



## Building Department CHECKLIST FOR SINGLE-FAMILY RESIDENCE 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
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Description of work
- Sq. footage of living space, non-living space and total of SFR
- Valuation per square footage
- Number of stories, number of bedrooms
- City water/sewer
- Septic tank permit #
- Use zone
- Construction material
- Valuation
- Notarized Contractor/Homeowner builder signature

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

- Sub-contractor permit applications
- Manual J
- Energy codes (must be completed and signed on the front and display page)
- Original Signed and sealed plot plan survey showing the house. (Must be signed and sealed by a licensed surveyor.)
- Red stamped engineering approval, unless the permit request is a revision.
- Utility receipt (must be submitted prior to permit being issued).
- Health department and abandonment of easement paperwork, if applicable.
- Property owner affidavit, if the contractor is applying for the permit.
- Truss cut sheets on 8 ½" x 11" paper.
- Product Approval Affidavit Form
- Original Digitally stamped signed and sealed plans. Please separate the plans by trade using pdf format. Ex: (1) file for Structural, (1) file for Electrical, (1) file for Mechanical, (1) file for Plumbing, uploaded to the Online Contractor Portal
- Truss layout reviewed and approved by the Architect/Engineer who sealed the house plans.
- 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.**
- If applying for a permit in the listed below communities, a site drainage plan that is signed and sealed by a design professional must be provided at the time of submittal.

<b>Vikings Landing</b>	<b>Vikings Lookout</b>	<b>Sawgrass Lakes</b>	<b>Osprey Ridge</b>
<b>South River Shores</b>	<b>Bay St. Lucie</b>	<b>Charleston Oaks</b>	<b>Kitching Cove</b>
<b>Lake Lucie Estates</b>			

**NOTES:**

- **Private Providers:** Private Providers must submit, Notice to Building Official, Compliance Affidavit, and a list of licenses for plans examiners and inspectors. (Note: the application must be stamped "Private Provider".)

***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.***