



# DEVELOPMENT SERVICES

## BUILDING CONSTRUCTION CHECKLIST FOR NEW CONSTRUCTION, RENOS, ADDITIONS

Description of Construction: \_\_\_\_\_

Location of Construction: \_\_\_\_\_ Contractor's License #: \_\_\_\_\_

**All projects for new construction, renovations, and additions should include the following checklist. Please check the boxes below to confirm items are attached with your application submittal.**

- Completed Building Permit Application
- Two paper copies and one digital copy of plans including, when applicable:
  - Survey
  - Site Plan
  - Existing/proposed floor plans
  - Roof framing drawings/specifications
  - Electrical details
  - Fire-rated assemblies
  - Soil Evaluation Report
  - Product approvals
  - Elevations
  - Foundation/Construction Plans
  - Wall/roof section typical
  - Plumbing details
  - A/C Details
  - Energy Code Calculations
  - Approved Landscape Permit
  - Approved Drainage Plans
- Note permit fees and all other applicable fees must be paid prior to permit issuance.
- Note construction sites should be screened with a green/black screened 6 ft chain link fence.
- Note no landscape is to be removed on site without a landscape permit.

- Is the plan for commercial use?** (if yes, confirm plans include a PBC Fire Stamp)  Yes  NA
- Is the work valued at over \$20,000?** (if yes, Landscape Review Application is attached)  Yes  NA
- Was a violation issued on construction?** (if yes, copy of the violation is attached)  Yes  NA
- Will the project require a new address?** (if yes, Address Request Form is attached)  Yes  NA
- Is vacant land being developed?** (if yes, Environmental Affidavit is attached)  Yes  NA
- Are you modifying to a County or State road?** (if yes, PBC/DOT permits are attached)  Yes  NA
- Is this a food service establishment?** (if yes, DOA/DBPR review sheets are attached)  Yes  NA
- Is a demolition proposed?**  Yes  NA  
(if yes, Asbestos Statement is attached/contact the Health Department regarding asbestos)
- Is this project for new construction, or any construction in a flood hazard zone?**  Yes  NA  
(if yes, when applicable, drainage plans approved by Town Engineer are attached)
- Does the project include 10+ acres or a commercial well?**  Yes  NA  
(if yes, permits for commercial wells/SFWMD large-scale storm drainage plans are attached)