

SINGLE-FAMILY RESIDENTIAL PERMIT CHECKLIST

- ☐ 1. Building Permit Application filled out and notarized.
- ☐ 2. Proof of property ownership, in case of new ownership, will require a copy of the deed.
- ☐ 3. Survey, no more than one year old or recertified by original surveyor.
- ☐ 4. Site Plan drawn to scale, showing all setbacks. Show ISR. Show water meter, if applicable in right of way.
- ☐ 5. 3 sets of engineered/sealed building plans. The following need to be in the plan set:
 - ☐ a. Meets current building code.
 - ☐ b. Structural design
 - ☐ c. Basic wind speed
 - ☐ d. Wind exposure
 - ☐ e. Applicable internal pressure coefficient
 - ☐ f. Components and cladding
 - ☐ g. Building category classification
 - ☐ h. Flood Zone designation
 - ☐ i. Type of roof covering
 - ☐ j. Elevations
 - ☐ k. Total square feet of living space
 - ☐ l. Total square feet of garage/porch/entry
 - ☐ m. Total square feet of structure
 - ☐ n. Foundation plan
- ☐ 6. Product Approval Specification Sheet filled out with the product approval numbers, Manufacturer and Product Description for the windows, mullions, skylights, exterior doors, garage doors, roofing and underlayment material, soffits, truss fasteners, steel lintels, et al.
- ☐ 7. Engineered Truss/rafter/upload summary sheets and two (2) truss/rafter layouts.
- ☐ 8. HVAC duct layout – three sets; and energy calculations.
- ☐ 9. Plumbing riser
- ☐ 10. Electrical layout, showing smoke detectors; plus, electrical energy calculations.
- ☐ 11. If parcel is located in flood zone area, an elevation certificate will be required prior to construction and after, prior to issuance of Certificate of Occupancy.
- ☐ 12. Copy of septic tank permit, if applicable.
- ☐ 13. Owner/Builder Disclosure Statement completed, signed and notarized.
- ☐ 14. If homeowner is not pulling a permit and a licensed contractor is, the following is required:
 - ☐ a. Contractor Registration Application, completed.
 - ☐ b. Copy of contractor license
 - ☐ c. Copy of driver's license
 - ☐ d. Updated Liability & Workers Compensation Insurance
Listing the City of Inverness as a certificate holder.
 - ☐ e. Copy of current business name from Sunbiz.Org.
 - ☐ f. A list of authorized agents on the business letterhead.
- ☐ 15. Notice of Commencement is required to be filled out, signed, notarized & then recorded at the Citrus County Clerk of Courts located at 120 N. Montgomery Ave, if job is \$5,000.00 or more. The City of Inverness will require a copy of the recorded N.O.C.
- ☐ 16. Please allow 2-3 days for processing the permit.
- ☐ 17. Inspections are scheduled only on Mondays, Wednesdays and Fridays.
- ☐ 18. Failed inspections will be charged \$50.00; and must be paid prior to final inspection.