



Building Department CHECKLIST FOR SINGLE-FAMILY ROOM ADDITION 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, sq. footage of non-living space and total of both
- Future use of room addition
- Will the addition require any plumbing, electrical, insulation, etc.
- Specialty
- Is home connected to city water (provide acct. number)
- Is home connected to septic (provide Health Department approval)
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Sub-contractor permit applications, if applicable
- Truss shop drawings on 8 ½" x 11" paper original signed and sealed by a Florida licensed Architect/Engineer.
- Signed energy codes
- Manual J, if space will be air conditioned
- Original signed and sealed Plot plan or property survey showing all setbacks from the property lines to the addition.
- Health Department approval, for well and septic only
- Original Plans signed and sealed by a Florida licensed Architect/Engineer.
- Product Approval Affidavit Form
- 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.

Updated 2-2-21 YP