

# Permit Application Check List

## New Construction

### (Single Family Residential / Commercial )

- Detailed Construction Plans  
*SFR-(1) hard copy/(1)PDF CD or thumb drive*  
*Commercial - (2) hard copies/(1)PDF CD or thumb drive*
- Boundary Survey (Signed and Sealed)
- Site Plan showing distances from all Property lines to structure
- \*Product Approvals
- Energy Calculations
- Truss Plan & Truss Engineering
- Septic Construction Permit Copy
- Driveway Receipt or Final or Verify Private Access
- Copy of Signed Contract (if applicable)
- Copy of Waste Agreement
- Contractor Licensing  
(Check to see if registered with Hendry Co.)

### + Mobile Homes

- Serial Number
- Boundary Survey
- Site Plan showing distances from all Property lines to structure
- Set up Documents (included in packet)
- Contract / Value of Mobile Home
  - New or**  **Replacement**
- Septic Construction Permit Copy
- Driveway Receipt or Final Sign off or Verify Private Access

**+ Licensed Mobile Home Installer  
required to pull permit.**

## Roofing (re-roofs)

- \*Product Approval & Installation Instructions
- Total Square Feet of Roof \_\_\_\_\_ s.f.
- Signed Contract Copy

## Electrical

- Amps and Phase (How Many?)
- Detailed Description of Work/Purpose
- Copy of Signed Contract (if applicable)
- Energy Calcs (if needed)
- Plans (if needed)

## Plumbing

- Detailed Description and Plans (if needed)
- Signed Contract Copy

## Mechanical

- Contract Copy
- Energy Calcs
- Detailed Description and Plans
  - New or**  **Change Out**
    - Size, Sear, KW, Split or Pkg System

## \*FL Product Approvals & Installation Instructions

- Exterior Doors (Garage, Sliding Glass, etc.)
- All Outside Windows
- Roof Material (Shingle, Metal, & Soffit)
- Exterior Fixtures (Example: Siding, Shutters)

# Permit Application Check List

## Addition

- Detailed Plans
- Detailed Description (size, use, etc...)
- Site Plan showing distances from all Property lines to structure
- \*Product Approval
  - Electric  Plumbing  A/C  Slab
  - \_\_\_\_\_amps \_\_\_\_\_s.f
- Energy Calculations
- Truss Plan & Truss Engineering (If applicable)
- Contractor Info Packet  
(Check to see if registered with us or State)
- Copy of Signed Contract (if applicable)

## Remodel / Renovate

- Detailed Plans
- Detailed Description (size, use, etc...)
- Site Plan showing distances from all Property lines to structure
- \*Product Approval
  - Electric  Plumbing  A/C  Slab
  - \_\_\_\_\_amps \_\_\_\_\_s.f.
- Energy Calculations (if applicable)
- Contractor Licensing if applicable  
(Check to see if registered with us or State)
- Waste Agreement
  - Dumpster Contract Copy or  Waste Receipts  
(If applicable)

## Swimming Pool

- Detailed Description (size, type, etc...)
- Site Plan showing distances from all Property lines to structure
- Engineered Plans (in ground pools)
- Florida Safety Requirement (Form)

## Utility Building – Site Built

- Detailed Plans
- Detailed Description (size, use, etc...)
  - Electric  Plumbing  A/C  Slab
  - \_\_\_\_\_amps \_\_\_\_\_s.f
- Site Plan showing distances from all Property lines to structure
- \*Product Approval
- Energy Calculations (If applicable)
- Truss Plan & Truss Engineering (If applicable)
- Contractor Info Packet (if applicable)  
(Check to see if registered with us or State)
- Copy of Signed Contract

## Shed - Prefab

- Detailed Description (size, use, etc...)
- Engineered Plans & Tie down Specifications
- Site Plan
- \*Product Approval
  - Electric \_\_\_\_\_amps  Slab \_\_\_\_\_s.f.
- Contractor Licensing (if applicable)  
(Check to see if registered with us or State)
- Copy of Signed Contract (if applicable)

## Fence

- Boundary Survey / Site Plan  
(Showing fence + gate(s) placement)
- Detailed Description  
(Type of Material, Height + location of gate)

## Demolition

- What structure is being demolished?
- Waste Agreement
  - Dumpster Contract Copy  Waste Receipts
- Proof of Ownership or Signed Contract Copy