Addition - Residential Permit Guidelines

*Architectural/Engineered sealed plans required
These guidelines include permits for wood frame (truss) lanai additions and enclosing a lanai to create more living space.

CGC or CBC or Owner/Builder may apply for permit.

- Addition/Remodel application (includes Owner Builder Affidavit, if applicable)
- Two (2) sets of plans outlining scope of work.
- Two (2) copies site plan and/or surveys.
  - If parcel on septic need Health Dept Approval letter or stamped site plan.
- Two (2) copies of any additional documents, i.e. window/door NOA, e-calcs, etc.
- Burrowing Owl/Gopher Tortoise Affidavit
- Elevation certificate if located in flood zone (excluding X and 2PACFH).
- FEMA packet if located in flood zone AND elevation certificate is lower than base
- Signed Impervious Surface Calculation Worksheet if located in R-1 or RML zone
- NOC if value is $2500 or greater.

Description:

- Scope of work, i.e. bedroom and dining room addition

Route to: OFFICE USE ONLY (Based on Scope of Work shown on plans)

Building Species if Owl, Eagle or Gopher Tortoise
Zoning

Processing: OFFICE USE ONLY

- Type: Addition w/sewer or septic
- Subtype: Residential

Inspections:

- Will vary depending on scope of work

Fees:

- Addition/Remodel Res field. calculated in the financial window in the deposit
- Surcharge YES

Expiration:

- Six (6) months. Must have approved inspection every 180 days to stay active. Permit automatically extends six (6) months from each approved inspection.

Notes:

- Per City Ordinance, in the R-1 zoning district, on property improved with a principal residential structure, stairs, hardscape features, landscape features, fall protection planters, elevated walkways, decks, and access ramps may be constructed and placed in the six-foot public utility easement (PUE) along a side or rear property line of the residential structure and are not subject to rear or side setback requirements, provided all of the requirements of Land Development Code Article 5, Section 5.1.6. are met. If there are improvements in the PUE, a completed Hold Harmless Agreement will also need to be included with the permit application.