



Building Department CHECKLIST FOR TAINTED FIREWALL 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
- Description of work
- Removal and replacement (check all that apply)
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Drywall Removal Letter of Compliance
- Asbestos Notification Statement with owner's initials
- Original Plans signed and sealed by a Florida licensed Architect/Engineer, with UL # details included.
- In addition to paper copies, one complete set of plans must be submitted electronically (i.e. on flash drive or disk). Must be submitted as one single file, not multiple pages.
- 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.