



BUILDING DEPARTMENT SUBMISSION CHECKLIST

Effective 05/01/2025

	Documents to be Submitted	Notes
	Building Permit Application – 8 th Edition Florida Building Code	Completed, Signed and Notarized
	Notice of Commencement (NOC) required for permits with a project cost of \$5,000 or more (mechanical \$15,000)	Signed, Notarized and Recorded
	ONE – (11" x 17") set of building plans (drawn to scale - see notes below) for the building inspector. You may submit two (2) sets of 11" x 17" plans (one for the trades and one for the inspector). Plans should include architectural, structural, mechanical, electrical and plumbing drawings.	Digital Seal and Signature <i>NOTE: See Commercial requirements below</i>
	Survey Site Plan or Plot Plan, with noted setbacks. Subdivision plot plan must show contiguous Left and Right-hand house plan layout (non-monotony restrictions apply). <i>Engineered Final Survey required prior to issuance of Certificate of Occupancy for Single Family Residences. Properties located in a SFHA – provide elevation certificate before slab inspection.</i>	Survey signed/sealed by surveyor.
	Truss Engineering Plans and Layout	Signed and Sealed
	Florida Energy Calculations	Signed and Dated
	Florida Product Approval Number(s) for Windows, Doors, and Garage Doors	Signed Cover Sheet Acceptable
	Approved Septic Tank Permit from Polk County Health Department	If Required
	Plumbing Riser Layout	Required
	HVAC Layout	Required
	ONE (1) CD or Flash Drive required, containing ALL of the above documents	PDF Format
	Landscaping per development plans and LDR Sec 6.02.04	Required
	Anti-Monotony layout per development plans and LDR Sec 6.02.03	Required

COMMERCIAL PLAN REQUIREMENTS - THREE (3) full sized, drawn to scale plans, required for the Building Department review. (*i.e.*, one for the inspector, one for the fire marshal, one for trades)

NOTE: Architectural scale units are based on foot/inch dimensions. Floor plan drawings are usually drawn to the scale of 1/4" = 1'-0" and for very large plans, a scale of 1/8" = 1'-0" may be used. When drawing a small plan or a single room, scales of 3/8" = 1'-0", 1/2" = 1'-0", or 1" = 1'-0" may be used to fit the size of your drawing format.

Engineering scale units of measure are equal to parts per inch and parts per foot. The most common graduations are 10, 20, 30, 40, 50, 60 parts per inch, the graduations vary based on the application.