



Building Department CHECKLIST FOR STRUCTURAL DAMAGE 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
- Property address
- Legal description
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Commercial/Residential
- Description and cause of damage
- Detailed description of the proposed repair
- Detailed location
- Valuation
- Notarized Contractor/Homeowner builder signature
- For office use only – application date and received by

PLANS AND DOCUMENTS – Provide 2 copies:

- Sub-contractor permit applications, if applicable
- Original Plans signed and sealed by a Florida licensed Architect/Engineer.
- Product Approval Affidavit
- Commercial projects-In addition to paper copies, one complete set of plans must be provided electronically (i.e. on flash drive or disk).
- 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.**

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.

