

# TOWN OF NORTH 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)  
 \_\_\_ **Contractors applying for a building permit must submit a current copy of the following items:**
  - 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 North Redington Beach, C/O Florida Municipal Services, Inc., 18001 Gulf Blvd., Redington Shores, FL 33708.**
15.  \_\_\_ **PRODUCT APPROVAL SHEET(S)**