



Building Department
CHECKLIST FOR CONCRETE SLAB (Thickened edge for future use) PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number, C# if applicable
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Commercial/Residential
- Description of work
- Slab dimensions
- Footing/footing size, if applicable
- Rebar size
- Is concrete slab reinforced
- Re-enforced rebar size
- Location of slab
- Future use of slab
- Does the slab abut the main structure
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Property survey showing the location of the slab
- Footing detail form, if applicable
- Form board survey, for structural slabs only
- Approved site plan showing the proposed location of the slab, if commercial.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit.**

NOTES:

- If the slab is being poured for an aluminum enclosure, a separate Concrete Slab Permit is NOT required and can be included in the Aluminum Enclosure Permit.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.