



Office of Planning and Development
Building and Codes Division
 330 W. Church St.
 P.O. Box 9005, Drawer GM02
 Bartow, FL 33831-9005
 (863)534-6080
 FAX (863) 534-6016
 A/P # _____

www.polk-county.net

BUILDING/STRUCTURE/TRADE APPLICATION

I would like to file my drawings and all supporting documents for this application via:

ePlan Upload plans to a secure website for review after submitting this three page application via email to bldgeplan@polk-county.net. No other documents will be accepted via this email address.

ePlan option not available for Permits without plans or for Home Owner Builder (Home Owners acting as contractors)

Hard Copies (three complete sets of plans for each review cycle)

This application is for:

Residential Non Residential Preliminary Private Provider Plans Private Provider Inspection

Master File # _____ Master File Options _____

	Applicant <small>Contact person for this Permit</small>	Property Owner (Required Info)	ePlan Contact <small>Person responsible for Workflow</small>
Name			
Contact Number			
Fax Number			
Mailing Address			
Email			

Range - Township - Section Subdivision # - Parcel #

Parcel ID Number(s): R T S - _____ .

Property Address: _____

Access Code to gated Community if applicable: _____

Specific Directions to Property from Bartow: (Use Street Names, Landmarks, and Mileage)

_____ .

_____ .

_____ .

Job Description (Description of Work with details such as dimensions, attached, detached, etc.)

This permit is the result of a Code Enforcement Case No Yes Case # _____

Total Value of Work: _____ Is this a Change of Occupancy? Yes No

Class of Work: Erect Repair Remodel Addition Demolish Move Other

Structure Square Feet: _____ # Stories _____ # Units _____ Structure Height _____

Roofing Type: Shingles Built-up Metal Tile Other _____

Electric Service: Existing New Electric Provider: _____

Temporary Underground Service Agreement (TUG) Yes No (Licensed Contractors Only)

Slab Existing New

Well Yes No (Water Provider: _____)

Septic No Yes Permit # _____ or Wastewater Provider: _____

	Contractor/Subs	County ID #	Phone #
Building			
Electrical			
Alarm			
Plumbing			
Solar			
HVAC			
Exhaust System			
Refrigeration			
Roofing			
Irrigation			
Fire Sprinkler			
Fire Suppression			
Gas			
Other _____			

NOTICE TO OWNERS AND APPLICANTS

- Per Florida Statutes 125.022 and 166.033, the issuance of this Building Permit does not exempt the applicant from obtaining all permits or approvals required by State or Federal agencies. Proof of said permits must be provided to the Building Division prior to commencement of construction. *Effective July 01, 2012*
- Your failure to record a Notice of Commencement (NOC) may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your notice of commencement.
- If you are in a Home Owners Association (HOA), this application does not exclude you from meeting and/or adhering to HOA deed restrictions.
- Owner builders, per Florida Statutes 489.103, must personally appear and sign the building permit application.

I _____ (printed name) certify, together with Plans and Specifications, this application shows a true representation of construction to be accomplished under this permit. It is understood that any false information or deviations from the original documents will render the permit issued under this application null and void, unless approved by the Building Official. The permit issued under this application will expire if work is not commenced within a 180 days of issuance. I agree to conform to all Building and Codes Division regulations and Polk County ordinances regulating building and land use. Also, I hereby certify that in the event of the work contemplated by this permit application involves excavation as defined in Section 553.63, Florida Statutes; that the applicant has complied with the provisions of Section 553.63 (2) (a), (b) and (c). If a driveway permit is required, I understand that I will need to install the new driveway according to the Polk County Land Development Code (LDC) and request inspections from the Building and Codes Division before any excavation or construction begins. I also understand that if I have an existing driveway, I will need to have the driveway inspected and will be required to upgrade the driveway to existing LDC Driveway requirements. I understand that I must have the driveway inspected and approved before I can receive an electric power release of my residence.

I certify that I received a copy of the "Steps To Permitting" brochure and have read the Notice to Owners and Applicants above.

Signature of Contractor/Authorized Agent or Owner as Printed Above

Date:

Subscribed and sworn to before me this _____ day of _____, 20_____.

