

Please use the list provided below as a reference when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not ALL documents may be required.

Note: If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.

NEW CONSTRUCTION / ADDITIONS:

Construction Plans:

- Floor Plan - 1/4" scale
- Elevations (ALL views of structure)
- Foundation Plan or Floor Framing Plan
- Wall Section (s)
- Roof Plan
- Gas Diagram (if >2,500 sq. ft. heated and cooled)
- Manufacture's truss layout
- Fire Resistant Framing Plan (if applicable)

Naming of the following types of plans MUST include the discipline's prefix and a hyphen, followed by a three-digit numeric value, starting with 001 for the first document in the set and increasing sequentially thereafter. If plans contain multiple disciplines, such as roofing, foundation, floor, electrical, etc., on the same drawings, please upload using the "Architectural" discipline prefix (A-001), followed by a descriptive file name of each document uploaded (brief description, 24 characters or less), e.g. "A-001-RoofWallElecPlans.pdf". If there are engineer/architect plans with separate disciplines for each set, please upload using the additional "Structural" discipline (S-001), followed by the plans sheet number(s), e.g. "S-001-A12.pdf".

Example(s):

- **Architectural** - "A-001-[description of sheet].pdf"
- **Structural** - "S-001-[add your actual sheet number].pdf"

PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:

Site Plans:

- Property located on FIRM Flood Zone "A" will require a 100-year flood elevation determination letter prepared by a Florida registered professional engineer.
 - Street name, lot dimensions, setback dimensions, north arrow, show all easements & restrictions;
 - Show location, size and CPZ of all protected trees with an indication of whether they are to be removed or to remain. Removal of protected trees will require a mitigation plan. Protected trees are as follows:
 - Lots for single-family structures- trees greater than 36 DBH;
 - Lots for two or three family structures - trees greater than 12" DBH & 4" in lot perimeter zone
 - Show the limits of clearing & location for placement of all sediment & erosion control measures

- Show all existing and proposed structures labeled accordingly
- Show existing and proposed two-foot contour lines labeled accordingly
- Show all grading or other methods of stormwater conveyance to an approved stormwater management facility or off-site conveyance.
- Show Finished Floor Elevation

File name: SP-SPDwgs

Wind Analysis: Engineered Wind Analysis per Florida Bldg. Code (signed and sealed by Engineer).

- Required IF any of the following apply: Structure is over 400 sq. ft, openings w/in 3' of a corner, or any 2-story structure
- Engineer must have subdivision name, lot and block or complete address

File name: R-Wind

Soil Test: This is required for any NEW structure greater than 400 Sq. Ft.

File name: R-SoilRpt, R-Load Bearing Capacity of Soil

Energy Form / EPL Card / Manual J: This is required when conditioned area increased.

File name: EC-InputSum, EC-ProjSum

Flood Elevation Certificate:

File name: R-FloodElevCert

Driveway Application: This is required when a new driveway is constructed (other restrictions may apply).

File name: COR-DWConnectionPermit

Owner's Affidavit: Must be signed and notarized. If you are submitting your application materials electronically then this should be electronically notarized. [Owner's Affidavit Form](#)

File name: AS-OwnersAff

Affidavit of Occupancy:

File name: AS-AffOcc

Lien Law Acknowledgment: This is required only if the owner is the builder. [Lien Law Acknowledgement Form](#).

File name: AS-LienLaw

Owner Builder Disclosure Affidavit: This is required only if the owner is the builder. [Owner Builder Disclosure Affidavit](#)

File name: AS-OBDiscl

Contractor Record of Acknowledgement: This is required. [Contractor Record of Acknowledgement Form](#)

File name: AS-ContrRcdAck

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Flood Elevation Certificate: This is required on permits for new or substantially improved/repaired buildings which are in special flood hazard areas. For more detailed information pertaining to special flood hazard areas, [click here](#).

File name: R-FloodElevCert

Notice of Commencement: Required if the cost of work to be completed is over \$5,000. Not required for initial submittal but is required prior to the permit being ISSUED. [Notice of Commencement Form](#)

File name: AS-Notice of Commencement

Original Document Notary Public Affidavit: [Notary Affidavit Form](#)

File name: AS-NotaryAff

ALTERATIONS:

PLEASE NOTE: Alterations also **REQUIRE** the same submission requirements as New Construction and Additions, **EXCEPT** for the following:

- Soil Test
- Driveway Connection Application
- Wind Analysis