



Building Department CHECKLIST FOR SINGLE-FAMILY RESIDENCE PERMITS

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

- 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.

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

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.