



City of Inverness

Community Development Department
212 West Main Street – Inverness, Florida 34450
(352)726-3401 - Fax (352)726-5473

DDS@Inverness-fl.gov

RESIDENTIAL PERMIT CHECKLIST

- ___ Completed, signed current Building Permit Application.
- ___ Copy of contract with complete cost of job.
- ___ Legal Description – complete legal description with Section, Township, Range, Subdivision, lot, block and Alt Key #.
- ___ Proof of Ownership – copy of deed or current tax bill. A letter of authorization or a copy of Complete lease agreement is required if application is other than the owner. A Copy of the property Appraiser page with parcel #.
- ___ Letter of Authorization – or contractor affidavit (letter of authorization from owner where owner is not a party to the contract, i.e. tenant hires contractor).
- ___ A Survey – no more than one year old, or re-certified by the original surveyor no more than one Year prior to the application date. (If your site is in either a “AE” or “X” flood zone, a sealed flood elevation survey will be required before a building permit can be issued).
- ___ Notice of Commencement – certified copy to be submitted prior to issuing the permit for all Projects of \$2,500.00 or over in value as determined by the Department. Exemption: Does not apply to a direct contract to repair or replace an existing heating or air Conditioning system in an amount less than \$7,500.00.
- ___ Three (3) complete sets of plans designed, signed, sealed and dated by an Architect/Engineer registered in the State of Florida.
- ___ Copy of the truss layout and the truss uplift loading summary from the truss company supplying the trusses.
- ___ Three (3) complete sets of energy calculations – Showing the energy efficiency of a structure (type of glass, insulation, the Percentage of glass area, efficiency of walls, floors, doors, etc. where applicable).
- ___ Three (3) copies of HVAC (Heating and Air Conditioning) plans for the conditioned space.
- ___ Drainage Plan
- ___ Completed Product approval list as required by the Florida Building Code.
- ___ Three (3) copies of a site plan (DRAWN to Scale). Site plan must show the following information:
 - ISR (impervious surface ratio). Total square feet of all impervious surfaces divided by total square feet of the lot.
 - FAR (floor area ratio) Total square feet of all structures divided by total square feet of the lot.
 - Driveway, sideways and parking arrangement, showing delineation of standard parking spaces including dimensions of spaces (driveway width and turn radius). Required parking must be paved.
 - Potable water and wastewater disposal system, location of all existing and proposed wells and/or water lines, septic tank, drain field and/or location of central sewer line. Yard sprinklers with back flow protectors.
 - All structures, existing and proposed, including the location, heights, setbacks and separation distances between structures.
 - Buffers, swales and/or berms, locations of all existing proposed buffers, swales, and/or berms include drainage slopes.
 - Walls and fences, location of all existing and proposed including height and type of material.

Depending on the nature and scope of the property, additional information and documentation may be required.