



RESIDENTIAL PERMIT SUBMITTAL CHECKLIST

PROJECT: _____ DATE: _____

Directions: Place a check mark by all items that are included in the package and an N/A by those items not needed. **ALL BLANKS MUST BE FILLED IN.** (all paperwork is accessible and printable from our website, www.debary.org)

Required Paperwork

At Time of Application

- _____ Two (2) signed and sealed surveys and other supporting documentation depicting all conveyances, easements and restrictions
- _____ Power of Attorney (unless permit is being picked up by License Holder)
- _____ Septic permit (or receipt of application)
- _____ Owner / Builder Statement
- _____ Legal Printout (Property Appraisers Printout)
- _____ Well OR _____ Name of utility company.
- _____ Two (2) copies of the **Site Plan** showing entire building, setbacks, grading, lot drainage, finish floor elevation, easements, lot dimensions, driveway access, adjacent streets, overall house dimensions.
- _____ Two (2) copies of Construction Drawings (Drawings must be signed and sealed by a Florida Licensed Architect or Engineer)
- _____ Two (2) copies of NOA'S/Florida Product Approvals for Windows, Doors, roofing materials, Pre-manufactured building components-Assemblies.
- _____ A deposit could be required at time of submittal.
- _____ Two (2) copies Manual J's for HVAC Two (2) copies of Strapping for outside unit, Duct Seal certification at time of inspection.

At Time of Permit Issue

- _____ Recorded Notice Of Commencement (if valuation of work is greater than \$2,500.00)
- _____ Septic Permit/Utility Letter

*Exception: Structures with an area of 120 square feet or less.



Required Information on Construction Drawings for Residential Permitting

DRAINAGE PLAN (If Applicable)

Provide raised seal drainage plan for all lots that are not part of a County Reviewed Master Lot Drainage Plan.

FOUNDATION PLAN (If Applicable)

Footer size, dowel locations, slab thickness, steel reinforcement, vapor barrier, termite treatment, etc.

COMPLETE FLOOR PLAN OF BUILDING OR SUITE

Label all rooms with intended use. (Bedroom, living room, bathroom, etc.)

Room sizes, door size, and egress windows.

Handicap accessible bath, ceiling heights, and shear walls.

Designed wind pressures for each opening @ windows, doors, garage doors, etc.

ELEVATIONS (If Applicable)

Denote all finishes. Note: Stucco thickness to be indicated with elevations

Denote roofing type. (Shingle, tile, built-up, etc.)

ELECTRICAL

Floor plan showing layout of all switches, outlets, light fixtures, smoke detectors, etc.

PLUMBING

Floor plan showing all plumbing fixtures, including mounting locations.

MECHANICAL

Floor plan showing equipment locations, air handler, compressor, duct layout, etc.



GAS

- _____ Type of gas.
- _____ Delivery pressure.
- _____ Point of Service location.
- _____ Basic piping layout, location and type of appliance with BTU input, location of LP tank.
- _____ Venting type.

DETAILS

- _____ Typical wall sections, framing details, ceiling heights.
- _____ Stairs (riser/tread dimensions), ramps, handrails, guardrails per Florida Building Code 2014 (Residential). See Code changes.

ADDITIONAL ENGINEERING

- _____ Signed/sealed engineering for trusses and other engineered components, with truss layout matching truss engineering.

ADDITIONAL INFORMATION

- _____ Energy calculations. (Required for new construction and additions.)
- _____ Statement of design criteria.
- _____ Statement of compliance with wind load requirements.
- _____ Door and window schedule
- _____ Lintel schedule (if applicable) with lintel manufactures load tables
- _____ Connector schedule. (Truss connectors and all connectors for continuous load path from footer to roof.)
- _____ Florida Product Approval Form



Planning and Development staff will not review your permit without a survey