



Building Department CHECKLIST FOR STRUCTURAL DAMAGE PERMITS

Pre-Approvals required by:

Planning Department, commercial projects if construction value is \$35,000 or more or Exterior repairs (residential or commercial) in the Historic District or Architectural Design Area.

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

- For office use only - Permit number, pin number, DPCR#, if applicable
- Property address
- Legal description
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Commercial/Residential
- Note the description and cause of damage
- Note a detailed description of the proposed repair
- Note the location of proposed repair
- Valuation
- Notarized Contractor/owner builder signature

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

- Sub-contractor agreements, if applicable
- 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.
- 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.)
- Debris Affidavit
- ****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.**

NOTES:

- If the structure is located in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review.
- If commercial, review by Fire Department may be required. if required, 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.

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.