections required for the project. If there are minor punch list items (address numbers, HC signage, etc.) then a conditional final inspection can be done giving the owner/developer some time to correct any noted deficiencies. If everything passes all civil, landscape, Fire Marshall and Building inspections, and all final information listed in the next section below titled “NEEDED FOR CERTIFICATE OF OCCUPANCY” has been received and approved, the Building Official can issue a Certificate of Occupancy accordingly thereafter.

NEEDED FOR CERTIFICATE OF OCCUPANCY:

- Final Elevation Certificate with pictures of all sides of the structure, including vents. If engineered flood openings were installed, provide a copy of the product approval.
- Final Survey, showing all setbacks, the LAG and the HAG to match the final elevation certificate. Also, include topographic elevations, site drainage arrows to demonstrate stormwater compliance, and final impervious surface calculations.
- Termite Certificate
- Insulation Certificate
- Duct Leakage Test Report or Envelope Leakage Test Report (Blower Door Test) for houses submitted after July 1, 2017
SUBSTANTIAL IMPROVEMENT CONSTRUCTION / ADDITIONS / RENOVATIONS (NON FEMA COMPLIANT STRUCTURE – FEMA 50% RULE):

- **Building Permit Application** – Signed by the contractor.
- **Subcontractor Verification Form** - (for electrical, plumbing, mechanical, gas, low voltage, elevator and/or roofing). Must be filled out completely and signed by the respective license holder(s).
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- **Construction Drawings** – Structural Improvement - 2 sets of signed & sealed Structural drawings (3 sets if a Commercial property), including sealed floor & roof truss package, layout & fastening schedule. Non-Structural Improvement - 2 sets of Architectural drawings (3 sets if a Commercial property). Supply the complete labeled floor plan in addition to the existing & proposed drawings of the area of work.
- **Current Sealed Survey (in the original size) Showing all Existing Improvements on Site** – If the scope of work extends outside the original envelope of the structure.
- **Contract** - Signed between owner and contractor.
- **Condo / Homeowner Association Letter (if applicable)** – Approval for the scope of work.
- **Notice of Commencement** - Notarized and recorded, needed before first inspection.
- **Florida Product Approvals** – obtained from Floridabuilding.org
  - (2 Sets using 2017 Building Code showing the FL product approval # and appropriate decimal point circled, 1 set of installation instructions) or site specific engineering for:
    - Exterior doors / Exterior windows
    - Garage doors (include glass info, if applicable)
    - Soffit / Fascia

- **Energy Calculations** – 2 sets (if applicable).
- **Duke Energy Meter Platform** – (if applicable) Requirements must be met.
- **FEMA Valuation of Cost of Work** – Needed if the work valuation is greater than 10% of the Improvement Threshold. The structure value & threshold can be found on the Property Appraisers website in the upper right-hand corner of the property address, then click on FEMA/WLM. For a private appraisal, the structure value is the value of the structure only, less depreciation, and the threshold is 50% of that remainder less $1. Please fill out the FEMA form completely, including property owner’s signature on front page, and the notarized Owners’ Affidavit & Contractor’s Affidavit and include all signed contracts / quotes / estimates from all sub-contractors.
- **Current Appraisal (less than 6 months old)** – If using a private appraisal instead of the Pinellas County Property Appraisers valuation of the structure. Retrospective appraisals will only be accepted for structures subjected to unforeseen damage from fire, hurricane, etc.
- **Pervious / Impervious Calculations** – For the entire lot showing pervious & impervious calculations for pre & post construction, for any additional impervious surface on the lot.
- **Asbestos Report** – (2 sets) For a commercial building or condo building with more than 4 units.
- **Erosion Control** – Use a copy of the site plan to show the location of the erosion control measures to be used during construction.
- **Drainage Plan** – Signed and sealed by a civil engineer for the addition.
ADDITIONS / RENOVATIONS (FEMA COMPLIANT HOMES AND CONDOS):

