CITY OF PUNTA GORDA
BUILDING PERMIT CHECKLIST

All drawings must be drawn to scale with sufficient clarity and detail.

Reversed plans are not accepted.

MULTI – FAMILY & COMMERCIAL

1. Building permit application completely filled out and signed by QUALIFIER only. Be sure to include telephone and fax numbers, and the e-mail address

2. Line and Grade application (on the reverse side of the permit application), filled out and signed by the qualifier.

3. Certified copy of the Notice of Commencement.

4. County Impact Fee Affidavit with notarized signature.

5. Sub-contractors List

6. Roofing System Sheet.

7. Provisions affidavit

8. 4 Sets of sealed surveys.

9. 4 Sets of plot plans, if not part of the original drawings.

10. 2 Sets of Thermal Energy Calculations with input data summary sheets.

11. 6 Sets of completed drawings, sealed by a Structural Engineer or an Architect.
    a. **If you wish to receive 2 sets of plans back, submit 5 sets, including additional survey, plot plan, truss layout and energy calculation.**

12. 2 Sets of complete truss layouts from truss manufacturer approved by the architect/engineer of record.

13. DRC number and copy of letter showing approval – Upon, request, Building staff will perform a preliminary plan review, with civils, during the DRC process

14. Commercial Data Summary Checklist.

15. Warranty Deed (If applicable).

16. Electric, Mechanical and Plumbing plans if applicable.

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