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Click [here](#) to access documents and forms provided by Community Development.

The information below is sorted as follows:

1. Always Required
2. Required Based on Custom Field Value
3. Document Type

Commercial

Accessory Structure

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Site Plan	No	Yes	No	
DCA Approval Letter	No	No	Yes	Is this structure DCA approved? = Yes
Energy Calculations - Sealed	Yes	No	Yes	Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes and ○ Private Provider Plan Review? = No

Required Documents by Record Type

Permitting

Foundation Plans	Yes	No	Yes	Is foundation repair or installation included? = Yes and <ul style="list-style-type: none"> ○ Are foundation plans mastered? = No and ○ Private Provider Plan Review? = No
Health Department Receipt	No	No	Yes	Is septic connection included? = Yes
Impact Fee Credit Usage Authorization	No	No	Yes	Will Contractor Credits be used? = Yes
Master Letter	Yes	No	Yes	1. Plans Mastered = Yes and <ul style="list-style-type: none"> ○ Approved for Repetitive Use = No or 2. Are foundation plans mastered? = Yes and <ul style="list-style-type: none"> ○ Foundation Approved for Repetitive Use = No
MEP Plans	No	No	Yes	Does scope of work include Electrical, Mechanical, or Plumbing? = Yes and <ul style="list-style-type: none"> ○ Plans Mastered = No
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Architectural Plans	No	No	No	
Coastal A Zone Certification As-Built	No	No	No	
Coastal A Zone Certification Pre-Construction	No	No	No	
Construction Plans	No	No	No	
Engineered Plans	Yes	No	No	
Finished Construction	No	No	No	
Flame Spread Certification	No	No	No	
Floodproofing Non-Residential	No	No	No	
Impact Letter	No	No	No	
No Rise	Yes	No	No	

Required Documents by Record Type

Permitting

Notice of Commencement	No	No	No	
Other	No	No	No	
Product Approval(s)	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Stamped Septic Approval	No	No	No	
Survey	No	No	No	
Termite Certificate	No	No	No	
Under Construction	No	No	No	
V Zone Certification As-Built	No	No	No	
V Zone Certification Pre-Construction	No	No	No	

Addition Including Remodeling

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Site Plan	No	Yes	No	Plans Mastered = No and <ul style="list-style-type: none"> Private Provider Plan Review? = Yes and Type of Use = <ul style="list-style-type: none"> Apartment / Condo 3 or 4 units Apartment / Condo 5 or more units Church, Religious Building Hospital, ALF or Institutional Building Hotel, Motel, Timeshare Industrial Building Office, Bank and Professional Building Parking Garage Recreation Building
Construction Plans	No	No	Yes	

Required Documents by Record Type

Permitting

				<ul style="list-style-type: none"> ▪ Restaurant ▪ Retail Building ▪ School, Educational Building ▪ Service Stations, Gas Station, Repair Garage Convenient store
Deferred Submittal Form	No	No	Yes	Is truss work being performed? = Yes and <ul style="list-style-type: none"> ○ Are you including the Truss Layout in this submittal? = No
Energy Calculations - Sealed	Yes	No	Yes	Private Provider Plan Review? = No and <ul style="list-style-type: none"> ○ Will more than 200 sq. ft. of air-conditioned space be added or converted?
Engineered Plans	Yes	No	Yes	Plans Mastered = No and <ul style="list-style-type: none"> ○ Private Provider Plan Review? = No and ○ Type of Use = <ul style="list-style-type: none"> ▪ Apartment / Condo 3 or 4 units ▪ Apartment / Condo 5 or more units ▪ Church, Religious Building ▪ Hospital, ALF or Institutional Building ▪ Hotel, Motel, Timeshare ▪ Industrial Building ▪ Office, Bank and Professional Building ▪ Parking Garage ▪ Recreation Building ▪ Restaurant ▪ Retail Building ▪ School, Educational Building ▪ Service Stations, Gas Station, Repair Garage Convenient store
Master Letter	Yes	No	Yes	Plans Mastered = Yes and <ul style="list-style-type: none"> ○ Approved for Repetitive Use = No
MEP Plans	No	No	Yes	Does scope of work include Electrical, Mechanical, or Plumbing? = Yes