- **Building Permit Application** – Signed by the contractor.
- **Subcontractor Verification Form** - (for electrical, plumbing, mechanical, gas, low voltage, elevator and/or roofing). Must be filled out completely and signed by the respective license holder(s).
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- **Construction Drawings** – Structural Improvement - 2 sets of signed & sealed Structural drawings (3 sets if a Commercial property), including sealed floor & roof truss package, layout & fastening schedule. Non-Structural Improvement - 2 sets of Architectural drawings (3 sets if a Commercial property). Supply the complete labeled floor plan in addition to the existing & proposed drawings of the area of work.
- **Current Sealed Survey (in the original size) Showing all Existing Improvements on Site** – If the scope of work extends outside the original envelope of the structure.
- **Contract** - Signed between owner and contractor.
- **Condo / Homeowner Association Letter (if applicable)** – Letter of approval for the scope of work.
- **Notice of Commencement** - Notarized and recorded, needed before first inspection.
- **Florida Product Approvals** – obtained from Floridabuilding.org
  - (2 sets using 2017 Building Code showing the FL product approval # and appropriate decimal point circled, 1 set of installation instructions) or site specific engineering for:
    - Exterior doors / Exterior windows
    - Roofing (tiles / shingles / modified bit & underlayment)
    - Garage doors (include glass info if applicable)
    - HVAC stands
    - Soffit / Fascia
    - Siding
- **Energy Calculations** – 2 sets (if applicable).
- **Asbestos Report** – (2 sets) If working in a commercial building or a condo building with more than 4 units.
- **Pervious / Impervious Calculations** – For the entire lot showing pervious & impervious calculations for pre & post construction, for any additional impervious surface on the lot.
- **Elevation Certificate** – For construction drawings (not for condos)
- **Drainage Plan** – Signed and sealed by a civil engineer for the addition.
WINDOW / DOOR REPLACEMENT AND / OR HURRICANE SHUTTERS:

- **Building Permit Application** – Signed by the contractor.
- **Subcontractor Verification Form** (for electrical if installing motorized shutters). Must be filled out completely and signed by the respective license holder.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- **Floor Layout** – 2 sets with labeling of ALL rooms, and location(s) of replacement(s), with sizes & types of windows and doors shown.
- **25% Rule Form** – if applicable
- **Contract** - Signed between owner and contractor.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval for the scope of work.
- **Notice of Commencement** - (if applicable) Notarized and recorded, needed before first inspection.
- **FEMA Valuation of Cost of Work** – Needed if the work valuation is greater than 10% of the Improvement Threshold. The structure value & threshold can be found on the Property Appraisers website in the upper right-hand corner of the property address, then click on FEMA/WLM. For a private appraisal, the structure value is the value of the structure only, less depreciation, and the threshold is 50% of that remainder less $1. Please fill out the FEMA form completely, including property owner’s signature on front page, and the notarized Owners’ Affidavit & Contractor’s Affidavit and include all signed contracts / quotes / estimates from all sub-contractors.
- **Florida Product Approvals** – obtained from Floridabuilding.org
  - (2 Sets using 2017 Building Code showing the FL product approval # and appropriate decimal point circled, 1 set of installation instructions) or site specific engineering for:
    - Exterior doors
    - Exterior windows
    - Shutters
    - Skylights
GARAGE DOOR REPLACEMENT:

- Building Permit Application – Signed by the contractor.
- Owner/Builder Affidavit – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- Contract - Signed between owner and contractor.
- FEMA Valuation of Cost of Work – Needed if the work valuation is greater than 10% of the Improvement Threshold. The structure value & threshold can be found on the Property Appraisers website in the upper right-hand corner of the property address, then click on FEMA/WLM. For a private appraisal, the structure value is the value of the structure only, less depreciation, and the threshold is 50% of that remainder less $1. Please fill out the FEMA form completely, including property owner’s signature on front page, and the notarized Owners’ Affidavit & Contractor’s Affidavit and include all signed contracts / quotes / estimates from all sub-contractors.
- Condo / Homeowner Association Letter of Approval (if applicable)
- Notice of Commencement - (if applicable) Notarized and recorded, needed before first inspection.
- Florida Product Approvals – obtained from Floridabuilding.org
  - (2 Sets using 2017 Building Code showing the FL product approval # and appropriate decimal point circled, 1 set of installation instructions) or site specific engineering for:
    - Garage Door (must be impact resistant)
    - Glazing (if garage door has glass – must be impact resistant or have opening protection)

NEW IRRIGATION:

