



Interior Remodel 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.

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>Owner/Builder Disclosure</u>	Applicable to Owner/Builders Only 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 489.503(6) in order to be exempt from professional licensure requirements as an Owner/Builder.
	<u>Notice of Commencement</u>	Required when job cost exceeds \$2,500 (\$7,500 for mechanical) Florida Statute 713.13(1)(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.
	Warranty Deed	
For the following items, provide TWO (2) SETS; Construction documents shall be signed and sealed. Construction documents are written, graphic and pictorial documents prepared or assembled for describing the design, location, and physical characteristics of the elements of a project necessary for obtaining a building permit.		
	Construction Drawings	
	Structure Drawings	
	Truss Drawings	
	Energy Calculations	Obtain from the appropriate design professional or complete prescriptively with Form R402 2017 Florida Energy Code (residential) or Form C402 2017 (commercial)

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

STAFF ONLY:

<u>Utility Verification</u>	<u>Planning Approval</u>	<u>Fire Approval</u>	<u>Building Approval</u>
Date Requested: Water/Sewer Completed: Electric Completed:	Date Requested: Date Completed:	Date Requested: Date Completed:	Date Requested: Date Completed: