



## Building Department CHECKLIST FOR GARAGE CONVERSION 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
- Parcel ID
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Total sq. footage of garage prior to conversion
- Total sq. footage of garage to be converted
- Overhead garage door to remain
- Future use of converted garage space
- Will the garage conversion include any of the following
- City sewer/septic
- Valuation
- Notarized Contractor/Homeowner builder signature

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

- Original Plans signed and sealed by a Florida licensed Architect/Engineer
- Commercial Projects: In addition to paper copies, one complete set of plans must be provided electronically (i.e. on flash drive or disk).
- Product Approval Affidavit Form
- Sub-contractor permit applications, if applicable
- Sealed truss shop drawings on 8 ½ x 11" paper, if applicable
- Signed energy codes, if applicable
- Manual J, if the space will include air conditioning
- Health Department approval, for well and septic only if the garage will be converted into a bedroom.
- 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. Homeowner must personally appear at the Building Department to have their signature notarized.**

**NOTES:**

- Plan Review may request an as-built survey.

***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.***