

**TOWN OF GRANT-VALKARIA**  
**1449 Valkaria Road**  
**Grant-Valkaria, FL 32950**  
**Phone: 321-951-1380 Fax: 321-956-5660**

**ONE AND TWO-FAMILY DWELLING CHECKLIST**

**Application for Building Permit** – complete with notarized signature of contractor or authorized agent. [If owner acting as contractor, only owner can sign and owner must appear in person to pick up]

**Owner/Builder Application for Contractor Exemption** – signed by the owner and notarized.

**Plan review fee \$400.00.** – Cash or check only.

**Subcontractor Authorization** for each named subcontractor.

**Two (2) copies of the Recorded Notice of Commencement (NOC) or Affidavit of NOC Filing** along with a copy of the NOC

**Two (2) copies of Onsite Sewage Treatment and Disposal System (septic) Permit and approved survey/plot plan** for more information contact the State Department of Environmental Health Services (EHS) at (321) 633-2100.

**Two (2) copies of well pump and pressure tank specifications.**

**One (1) copy of Potable Water Service Receipt** for more information contact the water service provider (not required if on well).

**Two (2) sets of Construction Documents and Plans** signed and sealed by a Florida Registered Architect or Engineer and must include at a minimum:

- Certification that plans meet FBC Design loads.
- Structural design loads (dead/live loads, etc.)
- Dimensioned floor plan labeling all rooms and spaces.
- Truss layout drawings.
- Elevation views of structure.
- Electrical plan and service riser diagram.
- Required egress window location.
- FBC 1609 design wind load criteria.
- Foundation plan and footer schedule.
- Wall section(s) for each wall type used.
- Connector schedule.
- Plumbing riser diagram.
- Electrical service loads calculation and panel schedule.
- HVAC duct layout.

**Two (2) copies of Raised Seal Boundary Surveys** depicting all structures and improvements on the property as they exist at the time of submittal and must include at a minimum:

- Location and configuration of subject property lines.
- Dimensions of all structures on the property.
- Location and dimension of right-of ways and easements.
- Distance of all structures to property lines (setbacks).
- Finished Floor Elevation (FFE) of existing habitable structures.
- Centerline elevation of roads abutting property.
- Reference to vertical datum (NGVD 29) for elevations.
- FEMA Flood Zone information.
- Finished Floor Elevation of houses on all adjacent properties.
- Safe Upland line without seawall (waterfront lots).

**Two (2) copies of Dimensioned Plot Plan Diagram** drawn to sufficient scale and clarity showing all proposed improvements and must include at a minimum all the requirements for sealed survey and:

- Dimensions of all proposed structures.
- Proposed Finished Floor Elevation (FFE).
- Location of all structures and distances to property lines .
- Location of septic tank and drain field.
- Location, dimensions, & material of driveway, aprons & ac pads.
- Location of wells.
- Landscaping plan to include trees, shrubs & ground covers.
- Existing culvert information for all culverts within 500 ft.
- Indicate area where land clearing will take place.
- Proposed culvert pipe size, invert elevations, pipe material, (or state existing culvert).
- Lot Drainage Plan: Site drainage plan shall provide for and treatments detention storage of one-inch runoff from the lot. Site storage may be accomplished with swales, berms, or ponds.

**Two (2) sets of signed & sealed Pre-engineered wood truss package.**

**Two (2) sets of signed & dated 2020 Florida Energy Calculation forms** along with ACCA Manual J and ACCA Manual S.

**Two (2) copies of the 2020 Product Approval** for exterior components and cladding materials.

**One (1) copy of the FEMA Elevation Certificate** if the property is located in the Flood Zone.

**\* The items listed may not cover every situation or circumstance, additional information may be required.**