



**PLANNING & DEVELOPMENT SERVICES
BUILDING AND CODE REGULATIONS**

Residential Addition Checklist

When you upload your permit documents in unlocked **pdf format** for a Residential Addition, you should use the following checklist to determine if your submittal is complete. Only complete applications will be accepted for processing. Please call our staff in the Building and Code Division at 772-462-1553 if you have any questions.

ITEM	COMMENTS
<u>Please Note</u>	All information is to be submitted in digital format through the CSS Portal with verifiable digital signatures, where applicable.
Notice of Commencement	A recorded Notice of Commencement for all construction with a value exceeding \$2,500 and mechanical work exceeding \$15,000 must be filed with the County and posted on the jobsite prior to the first inspection.
Electronic Documents	All proposed construction must be accurately shown on the plans including, but not limited to electrical, plumbing, heating/air-conditioning, gas piping, windows, and doors. When required, plans must digitally sign and sealed by a Florida Registered Architect or Engineer and include truss plans. All floor plans must be stamped by the Health Department, if a septic permit is required. Please contact the Building and Code Division at 772-462-1553 for more information.
Subcontractor Agreement	A subcontractor agreement with original signature is required for each subcontractor on the job. The building permit cannot be issued until it has been determined that all subcontractors are properly licensed and registered. The use of unlicensed contractors is prohibited.
Survey	Surveys are required for all building permits involving a primary structure, and for all accessory structures with a construction value exceeding \$10,000. A registered Florida surveyor must digitally /seal the surveys. Health Department approval is required if a septic permit is included.
Vegetation Removal Permit	For any vegetation removal or clearing of land a vegetation removal permit is required. This applies to all projects. A complete, signed and notarized vegetation removal application must be submitted with the building permit submittal. A vegetation removal plan is required including plans for preservation replanting and tree mitigation as applicable. Please contact the Environmental Resources Department at 772-462-2526.

<p>Energy Calculation Forms Manual J's</p>	<p>All forms must bear the original signatures of the creator and the contractor.</p>
<p>Wind Load Calculations</p>	<p>Wind load certification, when applicable, is required on the signed and sealed plans or on a separate form. This form must be signed and sealed by a Florida Registered Design Professional.</p>
<p>Product Approval Affidavit</p>	<p>The Design Professional must certify all components listed on the product approval affidavit and/or the submitted plans. To be accepted for review, the information or affidavit must be complete, digitally signed and sealed. The actual design pressures must be noted on the sealed drawings for openings, fenestrations, components, cladding and roofing.</p>
<p>County Health Department Septic Tank Permit</p>	<p>If you are planning to use a new or existing septic system, or if you are adding bathrooms, you must obtain Health Department approval for the system. Documentation showing the original Health Department approval stamp must be included.</p>
<p>Filled Land Affidavit</p>	<p>This form is required for all construction, except for interior renovation. It must bear the original notarized signature of the property owner. This affidavit serves to notify the property owner of their responsibility to not adversely impact their neighbor's properties with stormwater drainage and runoff.</p>
<p>Recorded Warranty Deed</p>	<p>If the property has been purchased within the last six months, the Property Appraiser records may not be up to date. In this case, please provide a recorded warranty deed in the owner's name to verify ownership.</p>
<p>Owner/Builder Affidavit</p>	<p>When the applicant applies under the owner builder provisions of chapter 489.103(7), F. S. the applicant for this building permit must personally appear before our permit technicians to sign the permit application.</p> <p>Subcontractor agreements are in addition to this section.</p>

<p>Flood Elevation Certificate</p>	<p>If your property is located within a designated flood zone or seaward of the CCCL, you are required to file the following: Formboard Survey and Flood elevation certificates as shown below digitally signed and sealed by a Florida Registered Surveyor:</p> <ol style="list-style-type: none"> 1. Formboard survey for approval prior to placement of concrete. 2. Under Construction Flood Elevation Certificate, no later than 21 days following the placement of concrete. 3. Under Construction Flood Elevation Certificate, upon placement of the lowest horizontal structural member. 4. Final Elevation Certificate upon completion of the work showing all required information, photos, and documentation. <p>If your property is located within a designated flood zone and your addition exceeds 50% of the total value of your home, please be aware of the requirements for substantial improvement.</p>
<p>V- Zone Design Certificate</p>	<p>A V-zone design certificate digitally signed and sealed by designer is required with the application if your property is in a V-zone.</p>

NOTES:

- ❖ Additional information beyond that contained in the above checklist may be required to ensure a complete review of your building permit application.
- ❖ All impact fees will have to be paid at the time of permit issuance.
- ❖ You are required to call for all inspections as indicated on your building permit and for a final inspection.
- ❖ If you have any questions, you are encouraged to ask our staff in the Building and Code Division. Please call 772-462-1553 for further information.