



Permit # _____

CITY OF CRYSTAL RIVER
COMMUNITY DEVELOPMENT DEPARTMENT
123 NW US HIGHWAY 19, CRYSTAL RIVER, FL 34428
352-795-4216 EXT. 306
www.crystalriverfl.org

BUILDING PERMIT APPLICATION CHECKLIST

Current Use:

- | | | |
|--|--|--|
| <input type="checkbox"/> Apartment | <input type="checkbox"/> Assembly-Restaurant | <input type="checkbox"/> Assembly-Other |
| <input type="checkbox"/> Business/Office | <input type="checkbox"/> Condominium | <input type="checkbox"/> Mercantile/Retail |
| <input type="checkbox"/> 1-2 Family Dwelling | <input type="checkbox"/> Storage | <input type="checkbox"/> Other: _____ |

Type of Work:

- | | | |
|--|---|---|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Change of Use |
| <input type="checkbox"/> Dumpster Enclosure/Pad | <input type="checkbox"/> Fence | <input type="checkbox"/> Foundation Only |
| <input type="checkbox"/> New 1-2 Family Dwelling | <input type="checkbox"/> New Commercial | <input type="checkbox"/> Shed/Accessory Structure |
| <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Other: _____ | |

Description of Work: _____

Square Footage of Work: _____ Valuation of Work: \$ _____

Flood Elevation: _____

BUILDING PERMIT APPLICATION FORM - Complete and Signed

CONTRACTOR INFORMATION - The following must be submitted to the Building/Fire Safety Division by contractors:

- Proof of Workers Compensation or Letter of Exemption
- Copy of current State License and Citrus County License if a Registered Contractor
- Business License (if applicable)
- Copy of Contract, Work Order or Estimate

OWNER/BUILDER DECLARATION - An owner/builder declaration must be signed when a property owner acts as their own Contractor.

NOTICE OF SPECIAL INTERCEPTOR FORM - Must be completed for all work occurring on grease or other type interceptor.

CONSTRUCTION PLANS - Three sets of plans signed and sealed by a Florida Design Professional (maximum size 30" x 42") in compliance with the Florida Building Code, Section 107.3.5.

___ SITE PLAN OR SURVEY - For all projects involving changes to the site, three full site plans/surveys showing:

- ___ Property lines with lot dimensions and setbacks
- ___ Easements
- ___ Total building area, both current and proposed
- ___ Impervious surface area (ISR) calculations
- ___ Location and size of mechanical equipment pads, pool equipment, etc.
- ___ Location and size of porches, patios, steps, driveways, sidewalks, etc.
- ___ Location and size of existing trees

___ DRAINAGE PLAN - For all projects involving the addition of impervious area or lot drainage, three full drainage plans indicating:

- Existing lot draining patterns (Topographic Survey)
- Proposed grading plan

___ HOMEOWNER ASSOCIATION OR CONDOMINIUM ASSOCIATION APPROVAL LETTER

___ A PLAN REVIEW FEE FOR ALL PROJECTS PER APPROVED FEE SCHEDULE

MECHANICAL, ELECTRICAL, PLUMBING, FIRE ALARMS, FIRE SPRINKLERS, POOLS, SPAS, FENCES, WALLS, SHEDS, SCREEN ENCLOSURES, SIGNS AND DETACHED STRUCTURES MAY REQUIRE SEPARATE PERMITS.

PLEASE NOTE*

(ADDENDUM) June 27, 2013

In accordance with 2010 Florida Building Code - Energy Conservation

101.4.7.1 Replacement HVAC Equipment.

101.4.7.1.1 Duct sealing upon equipment replacement (mandatory). At the time of the total replacement of HVAC evaporators and condensing units, all accessible (a minimum of 30 inches (762 mm) clearance joints and seams in the air distribution system shall be inspected and sealed where needed using reinforced mastic or code approved equivalent and shall include a signed certification by the contractor that is attached to the air handler unit stipulating that this work has been accomplished.