- Building Permit Application – Signed by the contractor.
- Owner/Builder Affidavit – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- Contract - Signed between owner and contractor.
- Notice of Commencement - (if applicable) Notarized and recorded, needed before first inspection.
- Current Sealed Survey (in its original size).
- Drawings – 2 sets (using a survey or site plan) showing location of sprinkler heads, zones, location of rain sensor.
- Irrigation System Shall be Connected to Reclaimed Water and Meet All County Permits and Regulations.
DEMOLITION:

- Building Permit Application – Signed by the contractor.
- Subcontractor Verification Form (for electrical and/or plumbing cut-offs). Must be filled out completely and signed by the respective license holder(s).
- Owner/Builder Affidavit – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- Ownership Affidavit – Must be completed.
- Erosion Control – Use a copy of the site plan to show the location of the erosion control measures to be used during construction. Show all details, rock driveway, porta-potty, etc.
- Contract - Signed between owner and contractor.
- Notice of Commencement - (if applicable) Notarized and recorded, needed before first inspection.
- Asbestos Report – (2 sets) If working in a commercial building or a condo building with more than 4 units.
- NOTE: If there is a swimming pool remaining on the property after the demolition of the structure, a temporary electric pole must be utilized (and permitted) to operate the pool pump. The swimming pool must be fully protected by at least 4 foot high fencing until permanent fencing is installed.

HOT WATER HEATER EQUAL CHANGE OUT:

- Building Permit Application – Signed by the contractor.
- Sub-Contractor Verification Form – For electrical, if applicable. Must be filled out completely and signed by the respective license holder(s).
- Owner/Builder Affidavit – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- Contract - Signed between owner and contractor.
- Notice of Commencement - (if applicable) Notarized and recorded, needed before first inspection.
- FEMA Valuation of Cost of Work – Needed if the work valuation is greater than 10% of the Improvement Threshold. The structure value & threshold can be found on the Property Appraisers website in the upper right-hand corner of the property address, then click on FEMA/WLM. For a private appraisal, the structure value is the value of the structure only, less depreciation, and the threshold is 50% of that remainder less $1. Please fill out the FEMA form completely, including property owner’s signature on front page, and the notarized Owners’ Affidavit & Contractor’s Affidavit and include all signed contracts / quotes / estimates from all sub-contractors.
SWIMMING POOL / SPA:

- **Building Permit Application** – Signed by the contractor.
- **Subcontractor Verification Form** (for electrical, plumbing and gas if used). Must be filled out completely and signed by the respective license holder(s).
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- **Erosion Control** – Use a copy of the site plan/survey to show the erosion control measures which are to be used.
- **Construction Drawings** – 2 sets of signed & sealed drawings.
- **Current Sealed Survey (in the original size) Showing all Existing Improvements on Site**
- **Pervious / Impervious Calculations** – for the entire lot showing pervious & impervious calculations for pre and post pool and/or pool deck construction.
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded, needed before first inspection.
- **Swimming Pool Safety Form**
- **Duke Energy Letter of No Conflict**
- **Pool Plug Form** – if located in a V flood zone.
- **Drainage Plan** – Signed and sealed by a civil engineer for the addition of a new swimming pool / spa / deck.
- **Special Flood Hazard Area Application**

DOCKS / BOATLIFTS / PILINGS / RIP-RAP:

- **Building Permit Application** – Signed by the contractor.
- **Pinellas County Water & Navigation Permit** – 2 sets of signed & sealed drawings and/or manufacturers specifications.
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded, needed before first inspection.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval for the scope of work
- **Cut Sheet** – for the boat lift (if applicable)
- **Dock Building Detail** – If not on file.
ELECTRICAL FOR BOATLIFTS:

- **Building Permit Application** – Signed by the contractor.
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded, needed before first inspection.
- **Condo / Homeowner Association Letter (if applicable)** – Letter of approval for the scope of work.
- **Cut Sheet for the Boat Lift (Manufacturer’s Specs)** – Showing size of electrical wire & distance of run from main panel box.
- **Manufactures’ Wire Size Chart for the Electric Motor(s)**
- **Electrical Layout** – 2 sets showing size of wire, where wire is being pulled from & running to, including length measurements. Also, show location of any receptacles and/or lights.

