

City of Holmes Beach
5801 Marina Drive, Holmes Beach, FL 34217

ADDITION OR REMODEL CHECKLIST (Attach to Application)

- 1. Two (2) Current Surveys prepared by a Florida registered surveyor showing elevations for four (4) corners, center of lot and crown of road. Lot dimensions including existing and proposed structures including porches, patios, screen enclosures, pools, etc. drawn to scale. (FOR ADDITIONS)
- 2. Current Appraisal showing market value of structure ONLY.
- 3. Color coded plans and FEMA documents showing value of improvements.
- 4. Detailed plan of Existing building and Demolition plan.
- 5. Owner- Builder's Disclosure Form must be submitted if owner is pulling permit
- 6. Two (2) sets of drawings showing proposed alteration of building:
 - c. Floor plans showing size and arrangement of all rooms with use of each designated.
 - d. Electrical including layout, service size, location and load calculations.
 - c. Plumbing/Gas showing all new work & additions and layout and isometric.
 - e. Foundation showing size and arrangement of all footings with detail as required.
 - e. Height of completed building from crown of adjacent road to highest point of building.**
 - f. Front, side and rear elevations.
 - g. Typical wall section(s) from footing to roof showing all footings.
 - h. Soil Boring Report.
- 7. All plans must be signed and sealed by a Florida Licensed Engineer or Architect to show compliance with Section 1606 of the SBCCI for 110 mph wind load.
- 8. Two (2) sets of energy forms completed and signed. (FOR ADDITIONS)
- 9. Fire District impact fees for new construction (receipt) (ADDITIONAL UNIT)
- 10. Completed Subcontractor Verification Form where applicable.
- ~~-- 11. FEMA-50% Application completed where applicable.~~
- 12. Recorded Notice of Commencement (NOC) where applicable.

PRIOR TO ISSUANCE OF CERTIFICATE OF COMPLETION:

- 1. Paid receipts for Manatee County School impact fee and Manatee County Utilities impact fee.
(For Additional Unit)
- 2. 3" minimum house address numbers.
- 3. Elevation certificate and final survey.

Your plans WILL NOT be processed if any of the items listed above are incomplete or missing. Additional information may be required that might not be listed on this handout. Plan Review is 1-2 weeks from date of submittal. Upon completion of review by the Building Official you will be contacted by staff. Any application for proposed work becomes void if a permit is not issued within 3 months from the date submitted. Permit card, NOC & DEP permit must be on the job site in a place viewable to the public (at least 5' high).