



Building Department
CHECKLIST FOR SIDING/SOFFIT
PERMITS

Pre-Approval required by:
Planning Department (if in Historic District or in the Architectural Design Area)

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number, DPCR# if applicable.
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Commercial/Residential
- Description of work
- Note the type of siding and/or soffit
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Florida Product approval (circle installation methods), if siding is masonite or aluminum
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Affidavit

NOTES:

- If the structure is located in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.