



## Residential Alteration Permit Application Checklist

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Development Services - **Building Division**

Revision: 1.0

I.D. Number: 062.0

Revision Date: 6/27/19

Print Date: 6/27/19

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### Required Permit Applications:

[Building Permit Application](#)

[Building Permit Application](#) (Electrical, if applicable)

[Building Permit Application](#) (Plumbing, if applicable)

[Building Permit Application](#) (Mechanical, if applicable)

\$100 Deposit Required if Job Value over \$12,000

### Permit Review Stops:

Structural

Electrical

Plumbing

Mechanical

Zoning

Fire (if condominium or multi-family)

### Minimum Plan Submittal

Signed Contract between Contractor and Owner

Two (2) copies of Survey or Site Plan showing the location and/or scope of work.

Two (2) sets of Plans required for all work.

- Plans must be signed and sealed by a Florida licensed Architect/Engineer if total job cost is over \$30,000.
- Plans for work involving slab, masonry or truss repairs, regardless of job cost, must be signed and sealed by a Florida licensed Architect/Engineer.

Two (2) sets Product Approval, reviewed and approved by designer of record.

[Product Approval Submittal Packet](#) (if applicable)

Please note that this checklist is not intended to be all-inclusive.

Due to changes in codes, regulations, and ordinances, other requirements may apply.



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Development Services - **Building Division**

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Print Date: 11/1/2018

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Manufacturer's Specifications (Electrical)

Equipment Tie-Down Specifications (Mechanical, if applicable)

[Statement of Responsibility Regarding Asbestos \(SRRA\)](#)

### Other Requirements & Information

[Contractor Registration Requirements](#) (if Contractor not registered with City)

[Owner/Builder Affidavit Packet](#) (if Owner/Builder)

[Notice of Commencement](#) (if job value over \$2,500, required before 1<sup>st</sup> inspection)

Energy Calculations (if applicable)

[Asbestos Compliance Program](#)

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