BUILDING PERMIT APPLICATION REQUIREMENTS

REQUIREMENTS FOR ALL SUBMITTALS:

COMMERCIAL, INDUSTRIAL, WAREHOUSE/MANUFACTURING MULTI-FAMILY, SINGLE-FAMILY, ADDITIONS OR ACCESSORY STRUCTURES

TWO (1 – 24x36 & 1 – 11x17) COMPLETE SETS OF BUILDING PLANS (RAISED SEAL & SIGNED) TO SCALE\(^1\)\(^2\) INCLUDING THE ARCHITECTURAL, STRUCTURAL, MECHANICAL, ELECTRICAL & PLUMBING DRAWINGS.

ONE (1) HARD COPY OF THE FOLLOWING: BUILDING PERMIT APPLICATION (SIGNED AND NOTARIZED), SITE PLAN OR PLOT PLAN, STRUCTURAL CALCULATIONS, TRUSS ENGINEERING, ENERGY CALCULATIONS, LANDSCAPING & IRRIGATION PLANS, WINDOW & DOOR SPECIFICATIONS, OTHER TECHNICAL SPECIFICATIONS AND/OR SUPPORTING DOCUMENTS.

ALL SUBMITTALS SHALL INCLUDE ELECTRONIC COPIES (PDF FORMAT REQUIRED) OF THE BUILDING PLANS (RAISED SEALS & SIGNATURES ARE REQUIRED TO BE VISIBLE), BUILDING PERMIT APPLICATION, SITE PLAN, PLOT PLAN, STRUCTURAL CALCULATIONS, TRUSS ENGINEERING, ENERGY CALCULATIONS, LANDSCAPING/IRRIGATION PLANS, WINDOW & DOOR SPECIFICATIONS, TECHNICAL SPECIFICATIONS AND OTHER SUPPORTING DOCUMENTS.

A COPY OF NOTICE OF COMMENCEMENT, IF REQUIRED

A COPY OF THE SEPTIC TANK PERMIT FROM THE PCHD, IF REQUIRED

\(^1\)ARCHITECTURAL SCALE UNITS ARE BASED ON FOOT/INCH DIMENSIONS. FLOOR PLAN DRAWINGS ARE USUALLY DRAWN TO THE SCALE OF \(\frac{1}{4}'' = 1'-0''\). FOR VERY LARGE PLANS, A SCALE OF \(\frac{1}{8}'' = 1'-0''\) MAY BE USED. WHEN DRAWING A SMALL PLAN OR A SINGLE ROOM, SCALES OF \(\frac{3}{8}'' = 1'-0'', \frac{1}{2}'' = 1'-0'', \frac{3}{4}'' = 1'-0'', \) or \(1'' = 1'-0''\) MAY BE USED TO FIT THE SIZE OF YOUR DRAWING FORMAT.

\(^2\)ENGINEERING SCALE UNITS OF MEASURE ARE EQUAL TO PARTS PER INCH AND PARTS PER FOOT. THE MOST COMMON GRADUATIONS ARE 10, 20, 30, 40, 50, 60 PARTS PER INCH, THE GRADUATIONS VARY BASED ON THE APPLICATION.
City of Davenport

BUILDING PERMITS, PLAN REVIEW & INSPECTIONS

THE FOLLOWING INFORMATION IS REQUIRED FOR THE REVIEW BY THE BUILDING DEPARTMENT, BUILDING OFFICIAL, PLANS REVIEW EXAMINER, BUILDING INSPECTOR OR AUTHORIZED REPRESENTATIVE/CONSULTANT:

**PLOT PLAN**

1) SURVEY  
2) LEGAL DESCRIPTION  
3) STREET ADDRESS  
4) LOCATION OF STRUCTURES BOTH EXISTING AND PROPOSED  
5) LOCATION OF WELLS, SEPTIC SYSTEMS, POOLS, ETC.  
6) SET BACKS FOR ALL OF THE ABOVE  
7) HIGH WATER MARK ELEVATION (IF APPLICABLE – FLOOD PLAIN ONLY)

**FLOOR PLAN**

1) DIMENSIONS  
2) OPENING SIZES, TYPES AND LOCATIONS  
3) ROOM USAGE  
4) SMOKE DETECTORS  
5) ELECTRICAL INFORMATION (INCLUDING THE SERVICE)  
6) LOCATION AND TYPE OF UTILITIES  
7) HEADER BEAM SIZE, SPAN AND LOCATION

**FOUNDATION PLAN**

1) FOOTING SIZE  
2) SLAB THICKNESS AND ELEVATION  
3) CONCRETE AND REINFORCEMENT SPECIFICATIONS  
4) ANCHOR – SIZE AND LOCATIONS  
5) SOILS AND MOISTURE PROTECTION INFORMATION

**WALL SECTION**

1) TYPE, HEIGHT AND SPECIFICATION OR SPACING AND SIZE  
2) ANCHORS – TYPES AND LOCATION  
3) TRUSS TYPE AND SPACING (ENGINEERING REQUIRED)  
4) ROOF TYPE AND SPECIFICATIONS (INCLUDING OVERHANG)  
5) INSULATION TYPE AND “R” VALUE (SAME AS SHOWN ON ENERGY CODE)  
6) VERTICAL REINFORCEMENT AND MASONRY WALLS

**MECHANICAL PLAN**

1) DUCT TYPE AND SIZE AND LOCATION  
2) TYPE OF SYSTEM  
3) ENERGY CODE: 1993 FLORIDA 600 FORM AND EQUAL - MANUAL “J” - ENERGY GUIDE

