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.