



## RESIDENTIAL ADDITION CHECKLIST

1. Building permit completed application
2. Florida Energy Efficiency forms: Provide one (1) complete set of 402-2017 or 405-2017 and two additional copies of the front sheet. All front sheets shall contain the signature of the person who performed the calculations and the signature of the owner/agent. Two copies of the Manual "J" short form and one (1) Energy Guide. The Manual "J" form and the Energy Guide are obtained from the Mechanical Contractor.
3. No Tree Removal Affidavit or Natural Resource Packet whichever is applicable.
4. Site Plans: Provide two (2) copies of single line drawings to scale showing property boundaries, lot dimensions, location of proposed and existing structures on the lot, street location and name. If located on a corner lot, indicate the names of the streets, all easements, conservation, and/or wetlands areas.
5. Two (2) sets of signed and sealed plans by a design professional licensed in the State of Florida.
6. Septic Tank Permit, if applicable. Required only if the residence is on a septic system and the addition is a bedroom. **Note:** The Septic Tank Permit is issued by the State of Florida Health Department.
7. Homeowner affidavit if applicable under Florida Statue 489.103(7). Affidavits available at the permitting offices.  
**Note:** The homeowner must appear in person to pick up the permit.
8. Flood Affidavit signed by the owner and notarized if applicable. Only required if property is located in a Special Flood Hazard Area.
9. Notice of Commencement: A recorded certified copy of the Notice of Commencement in accordance with Section 713.13 of the Florida Statutes is required to be submitted prior to the first inspection.

Note: Impact fees are assessed on new construction. Impact fees must be paid prior to Certificate of Occupancy.