



RESIDENTIAL PERMIT APPLICATION REQUIREMENTS

New Structures/Additions

A COMPLETE APPLICATION WILL AID IN PERMIT BEING ISSUED IN A TIMLIER MANNER
Incomplete applications will be returned.

- All drawings must be on good quality paper, sized no smaller than 24" x 30", legible, to scale, reasonably neat and accurate. Structural drawings require the seal of an Engineer.

ADMINISTRATIVE:

- ___ Permit application fully completed;
- ___ Subcontractor Verification Forms for all trades;
- ___ Notice of Commencement;
- ___ Photos of proposed work site including Right of Way and swale;
- ___ Receipt of Sewer Impact fee payment to Town
- ___ A sealed construction survey with minimum 5 elevations of subject property and two on each adjacent property and crown of road;
- ___ For additions to any structure built prior to September 3, 2003 a substantial improvement analysis and/or an elevation certificate showing the property to be compliant with current map;
- ___ A pre-construction elevation certificate for new structures;

SITE PLAN:

___ For all work disturbing soil: Two copies of a site plan based on the survey. The Site Plan shall at minimum contain the information set forth below (multiple pages are acceptable):

- Types and percentages of proposed impervious areas and depictions of such impervious areas; including structures and paving;
- the size and location of new construction and existing structures on the site;
- distances from lot lines;
- crown of road elevation;
- proposed finished grades;
- flood hazard areas;
- design flood elevations;
- the location, dimensions and square footage of any native habitat preservation area;
- engineered drainage plan or Infiltration Trench placement area(s);
- living Area Ratio calculation;
- parking calculations per Town requirements – show where cars park;
- Indicate type and percentage of native vegetation to be planted;

Note:

See Belleair Bluffs Code Article XXVIII Flood Damage Protection - Sec. 102-211.1. - Buildings and Structures for Flood Prevention requirements.

SITE PREPARATION:

A separate land clearing permit application or Demolition Permit Application is required.

____ For all new construction and additions a construction staging plan shall be submitted for approval by the City. A construction staging plan based upon the proposed site plan shall contain, at a minimum the following:

1. A best management practices plan for storm water and sediment control during the project;
this includes, but is not limited to:
 - (i) the method and placement of project access route – how and where the site will be entered by construction vehicles
 - (ii) a minimum 20 foot deep washed medium shell (or other course aggregate of a similar type) soil tracking prevention device across the City Right-of-Way, (where sidewalks are encountered the device must be placed on either side);
 - (iii) silt fencing around the perimeter of the property and/or stored material;
 - (iv) turbidity control features in canals (Containment boom or turbidity curtain)
 - (v) location of groundwater discharge and filtration methods to be used to control siltation, (hay bales, pipe sock, etc.)
2. Depict the location for material storage (lumber, pavers fill, trusses, etc.);
3. If a construction trailer will be used, show where it be located;
4. Will the construction require the use of the public right-of-way? In what way? (parking, storage of materials, etc.);
5. Indicate the number of workers and the areas where their vehicles will be parked;

BUILDING CODE INFORMATION:

Two sets of sealed plans from a Florida Licensed design professional providing in addition to the information required in Chapter one of the FBC:

____ Floor plans - showing size and arrangement of all rooms with use of each designated. Give opening pressures at each window and door / openings on the engineered plans for those windows replaced;

____ Foundation – a Sealed Geo-tech soil report with a minimum 20 foot deep sample and structural sections showing size and arrangement of all structural members required by design to be compliant with ASCE 24-05;

____ Typical wall section(s) - from footing to roof with elevations in NAVD of all levels including lowest horizontal member and top of grade beam(s) from 0'NAVD and from crown of road showing all footing, reinforcing, foundations and depths, framing and miscellaneous components such as and breakaway wall section and other structural details (structural fill is not allowed);

____ Details on all wall types and load paths;

____ Front, side and rear elevations; Showing existing grade from the survey in NAVD and floor and roof heights including finials, railings and elevator shafts from zero NAVD. Do not use crown of road or lowest slab as zero;

____ For new work and replacement/remodel; Two sets of product approval documents;

____ For new work and additional area proposed two sets of Preparer Signed energy code analysis forms with load calculations;

FLOOD PREVENTION

1. Locations and calculations for flow through vents provided;
2. Disconnects/Outlets/Switches required for safety by NEC 210 and 230 allowed below BFE shall be shown on plans;
3. No partitions in enclosed area other than the separation of the foyer or storage from garage;
4. Foundation plans show depth of foundations elements in relation to scour;
5. Non-conversion agreement of enclosed space recorded on deed at the County Clerk's office;
6. For ALL new work and additions to structures built before the latest FIRM map adoption date (September 3, 2003) a per-plans/pre-construction FEMA flood elevation certificate is required. Unless, the elevation certificate shows the structure to be in compliance with current map;
7. For additions on structures built before the latest FIRM map adoption date a 50% substantial improvement determination form is required to be submitted;
8. For additions to structures built before the latest FIRM map adoption date Photos of interior of subject property are required.
9. A V- Zone certificate with break-away wall certification for all additions/new or replacement structures and/or lower enclosures for any structure;
10. Location of electrical and plumbing services shown on plans as being on non-breakaway exterior walls.