



ePlan Submittal Checklist Foundation Only Permit Request for Application Number

The following items are required when submitting for Foundation only permits. Additional items may be required based on review.

Documents/Plans:

_____ [Building Permit Application](#): Complete all the required fields, must include the general Scope of Work description as well as the construction value by trade with sub trade information. Application must be signed and notarized or have an [Electronic Signature Affidavit](#) attached.

Residential:

_____ A **signed and notarized** letter from the Contractor of Record stating that they are proceeding at their own risk without assurance that a permit for the remainder of the work will be granted; and that corrections may be required in order to meet the provisions of the technical codes and/or ordinances, laws, rules and regulations per FBC 105.13.

_____ Soils report.

_____ Approved Site plan showing building placement on the property.

_____ Foundation plan with applicable sections and details.

Commercial:

_____ A **signed and notarized** letter from the Contractor of Record stating that they are proceeding at their own risk without assurance that a permit for the remainder of the work will be granted; and that corrections may be required in order to meet the provisions of the technical codes and/or ordinances, laws, rules and regulations per FBC 105.13.

_____ Completed Threshold Affidavit Forms: 1, 2 & 3 - [Threshold Attachment #1 Contractor](#); [Threshold Attachment #2 Owner](#); [Threshold Attachment #3 Special Inspector](#).

_____ Soils report.

_____ Approved Site plan showing building placement on the property.

_____ Foundation plan with applicable sections and details, piles, pile caps, grade beams, footings, etc.

_____ Basic life safety plan stamped "For Reference Only"

_____ Elevations

_____ Under slab MEP's, fire system pipe sleeving and conduit path if applicable.

For more detailed information, please click here [Foundation Only Permit Checklist](#)