Required Documents by Record Type

Permitting

Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Product Approval(s)	No	No	Yes	Plans Mastered = No and <ul style="list-style-type: none"> Does scope of work include either replacement/new Windows, Doors, or Roof? = Yes
Truss Layout	No	No	Yes	Is truss work being performed? = Yes and <ul style="list-style-type: none"> Are you including the Truss Layout in this submittal? = Yes
50% Worksheet	No	No	No	
Architectural Plans	No	No	No	
Coastal A Zone Certification As-Built	No	No	No	
Coastal A Zone Certification Pre-Construction	No	No	No	
Detailed Cost Breakdown	No	No	No	
Finished Construction	No	No	No	
Floodproofing Non-Residential	No	No	No	
Impact Letter	No	No	No	
No Rise	Yes	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Survey	No	No	No	
Termite Certificate	No	No	No	
Under Construction	No	No	No	
V Zone Certification As-Built	No	No	No	

Required Documents by Record Type

Permitting

V Zone Certification Pre-Construction	No	No	No	
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Modular Buildings

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Site Plan	No	Yes	No	<ol style="list-style-type: none"> Type of Permit = New and <ul style="list-style-type: none"> Plans Mastered = No and Private Provider Plan Review? = Yes or Type of Permit = Remodel and <ul style="list-style-type: none"> Does this project include structural work? = No and Plans Mastered = No or Type of Permit = Remodel and <ul style="list-style-type: none"> Does this project include structural work? = No and Plans Mastered = No and Private Provider Plan Review? = No
Construction Plans	No	No	Yes	
Engineered Plans	Yes	No	Yes	<ol style="list-style-type: none"> Type of Permit = New and <ul style="list-style-type: none"> Plans Mastered = No and Private Provider Plan Review? = No or Type of Permit = Remodel and

Required Documents by Record Type

Permitting

				<ul style="list-style-type: none"> Does this project include structural work? = Yes and Plans Mastered = No and Private Provider Plan Review? = No
Engineered Stair Plans	Yes	No	Yes	Plans Mastered = No and <ul style="list-style-type: none"> Does scope of work include stairs exceeding 72 inches above grade? = Yes and Private Provider Plan Review? = No
Foundation Plans	Yes	No	Yes	Are foundation plans mastered? = No and <ul style="list-style-type: none"> Is the foundation permitted separately? = No and Private Provider Plan Review? = No
Health Department Receipt	No	No	Yes	Please Provide Wastewater = Septic
Master Letter	Yes	No	Yes	1. Plans Mastered = Yes and <ul style="list-style-type: none"> Approved for Repetitive Use = No or 2. Are foundation plans mastered? = Yes and <ul style="list-style-type: none"> Foundation Approved for Repetitive Use = No
MEP Plans	No	No	No	
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Sewer Letter	No	No	Yes	Please Provide Wastewater = Sewer
Water Letter	No	No	Yes	Please Provide Potable Water = Utilities Provider and <ul style="list-style-type: none"> Does utilities receipt cover both Water/Sewer? = No
Water/Sewer Letter	No	No	Yes	Does utilities receipt cover both Water/Sewer? = Yes
Well Affidavit	No	No	Yes	Please Provide Potable Water = Well
Architectural Plans	No	No	No	

Required Documents by Record Type

Permitting

Coastal A Zone Certification As-Built	No	No	No	
Coastal A Zone Certification Pre-Construction	No	No	No	
Finished Construction	No	No	No	
Floodproofing Non-Residential	No	No	No	
Impact Letter	No	No	No	
No Rise	Yes	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Product Approval(s)	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Stamped Septic Approval	No	No	No	
Survey	No	No	No	
Termite Certificate	No	No	No	
Under Construction	No	No	No	
V Zone Certification As-Built	No	No	No	
V Zone Certification Pre-Construction	No	No	No	

New Buildings

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Site Plan	No	Yes	No	
Architectural Plans	No	No	Yes	Plans Mastered = No
Construction Plans	No	No	Yes	Plans Mastered = No and <ul style="list-style-type: none"> ○ Private Provider Plan Review? = Yes

