

## **2012 Checklist for 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.**
  1. \_\_\_ Permit application completed;  
\_\_\_ Licensed Contractor/Owner Affidavit Verification and/or Subcontractor Verification Forms for all trades;  
\_\_\_ Notice of Commencement;  
\_\_\_ West Manatee Fire and Rescue Impact fee receipt (new structures).
  - \_\_\_ 2. A sealed survey complying with COAM Chapter 74-63 (e) showing lot dimensions, improvements and existing grades on the property and adjacent properties; accompanied by the Legal description of property (subdivision name - lot - block) and parcel number (Available on tax bill or the Property Appraiser Web site).
  - \_\_\_ 3. Two site plans COAM Chapter 74-63 (d), 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.
  - \_\_\_ 4. If installing pavers, shell or other such materials provide square footage calculations of impervious surfaces on City form.
  - \_\_\_ 5. If you are the homeowner seeking a permit include the Homeowner/Builder Affidavit.
  6. Two sets of sealed plans from a Florida Licensed design professional showing;  
\_\_\_ Floor plans - showing size and arrangement of all rooms with use of each designated. Give opening pressures at each window and door on the Engineered plans.  
\_\_\_ 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 with elevations in NAVD or NGVD of all levels including lowest horizontal member and grade beam(s)  
showing all footing, reinforcing, foundation, framing and miscellaneous components such as and breakaway wall sections.  
\_\_\_ Front, side and rear elevations; Showing existing grade from zero NGVD or NAVD and floor and roof heights including finials, railings and elevator shafts from zero NGVD or NAVD.
  - \_\_\_ 7. For new work and replacement/remodel; Two sets of product approval documents;
  - \_\_\_ 8. Two sets of energy code analysis forms with load calculations
  - \_\_\_ 9. For new work and additions to "Pre-FIRM" structures; One per plans/pre-construction FEMA flood elevation
  - \_\_\_ 10. For additions and remodels/alterations of per FIRM (1974) structures a 50% substantial improvement determination 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.
  - \_\_\_ 11. A V- Zone certificate or Coastal A-Zone Certificate with break-away wall certification must be submitted for all additions/new or replacement structures and/or lower enclosures for any structure. Before final Inspection a non-conversion agreement must be completed, recorded on the deed at the County Clerks office and submitted to the City. Form is available online on in the office. Note: All buildings with breakaway walls must also have flood vents. Foyers and interior partions where allowed must have flood flow-through vents.
  - \_\_\_ 12. Permits from outside agencies when required must be submitted before permit issuance.

### **FOR FLOOD PLAIN MANAGEMENT PURPOSES THE FOLLOWING MINIMAL 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