



## **Building Department**

### **CHECKLIST FOR PHASED CONSTRUCTION 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
- Business Name
- Description of construction
- Is this a foundation only request
- Valuation
- Notarized Contractor/Homeowner builder signature

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

- Sub-contractor permits, if applicable
- Approval from the Planning & Zoning Department and Utilities Department with approved Site plan
- Original signed and sealed Foundation plans by a Florida licensed Architect/Engineer showing all MEP's under the slab.
- Preferred Method for submittal: Original Digitally stamped signed and sealed plans. Please separate the plans by trade using pdf format.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be permitting prior to scheduling the first inspection.)

***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.***