



## DEPARTMENT OF DEVELOPMENT SERVICES

3600 W Sovereign Path, Suite 111 Lecanto, FL 34461

### **Direct Link:**

[http://www.bocc.citrus.fl.us/devservices/building/nonres/non\\_res\\_process.htm](http://www.bocc.citrus.fl.us/devservices/building/nonres/non_res_process.htm)

**Inspection Line 527-5266, Building 527-5310, State Health 527-5295, Community Dev. 527-5239, Engineering Division 527-5446, Fire Prevention 527-5407, Utilities Division 527-7642**

**NOTE: INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED FOR REVIEW**

## **NON-RESIDENTIAL APPLICATION CHECKLIST**

- ❑ **1. APPLICATION FEE – (Effective 8-1-2005)** – see application fee list on our website for applicable fee amount for permit being applied for.
- ❑ **2. BUILDING PERMIT APPLICATION FORM** - with accurate directions to the property from the Department of Development Services Office (Lecanto).
- ❑ **3. PROOF OF OWNERSHIP W/ LEGAL DISCRPTION**, Range, Subdivision, Lot, Block or Parcel, or Metes and Bounds, if applicable (including numerical address)/copy of deed or current tax bill. A letter of authorization or copy of complete lease agreement is required if applicant is other than the owner.
- ❑ **4. BOUNDARY SURVEY** - no more than one year old, or recertified by the original surveyor no more than one year prior to the application date
- ❑ **5. NINE (9) COPIES OF A SITE PLAN (DRAWN TO SCALE)** (ie: 1" = 30') – Site plan must show all the information listed on the Non-residential site plan
- ❑ **6. ONE (1) DRAINAGE PLAN AND DRAINAGE CALCULATIONS** - applicable any time any new impervious area is created.
- ❑ **7. LETTER OF AUTHORIZATION OR CONTRACTOR AFFIDAVIT** - Required if an auth. agent signs application.
- ❑ **8. CONTRACT PRICE**
- ❑ **9. THREE (3) COMPLETE SETS OF STRUCTURAL PLANS** - designed, signed, sealed and dated by an Architect/Engineer registered in the State of Florida, including:
- ❑ **10. THREE (3) ADDITIONAL FLOOR PLANS** - (one for routing to Planning, one for routing to Environmental Health and one for routing to Utilities).
- ❑ **11. ONE (1) COMPLETE SET OF ENERGY CALCULATIONS PLUS ONE ( 1) COPY FRONT COVER SHEET** - Computer Printout (400) measures the energy efficiency of a structure (i.e., type of glass, type of insulation, percentage of glass area, efficiency of walls, floors, doors, etc.) (Where applicable).
  - ✚ **ONE (1) COPY OF HVAC (Heating and Air Conditioning) LOAD CALCULATIONS** (where applicable) for habitable space. State of Florida Energy Code sheets (automated only) with EPI sheet.
  - ✚ **THREE (3) PRODUCT APPROVAL INFORMATION SHEETS** – (Required and effective July 1, 2004)
  - ✚ **ONE (1) ADDITIONAL SEPARATE SET OF ELEVATION DRAWINGS** (for routing to Community Development Division)
  - ✚ **SIX 6 PRE AND POST FLOOR PLANS** – (ONLY APPLICABLE FOR CHANGE OF USE/ INTERIOR COMPLETION/REMODEL PERMITS)
  - ✚ **TRUSS LAYOUT, TRUSS UPLIFT LOAD SUMMARY, LOAD PATH CONNECTORS SPECIFIED**
- ❑ **12. PROOF OF SUBMITTAL TO SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT (SWFWMD) OR APPROVAL LETTER OR EXEMPTION LETTER** (if applicable)
- ❑ **13. NOTICE OF COMMENCEMENT** - Certified copy to be submitted prior to 1st inspection for all projects \$2,500.00 or over in value as determined by the Department. **Exemption:** Does not apply to a direct contract to repair or replace an existing heating or air conditioning system in an amount less than \$5,000.00.

**\*\*\*NOTICE: Separate application must be made with Environmental Health for any property with Septic and/or well.**

*Depending on the nature and scope of the property, additional information/documentation may be required. Inclusive of this information is a copy of a date stamped application, permit, or exemption letter from applicable State and Federal Agencies.*  
<F:/Shared/DDS/BLDG/forms/Non Residential Checklist Revised 07-09-2008>