NOTARY PUBLIC
State of Florida, County of Polk

My Commission Expires

() IS () IS NOT personally known to me. Identified By: _____



Application Instructions & Plan Requirements Guide

Application and Plans Submittal Instructions

**Polk County's Building Plan Review Process is now electronic.
There is no need to submit paper plans or applications. Just follow the steps below.**

1. Submit only the Application (Form PD FBC 105) for each structure using one of the following methods:
 - a. **ePlan Users** Email application only to Bldgpermitting@polk-county.net;
 - b. **ePlan Users** Fax to 863-534-6016; or
 - c. Polk County will still accept paper copies - Deliver or mail hard copies to address above.

2. Submit Documents Required Prior to Plan Review:
 - Deed (Owner Builder if applicable)
 - Water/Sewer Service Documentation/Septic Tank Approval
 - **Additional Documents may be required** - Applicant will be notified of other required documents based on scope of work or type of application.

- Note: ePlan Users** All required documents and Plans will need to be uploaded in ePlan once you receive your ePlan invitation.

3. Pay applicable fees by:
 - a. Check (Made out to Polk County BoCC),
 - b. Cash, or
 - c. Credit Card (Master Card, American Express and Discover).
 - d. Via Escrow
 - e. Coming Soon Pay on-line via Point and Pay service

4. Submit plans and all required supporting plan documents (as noted in the guides below based on scope of work or type of application):
 - a. Electronic submittal via ePlan **Printable to 24" x 36"** (instructions found in user guide at www.polk-county.net/eplan) – *Accepting "Commercial Plans" only at this time.*
 - b. CD or DVD - Follow ePlan instructions at above link for file types and naming conventions (**also Printable to 24" x 36"**) – *Accepting "Commercial Plans" only at this time.*
 - c. Deliver or mail two hard copy sets to address above.

Note ePlan Users: Refer to Building Division Customer ePlan user guide (www.polk-county.net/eplan) for more information on ePlan use.

Guide for Minimum Plan Documents for Commercial/Industrial/Multi Family/Trade, One and Two Family Residential

Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the Florida Building Code and relevant laws, ordinances, rules and regulations, as determined by the building official.

Construction documents shall show the size, section and relative locations of structural members with floor levels, column centers and offsets fully dimensioned. The design loads and other information pertinent to the structural design required by Sections 1603.1.1 through 1603.1.8 shall be clearly indicated on the construction documents for parts of the building or structure.

Exception: Construction documents for buildings constructed in accordance with the conventional light-frame construction provisions of [Section 2308](#) shall indicate the following structural design information:

1. Floor and roof live loads.
2. Basic wind speed (3-second gust), miles per hour (mph) (m/s) and wind exposure.

1603.1.1 Floor live load. The uniformly distributed, concentrated and impact floor live load used in the design shall be indicated for floor areas. Use of live load reduction in accordance with [Section 1607.9](#) shall be indicated for each type of live load used in the design.

1603.1.2 Roof live load. The roof live load used in the design shall be indicated for roof areas ([Section 1607.11](#)).

1603.1.3 Roof snow load. Reserved.

1603.1.4 Wind design data. The following information related to wind loads shall be shown, regardless of whether wind loads govern the design of the lateral-force-resisting system of the building:

1. Basic wind speed (3-second gust), miles per hour (m/s).
2. Wind importance factor, I_w , and building classification from Table 1604.5 or Table 6-1, [ASCE 7](#) and building classification in Table 1-1, [ASCE 7](#).
3. Wind exposure. Where more than one wind exposure is utilized, the wind exposure and applicable wind direction shall be indicated.
4. The applicable enclosure classifications and, if designing with [ASCE 7](#), internal pressure coefficient.
5. Components and cladding. The design wind pressures in terms of psf (kN/m²) to be used for the selection of exterior components and cladding materials not specifically designed by the registered design professional.

1603.1.5 Earthquake design data. Reserved.

1603.1.6 Flood design data. Reserved.

1603.1.7 Special loads. Special loads that are applicable to the design of the building, structure or portions thereof shall be indicated along with the specified section of this code that addresses the special loading condition.

1603.1.8 Systems and components requiring special inspections for seismic resistance. Reserved.

1603.2 Restrictions on loading. It shall be unlawful to place, or cause or permit to be placed, on any floor or roof of a building, structure or portion thereof, a load greater than is permitted by these requirements.

1603.3 Live loads posted. Where the live loads for which each floor or portion thereof of a commercial or industrial building is or has been designed to exceed 50 psf (2.40 kN/m²), such design live loads shall be conspicuously posted by the owner in that part of each story in which they apply, using durable signs. It shall be unlawful to remove or deface such notices.

1603.4 Occupancy permits for changed loads. Occupancy permits for buildings hereafter erected shall not be issued until the floor load signs, required by Section 1603.3, have been installed.

