

CITRUS COUNTY RESIDENTIAL APPLICATION CHECKLIST

Citrus County Department of Development Services

WEB ADDRESS: http://www.bocc.citrus.fl.us/devservices/building/building_division.htm

Building: 527-5310, Inspections: 527-5266, Community Development (Flood Zones/Zoning): 527-5239
Environmental Health: 527-5284 or 527-5283

Before **any** development activity occurs on a piece of property, a Development Order and/or Permit is required from the Department of Development Services. A permit is required for carrying out of any building activity or mining operation; the making of any material change in the use or change in appearance of any structure or any change in the land.

PLEASE READ AND UTILIZE THIS CHECKLIST CAREFULLY TO ASSIST YOU IN ORGANIZING AND PREPARING YOUR APPLICATION PACKAGE FOR SUBMITTAL

**** INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED ****

****Applications that are NOT purchased/issued within 180 days from the date of submittal will be considered abandoned and will be voided per Florida Building Code effective March 1, 2002****

Items Required At Time Of Submittal Of Application Package:

- 1. **APPLICATION FEE** (Effective 8-1-2005)
- 2. **BUILDING PERMIT APPLICATION** (Form Dated 12-18-03) Indicate the Electric Utility Company – Progress Energy, WREC, or SECO.
- 3. **SHOW PROOF OF WORKERS COMPENSATION INSURANCE OR EXEMPTION AND WORKER'S COMPENSATION AUTHORIZATION AFFIDAVIT** (Applicable if someone other than Licensed Contractor signs the application form)
- 4. **PROOF OF OWNERSHIP W/ LEGAL DESCRIPTION** – (Section, Township, Range, Lot, Block, Parcel #, Alternate Key # and Subdivision name.) (2 copies) i.e., Current tax notice, Homestead Exemption Notice, Certificate of Title, or Recorded Deed.
- 5. **LETTERS OF CREDIT FROM DEVELOPERS** (If applicable) for Impact Fee Credit, Transportation and Recreation required at time of submittal.
- 6. **NOTICE OF COMMENCEMENT** (Certified and Recorded)
- 7. **OWNER/BUILDER DISCLOSURE STATEMENT & AFFIDAVIT** (If applicable, and signed by the homeowner in the Building Department)
- 8. **TREE PRESERVATION AFFIDAVIT**
- 9. **FIRST FLOOR VARIANCE APPLICATION** (When floor elevation will be less than 12" above the Crown of any abutting roadways).
- 10. **RAISED SEAL FLOOD ELEVATION SURVEY W/SPOT ELEVATION WHERE STRUCTURE TO BE LOCATED** – Required if **any** part of property in an A zone or V zone - **ALWAYS check flood zone of property before submitting application by calling Community Development at 527-5257, 527-5337, 527-5338.**
- 11. **SIX (6) COPIES OF A SITE PLAN:** Drawn to scale example: (1"=30') (one inch equals thirty feet) referring to the County site plan example or a survey.
- 12. **ALL APPLICABLE INFORMATION LISTED AND REQUIRED FROM THE GUIDE FOR RESIDENTIAL PLAN REQUIREMENTS (SEE BELOW).**
 - THREE (3) SEALED SETS OF CONSTRUCTION PLANS** (Signed & Sealed by Florida Architect or Engineer) **AND THREE (3) COPIES OF HVAC DUCT LAYOUT.** (Attached to plans)
 - THREE (3) PRODUCT APPROVAL INFORMATION SHEETS** – (Required and effective July 1, 2004)
 - ENERGY FORM 600A, B, or C AND (3) SETS OF LOAD CALCUALTIONS FOR HVAC**
 - THREE (3) TRUSS/RAFTER UPLIFT LOAD SUMMARY SHEETS AND THREE (3) TRUSS/RAFTER LAYOUTS**
- 13. **OCCUPANCY AFFIDAVIT:** (Required Before calling in Final Inspections)

*** NOTICE: ONE (1) COMPLETE STATE HEALTH DEPT. APPLICATION PACKAGE REQUIRED TO BE SUBMITTED TO THE HEALTH DEPARTMENT FOR SEPTIC AND/OR WELL (If Applicable)**