



CITY OF INDIAN ROCKS BEACH BUILDING DEPARTMENT

1507 Bay Palm Boulevard, Indian Rocks Beach, FL 33785
(727) 517-0404 (727) 596-4759 (fax)

BUILDING PERMIT APPLICATION CHECKLIST *(To be completed by applicant and submitted w/ application)*

- Completed permit application, with notarized signature of contractor or authorized agent.
- Owner/contractor disclosure statement (**with notarized signature and proof of ownership**)
- Copy of original signed contract between owner and contractor specifying total contract amount for proposed work.
- Original subcontractor form(s) with contractors' signatures and printed names and attached copies of licenses and insurance certificates.
- Copy of original recorded Notice of Commencement
- (1) Current original survey and (2) copies with elevation certificate
- (3) Dimensioned architectural site plans indicating: north arrow, all set-backs, all existing improvements to the property and area of proposed work
- (3) Sets of construction documents (**signed and sealed if required**), dimensioned and drawn upon suitable material with sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the adopted codes and relevant laws, ordinances, rules and regulations. At a minimum, documents should include a floor plan, foundation plan, floor/roof framing plan, truss layout (**reviewed, stamped and approved by the engineer/ architect of record**) and all exterior elevations.
- (3) Sets of signed energy calculations
- (3) Sets of product approval reports for all building envelope components including cover pages and installation requirements. (Must indicate which product/ application is being used)
- Copy of relevant permits issued by other agencies (ie: Pinellas County; DEP etc.)
- Completed application checklist**

Completed by: (signature)

(date)