Fire protection system shop drawings. Shop drawings for the fire protection system(s) shall be submitted to indicate conformance with this code and the construction documents and shall be approved prior to the start of system installation.

For **roof assemblies** required by the code, the construction documents shall illustrate, describe and delineate the type of roofing system, materials, fastening requirements, flashing requirements and wind resistance rating that are required to be installed. Product evaluation and installation shall indicate compliance with the wind criteria required for the specific site or a statement by an architect or engineer for the specific site must be submitted with the construction documents.

Plan Review Exemptions

Plans examination by the building official shall not be required for the following work:

1. Replacing existing equipment such as mechanical units, water heaters, etc.
2. Reroofs
3. Minor electrical, plumbing, and mechanical repairs
4. Annual maintenance permits
5. Prototype plans
 - Except for local site adaptations, siding, foundations, and/or modifications
 - Except for structures that require waiver
6. Manufactured buildings plan except for foundations and modifications of buildings on site.

Submittal Plan Documents Required Guide

Construction documents, a statement of special inspections, and other data shall be submitted with each application for a permit. The construction documents shall be prepared by a registered design professional where required by Chapter 471, Florida Statutes or Chapter 481, Florida Statutes.

At a minimum the following shall be submitted for Commercial, Industrial, Multi Family, Trade, One and Two Family Residential:

- Site Plan
- Foundation Plan
- Floor/Roof Framing Plan or Truss Layout
- All Exterior Elevations
- Floor Plan

Plan Criteria For Commercial, Industrial, Multi Family and/or Trade Guide

(This is a guide and not meant as an all-inclusive list of plan criteria.)

A. Building

1. Site requirements:
 - Parking
 - Fire access
 - Vehicle loading
 - Driving/turning radius
 - Fire hydrant/water supply/post indicator valve (PIV)
 - Set back/separation (assumed property lines)
 - Location of specific tanks, water lines and sewer lines
2. Occupancy group and special occupancy requirements shall be determined.
3. Minimum type of construction shall be determined (see Table 503).
4. Fire-resistant construction requirements shall include the following components:
 - Fire-resistant separations
 - Fire-resistant protection for type of construction
 - Protection of openings and penetrations of rated walls
 - Fire blocking
 - Draftstopping
 - Calculated fire resistance
5. Fire suppression systems shall include:
 - Early warning smoke evacuation systems
 - Schematic fire sprinklers
 - Standpipes
 - Pre-engineered systems
 - Riser diagram Same as above
6. Life safety systems shall be determined and shall include the following requirements:
 - Occupant load and egress capacities
 - Early warning
 - Smoke control
 - Stair pressurization
 - Systems schematic
7. Occupancy load/egress requirements shall include:
 - Occupancy load Gross/Net
 - Means of egress

- Exit access
 - Exit discharge
 - Stairs construction/geometry and protection
 - Doors
 - Emergency lighting
 - Exit signs
 - Specific occupancy requirements
 - Construction requirements
 - Horizontal exits
 - Exit passageways
8. Structural requirements shall include:
- Soil conditions/analysis
 - Termite protection
 - Design loads
 - Wind requirements
 - Building envelope
 - Structural calculations (if required)
 - Foundation
 - Wall systems
 - Floor systems
 - Roof systems
 - Threshold inspection plan
 - Stair systems
9. Materials shall be reviewed and shall at a minimum include the following:
- Wood
 - Steel
 - Aluminum
 - Concrete
 - Plastic
 - Glass
 - Masonry
 - Gypsum board and plaster
 - Insulating (mechanical)
 - Roofing Insulation
10. Accessibility requirements shall include the following:
- Site requirements
 - Accessible route
 - Vertical accessibility
 - Toilet and bathing facilities
 - Drinking fountains
 - Equipment

- Special occupancy requirements
- Fair housing requirements

11. Interior requirements shall include the following:

- Interior finishes (flame spread/smoke development)
- Light and ventilation
- Sanitation

12. Special systems:

- Elevators
- Escalators
- Lifts

13. Swimming pools:

- Barrier requirements
- Spas
- Wading pools

B. Electrical

1. Electrical:

- Wiring
- Services
- Feeders and branch circuits
- Over-current protection
- Grounding
- Wiring methods and materials
- GFCIs

