



TOWN OF REDINGTON BEACH

PERMIT CHECKLIST

MECHANICAL, ELECTRICAL, PLUMBING, RE-ROOF, FENCE, DRIVEWAY, DEMOLITION, MISCELLANEOUS

Before **any** development activity occurs on a piece of property, a permit is required from the local jurisdiction. A permit is required before carrying out any building activity, the making of any material change in the use or change in appearance of any structure.

PLEASE READ AND UTILIZE THIS CHECKLIST CAREFULLY TO ASSIST YOU IN ORGANIZING AND PREPARING YOUR APPLICATION PACKAGE FOR SUBMITTAL – Items marked with filled in circle are required according to Trade/Project. Additional information/documentation may be requested during application review.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Items Required At Time Of Submittal Of Application Package:

1. ● **BUILDING PERMIT APPLICATION**
2. ● **COPY OF SIGNED DATED CONTRACT** - (if applicable), or value of project.
3. ● **RAISED SEAL FLOOD ELEVATION SURVEY W/SPOT ELEVATION WHERE STRUCTURE TO BE LOCATED**
Required if any part of property in an A zone or V zone (also required at slab, floor framing and final inspection)
4. ● **LEGAL DESCRIPTION** - Section, Township, Range, Lot, and Block, Parcel #, Alternate Key #and Subdivision name.
5. ● **THREE (3) SEALED SETS OF CONSTRUCTION PLANS INCLUDING ALL TRADES**
(Signed & Sealed by Florida Architect or Engineer).
6. ● **CONTRACTOR AFFIDAVIT–RE-ROOF** (as applicable per 2007-HB 7058, FS 553.844 and Rule 9B-3.0475 FL Adm Code)
7. ● **TRUSS/RAFTER UPLIFT LOAD SUMMARY SHEET AND TRUSS LAYOUTS.**
8. ● **THREE (3) ENERGY FORM 600A, B, or C.**
9. ● **THREE (3) LOAD CALCULATIONS FOR HVAC**
10. ● **THREE (3) COPIES OF HVAC DUCT LAYOUT. (Attached to plans)**
11. ● **THREE (3) COPIES OF AN ENGINEERED SITE PLAN: (IF APPLICABLE)**
**** PLEASE ENSURE THAT EACH OF THE ITEMS LISTED BELOW ARE INCLUDED ON THE SITE PLAN ****
 - A. Dimensions of the property.
 - B. Location of all existing and proposed structures.
 - C. Setbacks from all property lines to existing and proposed structures.
 - D. Location of all roads and right-of-ways (including center lines) in relation to the property.
 - E. A directional arrow indicating North.
 - F. The scale used for the site plan (such as 1" = 30').
 - G. Drainage and Retention.
 - H. Location of all natural and man-made surface waters (i.e., lakes streams, canals, wetlands, etc.).
 - I. Location of proposed and/or existing water lines and meters.
 - J. Location of driveways and sidewalks.
 - K. Location of LP tanks, size, type. Distance from tank to structure. Distance from all external ignition sources, i.e. air conditioner.
 - L. Provide calculation of impervious surface ratio.
12. ● **NOTICE OF COMMENCEMENT** (Certified and Recorded for projects \$2,500 or more—mechanical \$7,500 or more)
13. ● **OWNER/BUILDER DISCLOSURE STATEMENT & AFFIDAVIT** (If applicable—not allowed on modular/mobile homes)
14. ● Contractors applying for a building permits must submit a current copy of the following items:
 - Town of Redington Beach Business Tax Receipt
 - Pinellas County Contractor Licensing Board (PCCLB) Competency Card or Registration
 - State License (if applicable)
 - Certificate of Insurance for General Liability & Workers' Compensation (or Workers' Compensation Exemption Certificate). **The Certificate Holder must be listed as: Town of Redington Beach, C/O Florida Municipal Services, Inc., 18001 Gulf Blvd., Redington Shores, FL 33708.**
15. ● **PRODUCT APPROVAL SHEET(S)**