



## Building Department CHECKLIST FOR DOCK PERMITS

**Pre-Approval required by:**  
**Planning Department**  
**Engineering Department**

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

- For office use only - Permit number, pin number and DPCR#
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Commercial/Residential
- Note the size of the dock
- Valuation
- Sign the Longshore Insurance Acknowledgement
- Notarized Contractor/owner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies and if commercial also provide a full copy of the permit package on 1 USB or flash drive:

- Original Plans signed and sealed by a Florida licensed Architect/Engineer. (Plans shall be no larger than 24" x 36" unless approved by a supervisor prior to submittal and are to be securely stapled and coincide with one another.) or digitally stamped signed and sealed plans. Please separate the plans by trade using pdf format. Ex: (1) file for Structural, (1) for Electrical, (1) file for Mechanical, (1) file for Plumbing. See our website for online submittals.
- Plot plan showing location of dock.
- Approval letters from the Army Corps of Engineers, Florida Department of Environmental Protection and/or the South Florida Water Management District.
- 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 a 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 commercial, the permit packet will simultaneously be reviewed by the Fire Department – additional fees will be charged by Fire Department and paid directly to the Fire Department.
- If the structure is located in a special flood hazard area (SFHA), the application is subject to a review for flood regulations.

***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.***