



# Commercial New and Commercial Addition Checklist

Please include the following items in the order shown below. For questions on required items, please call 904-297-7050 or email [building@greencovesprings.com](mailto:building@greencovesprings.com).

**Incomplete permit application packets will not be placed in the review cycle until they are complete.**

	<u>Building Permit Application</u>	Complete all information in the spaces provided. If information requested does not apply, insert "N/A"
	<u>LDR Compliance Application</u>	<b>Must include Building Height for new structures (vertical distance from grade to the highest finished roof surface).</b> Complete all information in the spaces provided. If information requested does not apply, insert "N/A"
	<u>Owner/Builder Disclosure</u>	<p><b>Applicable to Owner/Builders Only</b></p> <p>An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute, which you are required to sign before a Building employee in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by Florida Statute <a href="#">489.503(6)</a> in order to be exempt from professional licensure requirements as an Owner/Builder.</p>
	<u>Notice of Commencement</u>	<p><b>Required when job cost exceeds \$2,500 (\$7,500 for mechanical)</b></p> <p>Florida Statute <a href="#">713.13(1)(a)</a>: Except for an improvement that is exempt pursuant to s. 713.02(5), an owner or the owner's authorized agent before actually commencing to improve any real property, or recommencing completion of any improvement after default or abandonment, whether or not a project has a payment bond complying with s. 713.23, shall record a notice of commencement in the clerk's office and forthwith post either a certified copy thereof or a notarized statement that the notice of commencement has been filed for recording along with a copy thereof.</p>
	<u>Warranty Deed</u>	
	<u>Temporary Utility Service Application</u>	<b>Required for New Construction;</b>
	<u>Boundary Survey / Site Plan</u> (Two [2] copies)	Surveys/Signed & Sealed Site Plans must include the following: 1. Current Flood Zone 2. Easements 3. Dimensions of structures 4. Setbacks from all structures to the property lines 5. Include patios, driveways, walkways, parking areas (materials and surface treatments) 6. Floor Area Ratio (a figure determined by dividing the gross floor area of all buildings on a lot by the area of that lot)
	<u>Landscape Detail Plan</u> (Two [2] copies)	Must include: 1. Location of exiting trees & proposed trees 2. Tree sizes, sod type, shrub size and type
<b>For the following items, provide TWO (2) SETS; Construction documents shall be signed and sealed.</b>		
	<u>Construction Drawings</u>	
	<u>Structure Drawings</u>	
	<u>Truss Drawings</u>	
	<u>Energy Calculations</u>	Obtain from the appropriate design professional or complete prescriptively with <a href="#">Form C402 2017</a>

**Mechanical, Electrical, and Plumbing Permits, when required, must be applied for after the issuance of the building permit.**

**STAFF ONLY:**

Address Request	Location Code Request	Utility Verification	Planning Approval	Fire Approval	Building Approval
Date Requested: Date Completed:	Date Requested: Date Completed:	Date Requested: Water/Sewer Completed: Electric Completed:	Date Requested: Date Completed:	Date Requested: Date Completed:	Date Requested: Date Completed: