CITY OF PUNTA GORDA

BUILDING PERMIT CHECKLIST

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

Reversed plans (mirror image) are not accepted.

RESIDENTIAL ONE AND TWO FAMILY

1. Building permit application completely filled out and signed by **OWNER/BUILDER** only. Be sure to include telephone and fax numbers and e-mail address.
2. Line and Grade application (on the reverse side of the permit application) completely filled out and signed by owner builder.
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. **2** Sets of completed drawings, **sealed** by a Structural Engineer or an Architect.
8. **3** Sets of **sealed** surveys.
9. **3 signed and sealed** site drainage plans.
10. **4** Sets of plot plans, if not part of the original drawings.
11. **2** Sets of Thermal Energy Calculations and **1** copy minimum Manual-J.
12. **2** Sets of complete truss layouts from truss manufacturer approved by the architect/engineer of record.
13. Provisions affidavit.
14. Data Summary Worksheet
15. Owner/Builder Affidavit

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