

BUILDING APPLICATION CHECKLIST

(Must be turned in with Application)

- _____ 1. Two (2) 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.
- _____ 2. Legal descriptions of property (subdivision name, lot, block) and parcel identification #.
- _____ 3. Permit application completed and signed by owner or owner's agent. If agent is pulling permit, Agent Affidavit Form must be submitted
- _____ 4. Owner- Builder's Disclosure Form must be submitted if owner or agent for owner is pulling permit.
- _____ 5. Copy of contract or proposal for work being done.
- _____ 6. Two (2) sets of drawings to scale showing:
 - _____ a. Floor plans showing size and arrangement of all rooms with use of each designated.
 - _____ b. Electrical including layout, service size, location and load calculations.
 - _____ c. Plumbing/ Gas showing all new work & additions and layout and isometric.
 - _____ d. 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.
- _____ 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.
- _____ 9. Fire District impact fees for new construction (receipt)
- _____ 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 OCCUPANCY:

- _____ 1. Paid receipts for School impact fee and Manatee County Utilities impact fee.
- _____ 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) 10/03