



**CITY OF CRYSTAL RIVER
 PLANNING & COMMUNITY DEVELOPMENT
 123 NW US HIGHWAY 19, CRYSTAL RIVER, FL 34428
 352-795-4216, EXT. 306
www.crytalriverfl.org**

BUILDING PERMIT APPLICATION CHECKLIST

PROPERTY OWNER: _____
SITE ADDRESS: _____
CONTACT #: _____ **TYPE:** Cell Home Work Other _____
EMAIL: _____

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/Scope of Work:

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

Site Information:

- Square Footage: _____ Contract Valuation: \$ _____ Flood Elevation: _____

Description of Work: _____

- Building Permit Application Form – Completed, Signed and Notarized
- New construction or remodel incurs a \$120.00 submittal fee at time of submission
- Copy of Contract:
 - Residential – If copy of contract is not submitted please submit the following:
 - Signed, notarized letter by property owner that work is authorized (or the property owner’s notarized signature on permit application.)
 - Letter of valuation, on company letterhead, signed and notarized as to value of the project. Value **must** be shown on the permit application.
 - Commercial – If copy of contract not submitted please submit the following:
 - Signed, notarized letter by property owner that work is authorized (or the property owner’s notarized signature on permit application.)
 - Letter of valuation, on company letterhead, signed and notarized as to value of the project. Value **must** be shown on the permit application.
 - For Commercial Construction **only**: If you do not submit the above contract information we will calculate your permit fees based on the ICC tables.

- Construction Plans – Three sets, plus one electronic copy, signed and sealed by a Florida Design Professional (minimum size 11” x 17” - maximum size 30” x 42”), in compliance with the Florida Building Code.
- Site Plan or Survey – for all projects involving changes to the site, three full sets, plus one electronic copy detailing the following:
 - 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, plus 1 electronic copy, detailing the following:
 - Existing lot drainage patterns (Topographic survey)
 - Proposed grading plan
- Impervious Surface Ratio must be included for all permits.
- Proof of ownership (Property Appraiser Property Card, Current Tax Notice, Homestead Exemption Notice, Deed, Certificate of Title).
- Homeowner Association or Condominium Association Approval Letter
- Proof of Payment (Impact Fees if applicable)
- Contractor Registration, if applicable
- Owner/Builder Disclosure – An owner/builder disclosure **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
- Notice of Commencement – Certified and Recorded for projects \$2,500.00 or more – mechanical \$7,500.00 or more
- 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.