



## Building Department CHECKLIST FOR DOCK PERMITS

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**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
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Commercial/ Residential
- Size of the dock
- Proposed location
- Valuation
- Notarized Contractor/Homeowner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Plans signed and sealed by a licensed Architect/Engineer
- In addition to paper copies, one complete set of plans must be submitted electronically (i.e. on flash drive or disk), for commercial projects.
- Plot plan showing the location of the existing residence and the side and rear setbacks in compliance with the City Ordinance.
- Approval letters from the Army Corps of Engineers, Florida Department of Environmental Protection and the South Florida Water Management District.
- Recorded Notice of Commencement for work valued at \$5,000 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.**
- Licensing Agreement from the City Attorney's Office. For information on obtaining the licensing agreement, contact the City Attorney's Office at 772-871-5294. **(The licensing agreement is only applicable when the dock is installed outside the property line, or where owner does not have riparian rights)**

**NOTES:** If the proposed dock will extend more than 5' into the canal or waterway, the drawing shall include the width of the surface (bank to bank). In most cases an aerial photo may be used.

*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.*