

2010 Instructions for Obtaining a Residential Building Permit

Additions, Remodels and New or Replacement Homes

- **All drawings must be on good quality paper, sized no smaller than 24" x 30", legible, to scale, reasonably neat and accurate. Structural drawings require the seal of a Engineer or Architect.**

- ___ 1. Permit application, completed, including applications for right-of-way work such as for driveway aprons and docks, fill, etc.
 - ___ Licensed Contractor/Owner Affidavit Verification
 - ___ Notice of Commencement
 - ___ Subcontractor Verification Forms
 - ___ Fee Paid West Manatee Fire and Rescue (new work)
 - ___ Fee Paid Manatee County Education (new work)
 - ___ Fee Paid Manatee County Sewer & Water (new work)
 - ___ Waste Management Registration - written proof (new work)

- ___ 2. A sealed survey showing lot dimensions, improvements and existing grades on the property (not required for interior work / remodels / renovations) Accompanied by the Legal description of property (subdivision name - lot - block) and parcel number (on tax bill).

- ___ 3. Two site plans, showing the new work and existing lot dimensions including existing and proposed structures with setbacks from all property lines and showing proposed topological lines for fill swales, etc. Show the location and dimensions of all structures including porches, patios, screens enclosures, pools, etc., drawn to scale. Include square footage calculations of impervious surfaces

- ___ 4. Homeowner's Affidavit (forms available in our office) for owner/builder, completed.

- ___ 5. Two sets of sealed plans Minimum size 24" X 30" - drawn to scale showing.
 - Floor plans - showing size and arrangement of all rooms with use of each designated. Note opening pressures at each window and door.
 - For additions and remodels: A detailed demolition plan with substantial demolition calculations.
 - Foundation - showing size and arrangement of all footings, with details as required.
 - Typical wall section(s) - from footing to roof showing all footing, reinforcing, foundation, framing and miscellaneous components such as Flood venting calculations in A-Zones and breakaway wall sections in V-Zones; Structural plans must be either signed and sealed by a Florida Licensed Engineer or Architect
 - Front, side and rear elevations. Showing existing grade from zero MSL, floor and roof heights including finials, railings and elevator shafts.

- ___ 6. Two sets of product approval documents, Two sets of energy code analysis forms with load calculations

- ___ 7. One per plans/pre-construction FEMA flood elevation certificate. (For new construction and lateral additions.) Note: All buildings with breakaway walls must also have flood vents. Foyers and interior partions where allowed must have flood flow-through vents.

- ___ 8. For additions and remodels/alterations of per FIRM (1974) structures a 50% substantial improvement form is required to be submitted. If the work is over 35% of the Fair Market value of the structure proposals from subcontractors must be submitted. Before final Inspection a non-conversion agreement must be completed and submitted.

- ___ 9. A V- Zone certificate or Coastal A-Zone Certificate with break-away wall certification must be submitted for additions/new or replacement structures and/or lower enclosures for any structure.

- ___ 10. Permits from outside agencies when required must be submitted before permit issuance.

THE FOLLOWING PLANS ARE REQUIRED FOR RESIDENTIAL ADDITIONS, NEW OR REPLACEMENT HOUSES –

- Electrical - to include layout, service size and location.**
- Plumbing/Gas – layout of all fixtures.**
- Mechanical - duct supply and return layout and equipment size**