2. Equipment

3. Special occupancies

4. Emergency systems

5. Communication systems

6. Low voltage

7. Load calculations

C. Plumbing

1. Minimum plumbing facilities

2. Fixture requirements

3. Water supply piping

4. Sanitary drainage

5. Water heaters

6. Vents

7. Roof drainage

8. Back flow prevention

9. Irrigation

10. Location of water supply line

11. Grease traps

12. Environmental requirements

13. Plumbing riser

D. Mechanical

1. [Energy calculations](#)
2. Exhaust systems:
 - Clothes dryer exhaust
 - Kitchen equipment exhaust
 - Specialty exhaust systems
3. Equipment
4. Equipment location
5. Make-up air
6. Roof-mounted equipment
7. Duct systems
8. Ventilation
9. Combustion air
10. Chimneys, fireplaces and vents
11. Appliances
12. Boilers
13. Refrigeration
14. Bathroom ventilation
15. Laboratory

E. Gas

1. Gas piping
2. Venting
3. Combustion air
4. Chimneys and vents
5. Appliances
6. Type of gas
7. Fireplaces
8. LP tank location
9. Riser diagram/shutoffs

F. Demolition

1. Asbestos removal

G. Pollutant Storage

1. Electrical
 - Wiring
 - Services
 - Feeders and branch circuits
 - Over-current protection
 - Grounding
 - Wiring methods and materials
 - GFCIs
 - Equipment
 - Special occupancies
 - Emergency systems
 - Communication systems
 - Low voltage
 - Load calculations
2. Tanks
 - Capacity
 - Quantity
 - In Ground
 - Above Ground
 - Piping
 - Dispensers (Electrical or Gravity)
 - State Agency Approval
3. FBC Design (Wind Speed Design)
 - Slabs
 - Column Pads
 - Foundations
 - Secondary Containment
 - Emergency Electrical Switch

Plan Criteria for Residential 1 and 2 Guide

(This is a guide and not meant as an all-inclusive list of plan criteria.)

A. Building

1. Site requirements
 - Set back/separation (assumed property lines)
 - Location of septic tanks
2. Fire-resistant construction (if required)
3. Fire Prevention Systems (if required)
4. Smoke/CO detector locations
5. Egress window size and location, stairs construction requirements
6. Structural requirements shall include:
 - Wall section from foundation through roof, including assembly and materials connector tables wind requirements structural calculations (if required)
7. Accessibility requirements: show/identify accessible bath
8. [Energy](#)/Load Calculations (HVAC)
9. Fixture Layout
10. Roof Layout/Truss Layout
11. Equipment Locations
12. Overhead Door cut sheet
13. Electrical Floor Plan
14. Wind Load Criteria
15. Code Design Criteria
16. DCA Approved Construction Plans when applicable

B. Pools

1. Site plan – show existing & proposed buildings, pool, pool equipment location, setbacks from property lines, size & sq footage of pool, & location of windows & doors at pool area
2. Pool shell drawings – show reinforcement steel sizes and spacing
3. Pool layout – shape, width, length, depth, steps, swim outs, lights, skimmers, drains & return locations, piping drawings (pipe size, length)
4. Retaining wall details – if applicable
5. Pool deck – reinforcement specifications, bonding grid, safety barriers, deck perimeter edge thickness & reinforcement
6. Pool barrier – show on plans. If pool cage – show size, door, & swing; If fence – show layout & gates
7. Main drain spec sheet
8. Alarm spec sheet
9. Pump spec sheet – HP, Curve, GPM
10. Filter spec sheet
11. Heater spec sheet
12. Child safety barrier spec sheet
13. T.D.H. calculation sheet
14. Total head conversion chart
15. Method of calculation: 1) Simplified 2) Total Dynamic Head 3) Max Flow Capacity

Plan Requirements and Supporting Permit Documentation Based on Application Types

Commercial/Industrial

- Building/Structure/Trade Application (Completed)
- All items A thru E as listed above on “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade” (if applicable)
- Full Size scaled set of Construction Plans and Site Plans
- DCA Approved Construction Plans when applicable
- Tax ID (Parcel ID Number)
- Water/Sewer Service Documentation/Septic Tank Approval
- Supplement for Commercial Industrial (as required)
- Copies of regulatory permits (DEP, WMD, FDOT, etc.)
- Deed (Owner Builder if applicable) – Can be printed from Property Appraiser’s website
- Construction Waste and Setback Form
- Notice of Commencement (after plan approval – before permit issuance)
- Primary Contractor - Contact and Licensing Information
- Subcontractors - Contact and Licensing Information
- **Additional Documents may be required** - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

Demolition

- Building/Structure/Trade Application (Completed)
- Full Size scaled set of Construction Plans and Site Plans
- Site Plan
- Asbestos Statement of Fact Form
- Construction Waste and Setback Form
- Deed (Owner Builder if applicable) - Can be printed from Property Appraiser’s website
- Notice of Commencement (after plan approval – before permit issuance)
- Primary Contractor - Contact and Licensing Information
- Subcontractor(s) - Contact and Licensing Information
- Tax ID (Parcel ID Number)

Driveway

- See standalone Driveway Application (not part of this application process).

