



Building Department

CHECKLIST FOR PHASED CONSTRUCTION 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
- 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

- 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.