SOLAR:

- **Building Permit Application** – Signed by the contractor.
- **Subcontractor Verification Form** (for electrical). Must be filled out completely and signed by the respective license holder(s).
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- **Manufacturer Drawings** – 2 sets of signed & sealed drawings and/or manufacturers specifications for the system and for the stands or roof attachment.
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded, needed before first inspection.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval for the scope of work.
- **FEMA Valuation of Cost of Work** – Needed if the work valuation is greater than 10% of the Improvement Threshold. The structure value & threshold can be found on the Property Appraisers website in the upper right-hand corner of the property address, then click on FEMA/WLM. For a private appraisal, the structure value is the value of the structure only, less depreciation, and the threshold is 50% of that remainder less $1. Please fill out the FEMA form completely, including property owner’s signature on front page, and the notarized Owners’ Affidavit & Contractor’s Affidavit and include all signed contracts / quotes / estimates from all sub-contractors.
DREDGE & FILL:

- Building Permit Application – Signed by the contractor.
- Pinellas County Water & Navigation Permit – 2 sets of signed & sealed drawings. Identify location where dredged material will dry, final destination of where dredged material will be deposited, and the type of truck used to haul dredged material. Show all barriers in the water and erosion control measures of the land.
- Any State or ACOE Approved Permits
- Contract - Signed between owner and contractor.
- Notice of Commencement - (if applicable) Notarized and recorded, needed before first inspection.
- Condo / Homeowner Association Letter (if applicable) – Letter of approval for the scope of work

SEAWALL:

- Building Permit Application – Signed by the contractor.
- Construction Drawings – 2 sets of signed & sealed drawings.
- Contract - Signed between owner and contractor.
- Notice of Commencement - (if applicable) Notarized and recorded, needed before first inspection.
- Condo / Homeowner Association Letter (if applicable) – Letter of approval
- Erosion Control – Use a copy of the site plan to show the location of the erosion control measures to be used during construction. Show all details, rock driveway, porta-potty, etc.
- Special Flood Hazard Area Application
- Drainage Plan – Signed and sealed by a civil engineer for any seawall proposing an increase in height.
- Seawalls or Seawall Cap Raised –
  - 12” or less – Complete the seawall Elevation Worksheet.
  - Greater than 12” – Requires a signed and sealed drainage plan prepared by an Engineer and elevations determined by a registered Surveyor.
  - Increased in height to match adjacent seawall – Will be reviewed on a case by case basis. Complete the seawall Elevation Worksheet.
PARKING LOT PAVING / SEALING / STRIPING:

- **Building Permit Application** – Signed by the contractor.
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded, needed before first inspection.
- **Impervious Surface Ratio Sheet** – if adding additional hard surface.
- **Site Plan** – 1 set showing current scaled layout, number of parking spaces and number of Handicap spaces, and 2 sets showing proposed scaled layout, number of parking spaces and number of Handicap spaces, dumpster location, and location of wheel-stops. Please follow the ADA design guidelines.

DRIVEWAYS / PAVERS:

- **Building Permit Application** – Signed by the contractor.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded, needed before first inspection.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval
- **Current Sealed Survey** – (in the original size) showing existing location of driveway
- **Drawings** – 2 sets (using a survey or site plan) showing location of proposed driveway.
- **Pervious Paver Spec Sheet / Cut Sheet** – If using pervious pavers, provide a spec sheet/cut sheet showing the flow rate of the pavers & that a pervious base will be used.
- **Pervious / Impervious Calculations** – For the entire lot showing pervious & impervious calculations for pre & post construction, for any additional impervious surface on the lot.
- **Erosion Control** – Use a copy of the site plan to show the location of the erosion control measures to be used during construction. Show all details, rock driveway, portapotty, etc.
- **Drainage Plan** – Signed and sealed by a civil engineer for the addition of impervious surface in the rear yard greater than 144 sq ft at grade (concrete deck, pavers, etc).
- **Special Flood Hazard Area Application**
DECK / SLAB / PATIO:

- **Building Permit Application** – Signed by the contractor.
- **Construction Drawings** – 2 sets of drawings, showing footers & method of attachment (if applicable).
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded, needed before first inspection.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval for the scope of work.
- **Current Sealed Survey** (in the original size).
- **FEMA Valuation of Cost of Work** – Needed if the deck/slab/patio is attached to the structure. If the work valuation is greater than 10% of the Improvement Threshold. The structure value & threshold can be found on the Property Appraisers website in the upper right-hand corner of the property address, then click on FEMA/WLM. For a private appraisal, the structure value is the value of the structure only, less depreciation, and the threshold is 50% of that remainder less $1. Please fill out the FEMA form completely, including property owner's signature on front page, and the notarized Owners’ Affidavit & Contractor’s Affidavit and include all signed contracts / quotes / estimates from all subcontractors.
- **Drawings** – 2 sets (using a survey or site plan) showing location of deck / slab / patio and distance from property setbacks.
- **Pervious / Impervious Calculations** – For the entire lot showing pervious & impervious calculations for pre & post construction, for any additional impervious surface on the lot.
- **Erosion Control** – Use a copy of the site plan to show the location of the erosion control measures to be used during construction. Show all details, rock driveway, porta-potty, etc.
- **Drainage Plan** – Signed and sealed by a civil engineer for the addition of impervious surface in the rear yard greater than 144 sq ft at grade (concrete deck, pavers, etc).
- **Special Flood Hazard Area Application**
MECHANICAL / HVAC EQUAL CHANGE OUT:

- Building Permit Application – Signed by the contractor.
- Sub-Contractor Verification Form – For electrical, if applicable. Must be filled out completely and signed by the respective license holder(s).
- Owner/Builder Affidavit – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- Contract - Signed between owner and contractor.
- AHRI – 2 copies
- Notice of Commencement - (if applicable) Notarized and recorded, needed before first inspection.
- FEMA Valuation of Cost of Work – Needed if the work valuation is greater than 10% of the Improvement Threshold. The structure value & threshold can be found on the Property Appraisers website in the upper right-hand corner of the property address, then click on FEMA/WLM. For a private appraisal, the structure value is the value of the structure only, less depreciation, and the threshold is 50% of that remainder less $1. Please fill out the FEMA form completely, including property owner’s signature on front page, and the notarized Owners’ Affidavit & Contractor’s Affidavit and include all signed contracts / quotes / estimates from all sub-contractors.

MECHANICAL / HVAC NON-EQUAL CHANGE OUT:

- Building Permit Application – Signed by the contractor.
- Sub-Contractor Verification Form – For electrical, if applicable
- Owner/Builder Affidavit – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- Contract - Signed between owner and contractor.
- Notice of Commencement - (if applicable) Notarized and recorded, needed before first inspection.
- AHRI – 2 copies
- Duct Drawings – 2 sets that show ductwork, including path(s) of return.
- FEMA Valuation of Cost of Work – Needed if the work valuation is greater than 10% of the Improvement Threshold. The structure value & threshold can be found on the Property Appraisers website in the upper right-hand corner of the property address, then click on FEMA/WLM. For a private appraisal, the structure value is the value of the structure only, less depreciation, and the threshold is 50% of that remainder less $1. Please fill out the FEMA form completely, including property owner’s signature on front page, and the notarized Owners’ Affidavit & Contractor’s Affidavit and include all signed contracts / quotes / estimates from all sub-contractors.
- Florida Product Approvals – obtained from Floridabuilding.org
  - (2 Sets using 2017 Building Code showing the FL product approval # and appropriate decimal point circled, 1 set of installation instructions) or site specific engineering for:
    - HVAC Stands
SHED / ACCESSORY STRUCTURE:

- Building Permit Application – Signed by the contractor.
- Owner/Builder Affidavit – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- Contract - Signed between owner and contractor.
- Notice of Commencement - (if applicable) Notarized and recorded, needed before first inspection.
- Condo / Homeowner Association Letter (if applicable) – Letter of approval
- Current Sealed Survey (in the original size).
- Drawings – 2 sets (using a survey or site plan) showing location of shed, size of shed, and distance of shed from the property setbacks.
- Engineered Drawings – 2 sets of manufacturer’s drawings for the shed assembly OR 2 sets of signed and sealed drawings. Plans must show size and height, and must include a diagram for anchoring system. Must meet wind zone exposure D – 148 mph.
- Drainage Plan – Signed and sealed by a civil engineer for the addition of impervious surface in the rear yard greater than 144 sq ft at grade (concrete deck, pavers, etc).
- Special Flood Hazard Area Application

