

**PERMIT SUBMITTAL CHECK LIST**

<b>REQUIREMENTS</b>		<b>PROVIDED</b>			<b>COMMENTS</b>
1	<b>PERMIT APPLICATION</b> notarized contractor/agent and property owner/agent signatures (or signed contract). Job address, all subs listed, use of property, job valuation, and description of work.	YES	NO	N/A	
2	<b>NOTICE OF COMMENCEMENT</b> for jobs over \$2500 in valuation- a certified recorded copy from the Brevard County's Clerk Office	YES	NO	N/A	
3	<b>PROPERTY SURVEY</b> prepared by a Registered Surveyor	YES	NO	N/A	
4	<b>SITE PLAN</b> showing setbacks, utilities, sidewalks, driveways, accessory structures, fences, pools, grading, all trees to be removed (size and type).	YES	NO	N/A	
5	<b>CONSTRUCTION PLANS</b> to include the following:				
(a)	<b>ENERGY CODE</b> applicable form completed or a computer generated form from a certified rater.	YES	NO	N/A	
(b)	<b>FOUNDATION PLAN</b> with dimensions, embedment, reinforcement, spacing, etc.	YES	NO	N/A	
(c)	<b>FLOOR PLAN(S)</b> showing bearing walls, columns, shear walls, reinforcement, etc.	YES	NO	N/A	
(d)	<b>WALL SECTIONS</b> indicating tie-beams, vertical reinforcement, lumber(size, grade, spacing, anchoring, strapping, bracing), flashing, sheathing, insulation, finishes, etc.	YES	NO	N/A	
(e)	<b>FLOOR FRAMING</b> specifying truss/joist design (size, grade, spacing, anchorage, bracing), subfloor, floor finishes, etc.	YES	NO	N/A	
(f)	<b>ROOF FRAMING</b> specifying trusses, rafters (size, grade, spacing, anchorage, bracing), decking, covering, pitch, etc.	YES	NO	N/A	
(g)	<b>ELEVATIONS</b> detailing all exterior walls with doors, windows, roof overhangs, finishes, etc.	YES	NO	N/A	
(h)	<b>SPECIAL CONDITIONS DETAILS</b> gable end conditions (balloon framing or ceiling diaphragms, overhangs), stairways (treads, risers, landings, winders, headroom, handrails, guardrails), fireplaces (structural aspects, construction details), etc.	YES	NO	N/A	
(i)	<b>ELECTRICAL</b> load calculations, riser diagram, equipment, receptacle and lighting layout to scale, etc.	YES	NO	N/A	
(j)	<b>PLUMBING</b> riser diagram, fixture locations, etc.	YES	NO	N/A	
(k)	<b>MECHANICAL</b> duct layout (including number and size of units,) gas riser diagram.	YES	NO	N/A	
**	<b>IF <u>ALL</u> ITEMS HAVE BEEN CHECKED WITH A YES OR N/A, A BUILDING PERMIT CAN BE ISSUED. MINIMUM CODE REQUIREMENTS WILL BE ENFORCED ON ALL FIELD INSPECTIONS. THE CONTRACTOR IS RESPONSIBLE FOR ERRORS OR OMITIONS ON PLANS SUBMITTED, AND AGREES TO CORRECT.</b>				

