



Please read, sign, and return

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:

- Apartment, Business/Office, 1-2 Family Dwelling, Assembly-Restaurant, Condominium, Storage, Assembly - Other, Mercantile / Retail, Other

Type/Scope of Work:

- Addition, Foundation Only, New Commercial, Screen Enclosure, Alteration, New 1-2 Family Dwelling, Shed/Accessory Structure, Other, Dumpster Enclosure/Pad, Fence - Type, Swimming Pool

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: If requested by Building Official
Construction Plans - Three sets, plus one electronic copy, signed and sealed by a Florida Design Professional...
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: Current and proposed
Impervious surface area (ISR): Show 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
Height Diagram of new Structures

- 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
- NOTE:** Prior to landscaping and sod installation, a site stormwater grading inspection will be performed. A change to impervious surface area previously permitted is not allowed without prior approval.
- 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 (Citrus County Impact Fees 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
- Contractor Registration, if applicable

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

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Applicant Signature

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Date