



Permit Submittal Checklist

General Requirements for ALL permits and Contractor Registration

CONTRACTORS

All contractors must be registered with Redington Shores

- Submit proof of General Liability listing the Town of Redington Shores, 17425 Gulf Blvd, Redington Shores, FL 33708 as the Certificate Holder.
- A copy of the **most current** State License Certificate
- Qualifier's Driver's License
- Worker's Compensation or Worker's Compensation Exemption form.
- Authorized Agent Form signed and notarized

PERMITTING GENERAL REQUIREMENTS (MOST FORMS ARE ON THE TOWN WEBSITE)

- Completed signed and notarized permit application by both the owner and contractor.
- Owner Builder Affidavit signed and notarized (if applicable)
- Completed sub-contractor application (if applicable).
- Itemized copy of a cost valuation breakdown of labor and materials.
- Recorded Notice of Commencement for contracted work for a valuation greater than \$5,000.00 or \$15,000.00 for mechanical.
- If the work you are applying for is due to storm damage from Hurricane Helene or Milton you **MUST** fill out a Substantial Damage/Improvement Packet. (photos of damage may be required)

NEW CONSTRUCTION / ELEVATED HOMES

At time of Application (in addition to the General Requirements)

- Signed and sealed Plans
- Geotechnical Report
- Elevation Certificate
- Driveway Agreement (**signed and notarized**)
- FL Energy Efficiency Code for building construction
- Impervious Surface Calculation Sheet
- Non Conversion agreement (**recorded**)
- Coastal A-Zone or V-Zone certificate
- Drainage Plan
- Site Survey
- Florida Product Approval
- Truss Drawing or deferment notice
- Subcontractor Form

During Construction

- Under Construction Elevation Certificate (for elevated homes)
 - Required before framing
- Under Construction Elevation Certificate (for new construction)

110.3 Required inspections.

The building official upon notification from the permit holder or his or her agent shall make the following inspections, and shall either release that portion of the construction or shall notify the permit holder or his or her agent of any violations which must be corrected in order to comply with the technical codes. The building official shall determine the timing and sequencing of when inspections occur and what elements are inspected at each inspection.

- Building
 - 1.Foundation inspection. To be made after trenches are excavated and forms erected and shall at a minimum include the following building components:
 - •Stem-wall
 - •Monolithic slab-on-grade
 - •Piling/pile caps
 - •Footers/grade beams
 - 1.1.In flood hazard areas, upon placement of the lowest floor, including basement, and prior to further vertical construction, the elevation certification shall be submitted to the authority having jurisdiction.
- Welding Certification (if applicable)
- Piles Compact Report (if applicable)

Prior to CO issuance (check list)

- Energy Performance Level (EPL display card)
- Tie-In Survey
- Insulation Certificate
- Termite Treatment Certificate
- Blower Test from Mech contractor
- As-Built Survey
- Final Elevation Certificate

REMODELS (in addition to the General Requirements)

Residential

- Code compliant scaled plans based on the scope of work
- Smoke detectors must meet the requirement of the FBC 8th Edition Existing Building Code and contractors shall show the location of the smoke detectors, new and existing plans submitted

Commercial

- Code compliant scaled plans based on the scope of work signed and sealed by a design professional
- Smoke detectors must meet the requirement of the FBC 8th Edition Existing Building Code and contractors shall show the location of the smoke detectors, new and existing plans submitted
- HOA Approval Notice if required according to by-laws

DOCKS/BOAT LIFTS (in addition to the General Requirements)

- Pinellas County Water and Navigation Permit Packet – obtained from Pinellas County
- Pinellas County Water and Navigation Permit after issuance for town records

ELECTRICAL (in addition to the General Requirements)

- Code compliant construction drawing / location of work

MECHANICAL (in addition to the General Requirements)

- Copy of the AHRI certificate
- Florida Product Approval for brackets or stands (including installation manual)

PLUMBING (in addition to the General Requirements)

- For simple bathroom/shower remodels a sketch of the area showing the proposed work will be acceptable

WINDOWS AND DOORS (in addition to the General Requirements)

- Copy of the Florida Product Approvals and installation instructions.
- Proof of turtle glass if windows or doors face the water that emit artificial light
FBC 3109.6.2.1.6 All windows and glass doors visible from the marine turtle nesting areas of the beach must be tinted to a transmittance value (light transmission from inside to outside) of 45% or less through the use of tinted glass, window film, or similar light control measures. The Building Department shall suspend any permitted construction when the permittee has not provided the required protection for marine turtles and their habitat.
- If not impact resistant, indicate method of protection

ROOF REPAIRS/RE-ROOF (in addition to the General Requirements)

- Copy of the Florida Product Approvals (including underlayment)

ADDITIONS (in addition to the General Requirements)

****Communities that participate in NFIP are required to determine if improvements to structures located in a mapped 100-year floodplain must be evaluated to determine whether the improvements meet the criteria for Substantial Improvement. Improvements include remodeling, lateral or vertical additions.**

Residential

- Code compliant scaled plans, demo plan if applicable based on scope of work
- Copy of sealed survey
- Site plan detailing placement of structure within required setbacks
- Substantial Improvement packet signed and notarized**

Commercial

- Code complaint scaled plans, demo plan if applicable based on scope of work signed and sealed by design professional
- Copy of sealed survey
- Site plan detailing placement of structure within required setbacks
- Substantial Improvement packet signed and notarized**

ACCESSORY STRUCTURES, DRIVEWAYS, FENCES, PATIOS, AND PAVERS (in addition to the General Requirements)

- Site plan and survey showing location of the new
 - Accessory Structure
 - Driveway (highlight area)
 - Fence (highlight area, and list height and length)
 - Patios
 - Pavers (highlight area)
 - Accessory structure
- Impervious Surface Calculation Sheet
- Driveway Agreement (**signed and notarized**) for Driveways and Paver permits

SWIMMING POOLS (in addition to the General Requirements)

- Sealed Survey
- Site plan that includes structures and paving; distances from lot lines; proposed finished grades; engineered drainage plan; depicting the location for material storage
- Sealed plans from a licensed design professional that include the following engineered design pump information
 - alarm and or opening protection types to be used
 - Location of pool equipment
 - Piping Layout
- TDH Calculations
- Pool & Hot Tub Safety Act
- Impervious Surface Calculation Sheet
- Duke no conflict letter
- Seawall Engineer letter (for pools adjacent to seawalls)
- Product List