



Required Building Permit Documents

Accessory Structure

- Building Plans [architectural/engineered plans showing how the structure complies with the FBC 107]
- Property Survey [note proposed location, dimensions, setbacks, lot coverage, drainage patterns, list of trees to be retained and removed]
- ISR Worksheet
- Residential Lot Grading Plan [required if there is an increase of 500 sq. ft. or more of lot coverage or impervious surface]
- Energy Calculations
- Product Approval List
- Truss Engineering

Addition (Residential)

- Building Plans [architectural/engineered plans showing how the structure complies with the FBC 107]
- Property Survey [note proposed location, dimensions, setbacks, lot coverage, drainage patterns, list of trees to be retained and removed]
- ISR Worksheet
- Residential Lot Grading Plan [required if there is an increase of 500 sq. ft. or more of lot coverage or impervious surface]
- Energy Calculations
- Product Approval
- Truss Engineering

Addition (Commercial)

- Building Plans [architectural, engineering, mechanical, electrical, plumbing plans, etc. showing how the structure complies with the FBC 107]
- Property Survey [note proposed location, dimensions, setbacks, lot coverage, drainage patterns, list of trees to be retained and removed] *May require civil plans submitted to Public Works*
- ISR Worksheet
- Product Approval List
- Truss Engineering

Bulkhead / Retaining Wall

- Building Plans [architectural/engineered plans showing how the structure complies with the FBC 107]
- Property Survey [note proposed location, dimensions, setbacks, lot coverage, drainage patterns, list of trees to be retained and removed]
- Planning & Zoning Board approval, if applicable

Carport

- Building Plans [architectural/engineered plans showing how the structure complies with the FBC 107]
- Property Survey [note proposed location, dimensions, setbacks, lot coverage, drainage patterns, list of trees to be retained and removed]
- ISR Worksheet



Required Building Permit Documents

Deck

- Building Plans [architectural/engineered plans showing how the structure complies with the FBC 107]
- Property Survey [note proposed location, dimensions, setbacks, lot coverage, drainage patterns, list of trees to be retained and removed]
- ISR Worksheet

Demolition

- Historic Architectural Review Board approval for structures over 50 years of age, if applicable
- Elevation Certificate, if applicable

Dock

- Building Plans [architectural/engineered plans showing how the structure complies with the FBC 107]
- Planning & Zoning Board approval

Door / Window

- Florida Product Approval Numbers

Fence / Masonry Wall

- Building Plans, if applicable for masonry wall (FBC 107)
- Property Survey [note existing and/or proposed location of fence]
- Materials List

Fire Alarm

- Fire Alarm Plans
- Device Specification Sheets

Fire Sprinkler

- Fire Sprinkler Plans
- Device Specification Sheets
- Hydraulic Calculations

Fire Suppression

- Fire Suppression Plans
- Specification Sheets

Floodplain

- Property Survey [note proposed location, dimensions, setbacks, lot coverage, drainage patterns, list of trees to be retained and removed, and how much fill, in height will be brought in]
- ISR Worksheet
- Residential Lot Grading Plan [required if there is an increase of 500 sq. ft. or more of lot coverage or impervious surface]



Required Building Permit Documents

Foundation

- Building Plans [architectural/engineered plans showing how the structure complies with the FBC 107]

Gas

- Site Plan (note location of gas lines and gas tank)

General

- This permit type is for all other misc. work that requires a building permit.

Generator

- Specification Sheets

Grease Trap

- Sizing Calculation
- Plumbing Plan and/or Schematic
- Installation Location
- Specification Sheets

Hood

- Hood Plans
- Specification Sheets

New Commercial

- Building Plans [architectural, engineering, mechanical, electrical, plumbing plans, etc. showing how the structure complies with the FBC 107]
- Civil Plans submitted to Public Works
- Product Approval List
- Truss Engineering
- Water/Sewer Availability Letter or Paid Receipt

New Commercial Pool

- Building Plans [architectural/engineered plans showing how the structure complies with the FBC 107]
- Property Survey [note proposed building location, dimensions, setbacks, lot coverage, drainage pattern, list of trees to be retained and removed]
- Specification Sheets for pump, cartridge filter, pool drains.



Required Building Permit Documents

New Multi-Family

- Building Plans [architectural, engineering, mechanical, electrical, plumbing plans, etc. showing how the structure complies with the FBC 107]
- Property Survey [note proposed location, dimensions, setbacks, lot coverage, drainage patterns, list of trees to be retained and removed]
- ISR Worksheet
- Residential Lot Grading Plan [required if there is an increase of 500 sq. ft. or more of lot coverage or impervious surface]
- Energy Calculations
- Product Approval List
- Truss Engineering
- Civil Plans submitted to Public Works, if more than 2 units
- Water/Sewer Availability Letter or Paid Receipt

New Residential Pool

- Property Survey [note proposed location, dimensions, setbacks, lot coverage, drainage patterns, list of trees to be retained and removed]
- Residential Lot Grading Plan [required if there is an increase of 500 sq. ft. or more of lot coverage or impervious surface]
- Simplified Total Dynamic Head Calculation Worksheet
- Energy Efficiency Compliance Information Sheet (from ANSI/APSP/ICC15)
- Section of Pool Elevation
- Footing Details
- Specification Sheets on Pump, Cartridge Filter, Pool Drains, etc.

New Screen Enclosure

- Building Plans [architectural/engineered plans showing how the structure complies with the FBC 107]
- Property Survey [note proposed location, dimensions, setbacks, lot coverage, drainage patterns, list of trees to be retained and removed]
- ISR Worksheet

New Single-Family Home

- Building Plans [architectural/engineered plans showing how the structure complies with the FBC 107]
- Property Survey [note proposed location, dimensions, setbacks, lot coverage, drainage patterns, list of trees to be retained and removed]
- ISR Worksheet
- Residential Lot Grading Plan [required if there is an increase of 500 sq. ft. or more of lot coverage or impervious surface]
- Energy Calculations
- Product Approval List
- Truss Engineering
- Water/Sewer Availability Letter or Paid Receipt



Required Building Permit Documents

New Garage

- Building Plans [architectural/engineered plans showing how the structure complies with the FBC 107]
- Property Survey [note proposed building location, dimensions, setbacks, lot coverage, drainage pattern, list of trees to be retained and removed]
- ISR Worksheet
- Residential Lot Grading Plan [required if there is an increase of 500 sq. ft. or more of lot coverage or impervious surface]
- Product Approval List
- Truss Engineering

Relocation

- Historic Architectural Review Board approval for structures over 50 years of age, if applicable

Renovation (Commercial)

- Building Plans [architectural, engineering, mechanical, electrical, plumbing plans, etc. showing how the structure complies with the FBC 107]
- Product Approval List, if applicable.

Renovation (Residential)

- Building Plans [architectural/engineered plans showing how the structure complies with the FBC 107]
- Energy Calculations, if applicable.
- Product Approval List, if applicable.
- Truss Engineering, if applicable.

Roof

- Product Approval Numbers

Shed

- Building Plans [architectural/engineered plans showing how the structure complies with the FBC-B 107.2]
- Property Survey [note proposed shed location, dimensions, setbacks, lot coverage, drainage pattern, list of trees to be retained and removed]
- ISR Worksheet
- Product Approval List

Solar

- Solar Plans
- Specification Sheets

Storm Damage

- Detailed Scope of Work

PERMITS BECOME NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED.