



Building Department
CHECKLIST FOR CONCRETE SLAB PERMITS

Pre-Approvals Required by:
Planning Department
Engineering Department, if Commercial

PERMIT APPLICATION – The following information must be completed on the 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
- Description of work
- Future use of slab
- Valuation
- Notarized Contractor/owner builder signature

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

- Survey or plot plan showing the location of the slab
- Footing detail, if applicable
- Detail information on the slab – dimensions, rebar size, thickness, PSI, type of concrete
- 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 slab is being poured for an aluminum structure, a separate Concrete Slab Permit is NOT required and can be included in the aluminum structure permit.
- If the structure is located in a special flood hazard area (SFHA), the application is subject to 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.