Electrical

- Building/Structure/Trade Application (Completed)
- Item A and B as listed above on “Plan Criteria for Commercial, Industrial, Multi Family and/or Trade” if applicable when amperage exceeds 200 amp/voltage exceeds 240 volts.
- Full Size scaled set of Construction Site Plans if applicable
- Tax ID (Parcel ID Number)
- Supplement for Commercial Industrial or other as required
- Deed (Owner Builder if applicable) - Can be printed from Property Appraiser’s website

- Notice of Commencement if required (after plan approval if applicable– before permit issuance)
- Primary Contractor - Contact and Licensing Information
- **Additional Documents may be required** - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

Electrical Fire Alarm

- Building/Structure/Trade Application (Completed)
- Items A and B as listed above on “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade”
- Tax ID (Parcel ID Number)
- Supplement for Commercial Industrial
- Notice of Commencement if required (after plan approval if applicable– before permit issuance)
- Primary Contractor - Contact and Licensing Information
- **Additional Documents may be required** - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

Fire

- Building/Structure/Trade Application (Completed)
- All applicable items in A and B as listed above on “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade”
- Full Size scaled set of Construction Site Plans if applicable
- Tax ID (Parcel ID Number)
- Building permit number if applicable
- Supplement for Commercial Industrial
- Notice of Commencement if required (after plan approval – before permit issuance if applicable)
- Primary Contractor - Contact and Licensing Information
- **Additional Documents may be required** - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

Fence/Wall

- Building/Structure/Trade Application (Completed)
- Items A, B and C if applicable as listed above on “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade”
- Full Size scaled set of Construction Site Plans
- Tax ID (Parcel ID Number)
- Supplement for Fence Wall
- Deed (Owner Builder if applicable) – Can be printed from the Property Appraiser’s website
- Construction Waste and Setback Form
- Notice of Commencement (after plan approval – before permit issuance)
- Primary Contractor - Contact and Licensing Information
- Subcontractors - Contact and Licensing Information

- **Additional Documents may be required** - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

Gas

- Building/Structure/Trade Application (Completed)
- Items A and E if applicable as listed above on “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade”
- Full Size scaled set of Construction Site Plans
- Tax ID (Parcel ID Number)
- Supplement for Commercial Industrial
- Deed (Owner Builder if applicable) – Can be printed from the Property Appraiser’s website
- Notice of Commencement if required (after plan approval – before permit issuance)
- Primary Contractor - Contact and Licensing Information
- **Additional Documents may be required** - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

Mechanical

- Building/Structure/Trade Application (Completed)
- Items A and D if applicable as listed above on “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade”
- Full Size scaled set of Construction Site Plans
- Tax ID (Parcel ID Number)
- Supplement for Commercial Industrial
- Deed (Owner Builder if applicable) – Can be printed from the Property Appraiser’s website
- Notice of Commencement if required (after plan approval – before permit issuance)
- Primary Contractor - Contact and Licensing Information
- **Additional Documents may be required** - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

Miscellaneous (Non-residential Farm Building, Foundation Remediation, Communication Tower)

- Building/Structure/Trade Application (Completed)
- Items A and B if applicable as listed above on “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade”
- Full Size scaled set of Construction Plan and Site Plans
- Tax ID (Parcel ID Number)
- Supplement for Commercial Industrial
- Deed (Owner Builder if applicable) – Can be printed from the Property Appraiser’s website
- Construction Waste and Setback Form
- Notice of Commencement if required (after plan approval – before permit issuance)
- Primary Contractor - Contact and Licensing Information
- Subcontractors - Contact and Licensing Information

- **Additional Documents may be required** - Applicant will be notified of other required documents based on scope of work or type of application, ie: flood certificate, letter of authorization, etc.

Mobile Home

- Contact Building and Codes Division for Application (not part of this application process).

