



## Building Department CHECKLIST FOR STRUCTURAL OPENING 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
- Commercial/Residential
- Description of work
- Description of proposed work, including dimensions
- Location of work
- Does this opening involve a fire rated wall
- Valuation
- Notarized Contractor/Homeowner builder signature

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

- Sub-contractor permit applications, if applicable
- 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).
- Manual J, if applicable
- Truss cut sheets and layout, if applicable
- 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.*