

# CITY OF PUNTA GORDA BUILDING PERMIT CHECKLIST

This department will not accept any permit application/plans until all the requirements listed below are met.

All drawings must be drawn to scale with sufficient clarity and detail.

Reversed plans are not accepted.

## MULTI – FAMILY & COMMERCIAL

1. Building permit application completely filled out and signed by QUALIFIER only. Be sure to include telephone and fax numbers.
2. Certified copy of the Notice of Commencement.
3. County Impact Fee Affidavit with notarized signature.
4. Building Permit Application Addendum. (\$2500.00 or more)
5. State Permit Application Form. (2 page form)
6. Sub-contractors Lists (long and short)
  - a. The short sub list is for Roofing, Electrical, Plumbing and Mechanical contractors only. **Each of these subs utilized must sign the sub list (Original qualifier signatures is required)**; include their City of Punta Gorda Certificate of Competency number, and indicate the valuation of their scope of the work. This must also be signed by the Contractor submitting the permit application (original signatures only).
  - b. The long sub list includes all other contractors with their City of Punta Gorda Certificate of Competency numbers. This document is only signed by the contractor submitting the permit application
7. Construction Water Affidavit
8. Roofing System Sheet.
9. Shutter Affidavit.
10. 4 Sets of sealed surveys.
11. 4 Sets of plot plans, if not part of the original drawings.
12. 2 Sets of Thermal Energy Calculations with input data summary sheets.
13. 6 Sets of completed drawings, sealed by a Structural Engineer or an Architect.
  - a. \*\*If you wish to receive 2 sets of plans back, submit 5 sets, including additional survey, plot
  - b. plan, truss layout and energy calculation.\*\*
14. 2 Sets of complete truss layouts from truss manufacturer approved by the architect/engineer of record.
15. DRC number and copy of letter showing approval.
16. Commercial Data Summary Checklist.
17. Warranty Deed (If applicable).
18. Electric, Mechanical and Plumbing plans if applicable.