Plumbing

- Building/Structure/Trade Application (Completed)
- Items A and C if applicable as listed above on “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade”
- Full Size scaled set of Construction Site Plans
- Tax ID (Parcel ID Number)
- Supplement for Commercial Industrial
- Deed (Owner Builder if applicable) – Can be printed from the Property Appraiser’s website
- Notice of Commencement if required (after plan approval – before permit issuance)
- Primary Contractor - Contact and Licensing Information
- **Additional Documents may be required** - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

Pollutant Storage

- Building/Structure/Trade Application (Completed)
- Items A, B and G if applicable as listed above on “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade”
- Full Size scaled set of Construction Plan and Site Plans
- Tax ID (Parcel ID Number)
- DEP Approval if applicable
- Supplement for Commercial Industrial
- Construction Waste and Setback Form
- Notice of Commencement if required (after plan approval – before permit issuance)
- Primary Contractor - Contact and Licensing Information
- Subcontractors - Contact and Licensing Information
- **Additional Documents may be required** - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

Pools

- Building/Structure/Trade Application (Completed)
- All items A thru E if applicable as listed above on “Plan Criteria For Commercial, Industrial, Multi Family and/or Trade” or All items under item B. on “Plan Criteria Residential 1 and 2”
- Full Size scaled set of Construction Plan and Site Plans
- Tax ID (Parcel ID Number)
- Health Department approval if applicable

- Supplement for Pools
- Deed (Owner Builder if applicable)) – Can be printed from the Property Appraiser’s website
- Construction Waste and Setback Form
- Notice of Commencement if required (after plan approval – before permit issuance)
- Primary Contractor - Contact and Licensing Information
- Subcontractors - Contact and Licensing Information
- **Additional Documents may be required** - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

Re-Roof

- Building/Structure/Trade Application (Completed)
- Tax ID (Parcel ID Number)
- Deed (Owner Builder if applicable)) – Can be printed from the Property Appraiser’s website
- Construction Waste and Setback Form
- Asbestos Statement of Fact Form
- Notice of Commencement if required (before permit issuance)
- Primary Contractor - Contact and Licensing Information
- **Additional Documents may be required** - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.

Residential 1 and 2

- Building/Structure/Trade Application (Completed)
- All items listed above on “Plan Criteria For Residential Family 1 and 2”
- Tax ID (Parcel ID Number)
- Water/Sewer Service Documentation/Septic Tank Approval
- Subcontractor Supplement Sheets as required
 - Supplement for Residential New 1 and 2
 - Supplement for Additions, Alteration, Repair, Accessory, Move Residential Subcontractors
- Deed (Owner Builder if applicable) – Can be printed from the Property Appraiser’s website
- Owner/Builder Disclosure Statement
- Construction Waste and Setback Form
- Asbestos Statement of Fact Form (if applicable)
- Notice of Commencement (after plan approval – before permit issuance)
- Primary Contractor - Contact and Licensing Information
- Subcontractors - Contact and Licensing Information
- **Additional Documents may be required** - Applicant will be notified of other required documents based on scope of work or type of application, i.e.: flood certificate, letter of authorization, etc.
- **Minimum plans shall include**
 1. Site Plan
 2. Foundation Plan
 3. Floor/Roof Framing Plan or Truss Layout

4. All Exterior Elevations
5. Floor Plan (Dimensioned)

Signs

- See standalone Sign Permit Application (not part of this application process).

Tent

- Building/Structure/Trade Application (Completed)
- Full Size scaled set of Site Plans
- Tax ID (Parcel ID Number)
- Letter of authorization from property owner
- Letter of intent for hours of operation
- Letter of intent for solid waste disposal
- Copy of business license if applicable
- Flame retardant certificate
- Subcontractor - Contact and Licensing Information
- Supplement for Commercial Industrial
- Receipt for rental of port a let or letter of authorization for use of available restroom facilities

Do Not Submit Instructions with Application

Documents Required Prior to Permit Issuance

The items below are not required prior to plan review, however they must be submitted prior to any Permit Issuance

- Copies of regulatory permits (DEP, WMD, FDOT, etc.)
- Construction Waste Form/Setback Form
- Notice of Commencement
- Primary Contractor
- Sub-Contractors
- **Additional Documents may be required based on scope of work, type of application** – Applicant (Owner/Builder, Contractor) will be notified of other required documents i.e., flood certificate, letter of authorization, etc.

For questions or additional help, please call 863-534-6080 and ask to speak to the Permit Tech. on Call.