

RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

The following information is required to be submitted for a Residential Building Permit Application. Please make sure that all required information is included in the application package. All incomplete applications will be returned.

Applicant Name: _____ Reviewed By: _____

Street Address: _____ RE Number: _____

RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST			
	Required	Complete	Needed
Completed Building Permit Application with the Application Fee. (Contact the Building Department for application fee requirements at 289-4133)			
Proof of Ownership - A copy of the current Property Record Card or Warranty Deed.			
Legal Description of Property - parcel RE#, subdivision, lot & block.			
Sealed survey showing the natural grade, before any fill is placed on the lot. No fill may be placed until a building permit is issued for the structure.			
Letter of Authorization for Agent , if using an agent. Owner-Builders must apply in person. Homeowner's Affidavit- available at office			
A Current Vegetation Survey or Habitat Evaluation Index. Include current photo. (Contact City Biologist-305-289-4132)			
All required state and federal permits if the application includes a dock, seawall, boatlift, etc. (Contact the City Biologist at 289-4132 about application requirements)			
Elevation Certificate based on construction drawings prepared by a registered land surveyor or professional engineer.			
Three sets of signed and sealed plans. All Structural Plans must be signed and sealed by a Florida Licensed Engineer or Architect. Plans must be stapled together (minimum size 24"x30"-drawn to scale) All plans must include the following:			
Civil Site Plan which includes Stormwater calculations with location of required drainage swales, and/or other engineered structures, direction of water flow, elevations (existing and proposed), volume of proposed fill.			
All required landscape bufferyards and street trees must be shown on the site plan. Two native canopy street trees per every 100 feet of property frontage.			
Paved Driveway Connections to the City Right-of-way must be shown. If connecting to a State Road, a separate FDOT permit is required prior to submittal to the City. Indicate the material driveway is made of.			
Setbacks must be indicated from the furthestmost extension of the development to each property line and (if applicable), to the MHWL or to the most landward extent of mangroves.			
Two parking spaces at a minimum 8'6" x 18' each, outside of the setbacks.			
If "AE" Zone, the elevation of the top of the first floor. If "VE" Zone the bottom surface of the lowest horizontal structural member. V-Zone certificate must be submitted for all additions/new or replacement structures and/or lower enclosures in the V-zone			
Height of the furthestmost extension of the structure from original grade or crown of adjacent road. Height is not to exceed 37 feet			
Foundation Plans -showing size and arrangement of all footings, with details as required			
Floor Plans -showing size and arrangement of all rooms with use of each designated			
Front, side and rear elevations - showing existing grade from MSL, floor and roof heights			
Typical Wall sections - from footing to roof showing all footing, reinforcing, foundation, framing and miscellaneous components such as flood venting in A-zones and breakaway wall sections in V-zones			
Notice of Acceptances (NOA's) for windows, doors, hurricane shutters, and all roofing materials			
Energy Code Calculations. Each copy must be signed by the Preparer <u>AND</u> Property Owner or Owner's Agent			
For additions and remodels/alterations of a pre-FIRM (1974) structure, a 50% Substantial Improvement Affidavit is required			
FKEC Electric meter location letter in addition to electric meter location stamp on signed and sealed plans (FKEC 743-5344)			
DOH (Health Department) approval letter in addition to approval stamp on signed and sealed plans. Homes connecting to city sewer will not be required to have DOH approval (currently the Little Venice Area) (DOH 289-2450)			
Two copies of preliminary Manufactured Roof Truss drawing , if applicable. Certified drawings to follow once BPAS allocation has been awarded			

PLEASE NOTE THE FOLLOWING:

- A building permit application for the creation of a NEW residential dwelling unit must also apply for a building permit allocation through the Building Permit Allocation System (BPAS). Once your building permit application has been approved, you will be notified to execute the application for BPAS.
There is a fee of \$600.00 for the BPAS application. (Fee waived for affordable applications)
- Replacement dwelling units are exempt from BPAS, but require confirmation of the existence of the dwelling unit prior to approval of its replacement.
- All applicants are advised that there may be Deed Restrictions that affect your desired development. Applicants should check to see if there is a property owner's association related to your subdivision. PLEASE NOTE THAT THE CITY IS UNABLE TO ENFORCE DEED RESTRICTIONS.