



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 Applicant: (Initial after completion) _____
Phone number: _____	Reviewed By STAFF: (Initial after completion) _____
Property Address: _____	RE Number: _____

RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST			
	Required	Complete	Waived (city use)
Building Permit Application (Applications must be complete) (Contact the Building Department for licensing requirements at 305-289-5052)			
Proof of Ownership - A copy of the current Property Record Card or recorded Warranty Deed. If property is in a corporation or LLC, provide documentation to show who is authorized to sign.			
Legal Description of Property - parcel(s) 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. (Vegetated lots only)			
All required state, county and federal permits are the Owners responsibility if the application includes a dock, seawall, boatlift, or multiple building sewer connection.			
FEMA Elevation Certificate based on construction drawings prepared by a registered land surveyor or professional engineer or the lowest proposed floor elevation may be shown on the SIGNED and SEALED plans.			
FKEC Electric meter location letter in addition to electric meter location stamp on signed and sealed plans (FKEC 743-5344)			
FCAA Water Service and/or Irrigation Meter Service coordination letter stating that the water utility has reviewed the signed, sealed plans, and approves the available capacity for the new or re-development.			
One set of digitally signed and sealed plans. All Structural Plans must be digitally signed and sealed by a Florida Licensed Engineer or Architect. All digital signatures must have a 3rd party authentication in order to be accepted. All plans must include the following items:			
Geo Tech Report			
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/ must also be shown on application.			
All required landscape buffer yards 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. A separate ROW permit must be made. If connecting to a State Road, a separate FDOT permit is required and it is the applicants responsibility to obtain said permit.. Indicate the material used for driveway.			
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 must be indicated on the plans.			

If “ VE ” Zone the bottom surface of the lowest horizontal structural member must be indicated on the plans			
RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST CONTINUED	Required	Complete	Waived (city use)
A current FEMA V-Zone certificate must be submitted for all additions/new or replacement structures and/or lower enclosures in the V-zone (Certificate available on City website-calculations must be included)			
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 (must be site & placement specific and include windload calculations)			
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 structure (built before 1/1/1974) the Substantial Improvement Affidavit is required (available on City website)			
Connection details required to show sewer connection to City Wastewater (If you are unsure of your connection point location contact the Utilities Department for information)			
Two copies of Manufactured Roof Truss drawing , will be required prior to roof inspection			

I attest the plans being submitted are complete and include all of the required information listed above

 Engineer Signature

 Engineer Seal

 Engineer Printed Name

 Date

PLEASE NOTE THE FOLLOWING BPAS INFORMATION:

1. 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.
2. There is a fee of \$600.00 for the BPAS application. This may not be submitted until the permit has been reviewed and deemed applicable to enter BPAS (fee waived for affordable applications- must be indicted at the time of application, and still required to enter BPAS).
3. Replacement dwelling units are exempt from BPAS, but **require confirmation of the existence of the dwelling unit prior to approval of its replacement.**
4. 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 as the City does not enforce homeowners or certain deed restrictions. Certain properties may be deed restricted affordable.

City of Marathon Building Department

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Phone (305) 289-5052 | inspections@ci.marathon.fl.us | www.ci.marathon.fl.us/government/building/