



NEW CONSTRUCTION, ADDITION, OR MAJOR ALTERATION* CHECKLIST

SINGLE-FAMILY RESIDENCE

As the applicant, I confirm that the following items have been provided as required. (Please attach items in the order listed.)

- 1. Signed and Notarized Building Permit application. For new construction, the permit valuations are the actual cost of construction of the building and all building systems (such as electrical, plumbing, and mechanical systems) as reflected in the construction contract OR calculated based on the latest International Code Council building valuation data, WHICHEVER IS GREATER.
- 2. If a complete demolition of an existing structure is required to complete this project, a demolition permit must be obtained before the release of this permit. Please download the [demolition application form](#) and apply for a demolition permit. All utility disconnection should be requested with your service providers. Partial demolition does not require a separate permit and should be detailed as part of the architectural plans as the demolition plan.
- 3. Complete set of electronically signed & sealed plans by FL registered design professional, including architectural, structural, elevation drawings (showing the total height of the structure from natural grade before construction to the highest point of the roof), mechanical, plumbing, electrical, and gas details.
- 4. Energy efficiency calculations (FL FORM R405-2020) including Manual J and D;
- 5. Complete certified truss engineering package or equivalent;
- 6. A recent survey with topography (including existing grade elevation near the front of the proposed structure); and accurate location, caliper, photographs of all trees (9" diameter or greater), and location of proposed trees in compliance with the Landscape Ord. – LDC Sec.58-335.
- 7. Applicable Completed Setback/Coverage calculation form according to the zoning of the property.
- 8. Drainage plan including the following: grading plan showing the proposed property grades, the direction of stormwater flow or through the property (with current conditions and proposed improvements), and details of any retention ponds and swales, including dimensions, volumes, and depths.
- 9. Electrical Information Form.



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Building & Permitting Services

- 10. Product Approval form detailing all external components including garage door, window, and entry door installation detail with FL Product Approval or Miami-Dade notice of acceptance information.
- 11. Complete the Engineering checklist form.
- 12. Copies of recorded Deed Restrictions (when applicable) for any excluded front, side, and rear areas or accessory living quarters.
- 13. Copy of lakefront, stream front, or, canal front approval from Planning and Zoning Commission (when applicable).
- 14. Copy of variance approval from the Board of Adjustment (when applicable).
- 15. Copy of approval from the Historic Preservation Board (when applicable) for all exterior alterations, additions, fences/walls, or reroofs. (Note: The entire College Quarter Neighborhood west of Rollins College is a Historic District).
- 16. Copy of Septic Permit approved by Orange County Health Department (when applicable).
- 17. Tree removal permit application (when applicable). (call Arborist @ 407-599-3321 for inquiries).
- 18. Signed and notarized Owner-Builder affidavit (when applicable).

Signature of Applicant: _____

Print Name: _____

Date: _____

* Major alteration applies to improvements exceeding 50% of Orange County Appraiser's Value of the building – www.ocpafl.org.