

Okeechobee County Planning and Development Department
1700 N.W. 9th Avenue, Suite A Okeechobee, FL 34972
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RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST
(Please see attached Residential Plan Review Checklist for additional information)

**SUBMIT TWO (2) COPIES OF ALL OF THE FOLLOWING
WITH YOUR APPLICATION, IN THE ORDER SHOWN,
FOR A BUILDING PERMIT:**

NOTE: SEPARATE PERMITS REQUIRED FOR ELECTRICAL, PLUMBING, MECHANICAL & LP GAS

- _____ 1. Completely filled out building permit application, ***Including Driveway Dimensions***. Application must be signed. Parcel ID number **must** be on the permit. **Incomplete applications cannot be accepted and will be returned.**
- _____ 2. **Completed sub contractor permit applications: Mechanical, Plumbing, Electric & when applicable LP Gas.**
- _____ 3. List all sub-contractors - provide sub-contractors verification form.
- _____ 4. If using septic tank, Health Department permit or letter of approval; for all others, authorization letter from OUA or privately owned and operated sewage treatment plant.
- _____ 5. **Copy of recorded Notice of Commencement** if total job value is \$2,500 or more.
- _____ 6. **If Owner Builder Permit**, than an **Owner/Builder Affidavit** must be filled out and notarized.
- _____ 7. Copy of recorded deed or tax receipt showing current ownership of property.
- _____ 8. A Signed Driveway Permit from Road & Bridge.
- _____ 9. Notarized statement of authorization from property owner/agent if parcel is leased.
- _____ 10. Site/plot plan including: Any new construction, Additions, Improvements or repairs of any kind with dimensions.
- _____ 11. For **replacement homes**, proof of destruction of prior residence such as, but not limited to, insurance claim stating total loss, demolition permit or previous tax bill.
- _____ 12. Energy Performance Index (EPI), Manuel J Calculations - Residence.
- _____ 13. Truss layout & Engineering.
- _____ 14. Construction plans including: 120 mph wind load, (**See attached plans checklist**). Must meet 2005 Guidelines for Hurricane Resistant Residential Construction.
- _____ 15. ***All Product Approval & Installation details*** (All items listed in FBC 106.3.5) must be either: 1) shown on the signed, sealed & dated building plans and include the product name; Florida (or Miami-Dade) Product Approval Number **AND** method of installation; 2) listed on the Okeechobee County Building Department "Product Approval Submittal Affidavit" and signed, sealed & dated by an Architect/Engineer; or, signed by the contractor or owner/builder if the work being performed does not require sealed plans; 3) submit hard copies along with the permit application.
- _____ 16. For **re-roof permits**, evidence of year residence was constructed. _____
- _____ 17. **Plan Review fee (\$40) (Checks preferred).**

Before a concrete inspection can be scheduled, submit:

- _____ 18. Original sub soil compaction test, certified by an engineer licensed by the State of Florida. (NOTE: Fax accepted for first (1st) inspection; ORIGINAL REQUIRED PRIOR TO FINAL INSPECTION.)
- _____ 19. Termite spray for foundation

Before a final inspection & C/O can be scheduled submit:

- _____ 20. Original Finish Floor Elevation or Flood Elevation Certificate NGVD from a surveyor licensed by the State of Florida. **Note that the finished floor elevation must be 18" above the crown of the adjacent road and must be above the base flood elevation or meet minimum septic tank elevation, *which ever is greater.***
- _____ 21. Final approval from Health Department on septic tank.
- _____ 22. Termite spray for perimeter.
- _____ 23. Final signature on Driveway Permit from Road & Bridge
- _____ 24. Pay Solid Waste & Fire Assessment Collection Fee or provide copy of tax valorem assessment before CO can be issued (fee determined at time of final inspection).