The following items are required when submitting for a New Single-Family Residence Permit. Additional items may be required based on review.

**Documents/Plans:**
- Completed Building Permit Application. Complete all the required fields. Construction value per trade on page two of the application MUST be completed. Application must be signed and notarized or have an Electronic Signature Affidavit attached.
- Complete set of construction drawings for the proposed general Scope of Work description including but not limited to:
  - Survey
  - Site plan (including landscape and drainage)
  - Foundation plan
  - Floor plans
  - Exterior elevations
  - Wall sections and details
  - Roof and floor framing plans
  - Notes, schedules, and specifications
- Florida Energy Efficiency Calculations
- HVAC Load Calculations – Manual J or similar sizing calculation.
- Florida Product Approval Information Sheets for all cladding components (doors, windows, roofing, soffit, skylights, siding)
- Window and Door Compliance Form
- Residential Zoning Compliance Form
- Architect/Engineer of Record to specify design wind uplift for roof design and proposed connectors on the roof framing plan or provide the engineered construction truss package including layout and profiles.
- Electronic Signature Affidavit if applicable.
- Digitally Signed/Sealed Plans: following the file naming structure found in the ePlan User Guide. Each sheet MUST be digitally signed/sealed. If we are not able to verify the digital signature an Electronic Signature Affidavit should be attached. Digitally signed documents and plans must be verified through a third-party vendor. You are welcome to select your own vendor but the following are a few that are used frequently by other applicants: Global Sign; Entrust; DigiCert and IdenTrust.

Please click if additional detail is needed: Residential Plan Review Detailed Check List

**Affordable Housing Incentive Program** if Applicable:
- Affordable Housing Packet signed by City
- Certification of Designated Affordable Housing for Reduced Multimodal Impact Fee form.

**Private Provider Package** if Applicable. Note: All Zoning, FEMA, Site and Drainage Plan Review will be completed by City staff.

- Completed Private Provider Package including but not limited to: Notice to Building Official, Duly Authorized Representative Affidavit, Private Provider Plan Compliance Affidavit, Private Provider Plan Review Detail, proof of insurance, and/or inspection forms. Please note a Private Provider Certificate of Compliance Form will need to be submitted prior to the issuance of a Certificate of Occupancy.