SIGNS:

- Building Permit Application – Signed by the contractor.
- Subcontractor Verification Form (for electrical if applicable). Must be filled out completely and signed by the respective license holder(s).
- Contract - Signed between owner and contractor.
- Notice of Commencement - (if applicable) Notarized and recorded, needed before first inspection.
- Condo / Homeowner Association Letter (if applicable) – Letter of approval
- Site Plan – 2 sets showing location of sign (lot frontage, the location of the sign(s) from the property lines, building and ALL other existing signs on the property.
- Engineered Drawings – 2 sets of signed & sealed engineered drawings, including electrical, if applicable. Also include colored renditions of the sign(s) as well as all dimensions of sign areas (in square footages), and sign structures. Must meet wind zone exposure D – 148 mph.
TREES REMOVAL:
- **Building Permit Application** – Signed by the contractor, stating size of tree(s) (height, diameter), and statement as to why the tree(s) is/are being removed.
- **Current Sealed Survey** (in the original size).
- **Drawings** – 2 sets (using a survey or site plan) showing location of tree to be removed AND the other trees on the property.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- **Contract** - Signed between owner and contractor.
- **Condo / Homeowner Association Letter of Approval** (if applicable)
- **Notice of Commencement** - (if applicable) Notarized and recorded, needed before first inspection.

ROOFING:
- **Building Permit Application** – Signed by the contractor. Include # of square & roof pitch.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- **Contract** - Signed between owner and contractor.
- **Condo / Homeowner Association Letter of Approval** (if applicable)
- **Notice of Commencement** - (if applicable) Notarized and recorded, needed before first inspection.
- **FEMA Valuation of Cost of Work** – Needed if the work valuation is greater than 10% of the Improvement Threshold. The structure value & threshold can be found on the Property Appraisers website in the upper right-hand corner of the property address, then click on FEMA/WLM. For a private appraisal, the structure value is the value of the structure only, less depreciation, and the threshold is 50% of that remainder less $1. Please fill out the FEMA form completely, including property owner’s signature on front page, and the notarized Owners’ Affidavit & Contractor’s Affidavit and include all signed contracts / quotes / estimates from all sub-contractors.
- **Florida Product Approvals** – obtained from Floridabuilding.org
  - (2 Sets using 2017 Building Code showing the FL product approval # and appropriate decimal point circled, 1 set of installation instructions) or site specific engineering for:
    - Underlayment
    - Shingles / Tile / Metal
    - Modified Bitumen
    - Vents
GAS / PROPANE TANK & PIPING:
- Building Permit Application – Signed by the contractor.
- Owner/Builder Affidavit – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- Contract - Signed between owner and contractor.
- Notice of Commencement - (if applicable) Notarized and recorded, needed before first inspection.
- Condo / Homeowner Association Letter (if applicable) – Letter of approval
- Current Sealed Survey (in the original size).
- Setback Form – 2 sets showing location of above ground tank, size of tank, and proposed distance of tank from the property setbacks.
- Construction Drawings – 2 sets that include: BTU rating for each appliance served, type of pipe to be used, size & length of pipe to each appliance, table used from the Fuel Gas Code, and method of attachment to slab.
- Special Flood Hazard Area Application - for tank set permits

FENCE / WALLS:
- Building Permit Application – Signed by the contractor.
- Current Sealed Survey (in the original size).
- Drawings – 2 sets (using a survey or site plan) showing location of fence / wall. Must be signed & sealed if a structural wall.
- Cut Sheet – Showing fence specifications (type of fence, height of fence, spacing between pickets, and width of uprights).
- Contract - Signed between owner and contractor.
- Notice of Commencement - (if applicable) Notarized and recorded, needed before first inspection.
- Condo / Homeowner Association Letter (if applicable) – Letter of approval
- Construction Drawings – 2 sets of drawings showing footer detail (for walls)
- Owner/Builder Affidavit – Single family home or duplex only (if the homeowner is going to be the contractor), and if the property will not be for sale or rent within 12 months after project completion.
- Special Flood Hazard Area Application