

Single Family and Duplexes: New Construction and Additions to Structures

Construction Plans

- _____ Three (3) complete sets including:
- _____ Approval from the Fire District (if Required)
- _____ Foundation Plan
- _____ Floor Plan
- _____ Floor/roof framing plan
- _____ Square footage breakdown
- _____ Typical wall section (s)
- _____ Roof Plan
- _____ All exterior elevations
- _____ Electric Plan
- _____ Mechanical Plan
- _____ Detail (as necessary)
- _____ Wind load information per Sec. 1606.1.7
- _____ FBC
- _____ Pile foundation & investigation report (west of Gulf Blvd. only)

Surveys

Three (3) copies signed and sealed by a Professional surveyor including:

- _____ Lot elevations (all four corners and center of parcel, and crown of adjacent roadways)
- _____ Roads indicated as improved or unimproved
- _____ All easements, alleys, adjoining lot designations, etc. indicated
- _____ FEMA flood zone and base flood elevation (BFE) indicated
- _____ Mean high water and FDEP jurisdiction line/CCCL shown (properties along shore line only)

Site/Plot Plans

Three (3) copies including:

- _____ Location of proposed building or addition shown
- _____ Proposed front, rear and side yard setbacks indicated
- _____ Location of proposed driveways and sidewalks shown
- _____ Proposed drainage plan indicated (drainage flow arrows)

- _____ Proposed lowest floor elevations (LFE) of building or addition indicated

Tree Removal

Tree survey (new construction only)

- _____ Tree removal permit application
- _____ Mark Trees that are to be removed using ribbon, string, paint, etc.
- _____ Barricade trees that are to remain

Sedimentation Control Devices

- _____ Silt screen, hay bails, etc. installed

Energy Efficiency Code Forms

- _____ Appropriate State Forms completed and signed

Notice Of Commencement

- _____ Certified copy of the recorded NOC

Approval from Federal, State, and County Agencies; and other Town Departments

- _____ Copy of SWFWMD approved permit or permit exemption for storm water management facilities
- _____ Copy of right-of-way utilization permit (s) from Pinellas County, FDOT, or the Town
- _____ Department for all driveways or sidewalks on County, State or Town right-of-way

Valuation of Construction

- _____ Project valuation based on SBCCI's Build Valuation Data, or
- _____ Copy of a signed contract or proposal for the project

Owner/Builders Disclosure Statement

- _____ Only needed if owner acts as their own contractor