

**CITY OF PUNTA GORDA
OWNER/BUILDER'S
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 (mirror image) are not accepted.

RESIDENTIAL ONE AND TWO FAMILY

1. Building permit application completely filled out and signed by **Owner/Builder** only. Be sure to include telephone and fax numbers.
2. Building Permit Application Addendum. (\$2500.00 or more)
3. Signed Sub-Contractor Lists (See (a) & (b) below) . Must include **ALL** City Certificate numbers.
 - (a) Complete list of all subcontractors
 - (b) Separate list for Roofing, Plumbing, Electrical, and HARV-**must be completely filled out**
*** Change of Sub-contractor form must be submitted when changing subcontractor(s).***
4. **2** Sets of completed drawings, **sealed** by a Structural Engineer or an Architect.
 - (a) A third set of drawings will be reviewed at no additional charge.
5. **3** Sets of **sealed** surveys.
6. **3 signed and sealed** site drainage plans.
7. **4** Sets of plot plans, if not part of the original drawings.
8. **2** Sets of Thermal Energy Calculations and **1** copy minimum Manual-J.
9. **2** Sets of complete truss layouts from truss manufacturer approved by the architect/engineer of record.
10. Construction Water Affidavit.
11. State Permit Application Form.
12. County Impact Fee Affidavit with notarized signature.
13. Certified copy of the Notice of Commencement
14. Residential 1 & 2 Family Data Summary Checklist.
15. Warranty Deed (If applicable)
16. Shutter Affidavit.
17. Roofing System Sheet.

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