**PLUMBING PLAN**

1) LOCATION, TYPE AND SIZE OF LINES  
2) ISOMETRIC  
3) HEALTH DEPARTMENT APPROVED SEPTIC SYSTEM

**RE-ROOF**

1) DETAILED SPECIFICATION OF WORK TO BE DONE  
2) COPY OF SIGNED CONTRACT
BUILDING PERMIT APPLICATION

DATE RECEIVED (DAV): ________________

NEW CONSTRUCTION ( ) BUILDING PERMIT NO: ________________

ALTERATION ( ) ELECTRICAL PERMIT NO: ________________

ADDITION ( ) PLUMBING PERMIT NO: ________________

MOVING ( ) MECHANICAL PERMIT NO: ________________

DEMOLITION (VALID 3 MONTHS) ( ) ROOFING PERMIT NO: ________________

OCCUPANCY ( )

OWNER INFORMATION

NAME: ________________________________________________________________

PRESENT ADDRESS__________________________________________ CITY__________________________

STATE ______ ZIP CODE ______ PHONE ____________ E-MAIL _______________________

JOB INFORMATION

JOB DESCRIPTION________________________________________________________

__________________________________________________________

STREET ADDRESS______________________________________________________

PARCEL ID# ____________________________________________________________

LOT NUMBER ___________ SUBDIVISION NAME ________________________________

FUTURE LAND USE DESIGNATION ______________________________ ZONING ____________________________

LOT SIZE ___________ FT. X ___________ FT. ___________ SQUARE FEET ____________________________

LIVING AREA SQ. FT. ___________ NUMBER OF STORIES ____________________________

PORCHES, CARPORTS, ETC. SQ. FT. ________________________________

TOTAL COST OF JOB $ ________________________________

SET BACKS (SURVEY REQUIRED)

FRONT _____ STREET-SIDE ______ REAR _____ RIGHT SIDE ______ LEFT SIDE ________
## GENERAL CONTRACTOR

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**LICENSE NUMBER:** _____________

## OTHER TYPE CONTRACTOR (ELECTRICAL, MECHANICAL, PLUMBING, ROOF, POOL, ETC)

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**LICENSE NUMBER:** ____________
OWNER AFFIDAVIT

I CERTIFY THAT ALL THE FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS REGULATING CONSTRUCTION AND ZONING.

WARNING TO OWNER

YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

ASBESTOS NOTIFICATION

IT IS THE RESPONSIBILITY OF THE OWNER OR CONTRACTOR TO COMPLY WITH THE PROVISIONS OF FLORIDA STATUTE 469.003 AND TO NOTIFY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION OF ASBESTOS REMOVAL, WHEN APPLICABLE, IN ACCORDANCE WITH STATE AND FEDERAL LAW.

APPLICATION IS HEREBY MADE TO OBTAIN A PERMIT TO DO THE WORK AS INDICATED. I CERTIFY THAT NO WORK HAS COMMENCED PRIOR TO THE ISSUANCE OF A PERMIT. I UNDERSTAND THAT THIS PERMIT BECOMES NULL AND VOID IF AUTHORIZED WORK IS NOT COMMENCED WITHIN SIX (6) MONTHS AFTER THE ISSUE DATE OF THE PERMIT, OR IF WORK IS ABANDONED OR SUSPENDED FOR SIX (6) MONTHS AFTER WORK IS COMMENCED.

NOTICE

THERE MAY BE ADDITIONAL RESTRICTIONS APPLICABLE TO THIS PROPERTY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY. THERE MAY BE ADDITIONAL PERMITS REQUIRED FROM OTHER GOVERNMENTAL AGENCIES SUCH AS WATER MANAGEMENT DISTRICTS, STATE OR FEDERAL AGENCIES. SEPARATE PERMITS ARE REQUIRED FOR EACH TRADE OR TYPE OF WORK, SUCH AS ELECTRICAL, PLUMBING, MECHANICAL, SIGNS, ROOFING, POOLS, IRRIGATION, FENCES, ETC. CHECK WITH BUILDING DEPARTMENT BEFORE STARTING WORK.

OWNER/CONTRACTOR SHALL BE RESPONSIBLE TO THE CITY FOR THE COST OF PROCESSING THIS APPLICATION AND REVIEW OF PLANS AND SPECIFICATION. IF THE PERMIT IS NOT PICKED UP AND PAID FOR IN FULL WITHIN 30 CALENDAR DAYS FROM DATE OF PERMIT THE OWNER/CONTRACTOR WILL BE RESPONSIBLE FOR THE COST EQUAL TO THE AMOUNT OF THE PLAN REVIEW FEE.

SIGNATURE OF OWNER OR AGENT ___________________________ DATE ____________ SIGNATURE OF CONTRACTOR ___________________________

NOTARY AS TO OWNER OR AGENT ___________________________ NOTARY AS TO CONTRACTOR ___________________________

MY COMMISSION EXPIRES ___________________________ MY COMMISSION EXPIRES ___________________________
State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct on-site supervision of the residence or farm outbuilding. You may also build or improve a commercial building providing your costs do not exceed $25,000.00. The building or residence **must be for your own use or occupancy.** **It may not be built or substantially improved for sale or lease.** If you sell or lease a building you have built or substantially improved yourself within one (1) year after the construction is completed, the law will presume that you built or substantially improved it for sale or lease which is a violation of the exemption. **You may not hire an unlicensed person to act as your contractor or to supervise people working on your building.** It is your responsibility to make sure that people employed by you have licenses required by state law and by the county or municipal licensing ordinances. **You may not delegate the responsibility for supervising the work to a licensed contractor who is not licensed to perform the work being done.** Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and Withholding Tax and provide Worker’s Compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations. **ALL ELECTRICAL WORK MUST BE COMPLETED BY A LICENSED CONTRACTOR.**

PROPERTY OWNER’S SIGNATURE  

DATE

ADDRESS

PERMIT#

TELEPHONE NUMBER

E-MAIL ADDRESS