Required Documents by Record Type

Permitting

Energy Calculations	No	No	Yes	1. Private Provider Plan Review? = No and ○ Type of Use = ▪ Apartment / Condo 3 or 4 units ▪ Apartment / Condo 5 or more units or 2. Private Provider Plan Review? = Yes
Energy Calculations - Sealed	Yes	No	Yes	Private Provider Plan Review? = No and ○ Type of Use = all except Apartment / Condo 3 or 4 units or Apartment / Condo 5 or more units
Engineered Plans	Yes	No	Yes	Plans Mastered = No and ○ Private Provider Plan Review? = No
Health Department Receipt	No	No	Yes	Please Provide Wastewater = Septic
Master Letter	Yes	No	Yes	Plans Mastered = Yes and ○ Approved for Repetitive Use = No
MEP Plans	No	No	Yes	Does scope of work include Electrical, Mechanical, or Plumbing? = Yes
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Product Approval(s)	No	No	Yes	Plans Mastered = No and ○ Does scope of work include either replacement/new Windows, Doors, or Roof? = Yes
Sewer Letter	No	No	Yes	Please Provide Wastewater = Sewer
Water Letter	No	No	Yes	Please Provide Potable Water = Utilities Provider and ○ Does utilities receipt cover both Water/Sewer? = No
Water/Sewer Letter	No	No	Yes	Does utilities receipt cover both Water/Sewer? = Yes
Well Affidavit	No	No	Yes	Please Provide Potable Water = Well
Blower Door Test	No	No	No	

Required Documents by Record Type

Permitting

Coastal A Zone Certification As-Built	No	No	No	
Coastal A Zone Certification Pre-Construction	No	No	No	
Finished Construction	No	No	No	
Floodproofing Non-Residential	No	No	No	
Impact Letter	No	No	No	
No Rise	Yes	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Stamped Septic Approval	No	No	No	
Survey	No	No	No	
Termite Certificate	No	No	No	
Threshold Building Documentation	Yes	No	No	
Under Construction	No	No	No	
V Zone Certification As-Built	No	No	No	
V Zone Certification Pre-Construction	No	No	No	

Other

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Site Plan	No	Yes	No	
Foundation Plans	Yes	No	Yes	Type of Use = Foundation Only (Building) and <ul style="list-style-type: none"> ○ Are foundation plans mastered? = No and ○ Private Provider Plan Review? = No

Required Documents by Record Type

Permitting

				1. Plans Mastered = No and ○ Type of Use = ▪ Antenna Alteration ▪ Concrete Restoration ▪ Lift Station ▪ Radio / TV Antenna ▪ Radio / TV Antenna Modification ▪ Structural Slab (accessory) ▪ Water Tank or 2. Type of Use = Foundation Only (Building) and ○ Private Provider Plan Review? = Yes and ○ Are foundation plans mastered? = No
Construction Plans	No	No	Yes	
Other	No	No	No	
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
				1. Plans Mastered = Yes and ○ Approved for Repetitive Use = No or 2. Are foundation plans mastered? = Yes and ○ Foundation Approved for Repetitive Use = No
Master Letter	Yes	No	Yes	
Impact Fee Credit Usage Authorization	No	No	Yes	Will Contractor Credits be used? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
No Rise	Yes	No	No	
Notice of Commencement	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Survey	No	No	No	

Required Documents by Record Type

Permitting

Remodel Only

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Aerial/Site Plan	No	Yes	No	
MEP Plans	No	No	Yes	Does scope of work include Electrical, Mechanical, or Plumbing? = Yes
Deferred Submittal Form	No	No	Yes	Is truss work being performed? = Yes and <ul style="list-style-type: none"> Are you including the Truss Layout in this submittal? = No
Truss Layout	No	No	Yes	Is truss work being performed? = Yes and <ul style="list-style-type: none"> Are you including the Truss Layout in this submittal? = Yes
Product Approval(s)	No	No	Yes	Plans Mastered = No and <ul style="list-style-type: none"> Does scope of work include either replacement/new Windows, Doors, or Roof? = Yes
Floor Plan (Existing)	No	No	Yes	Plans Mastered = No and <ul style="list-style-type: none"> Does this project include structural work? = No
Construction Plans	No	No	Yes	Plans Mastered = No and <ul style="list-style-type: none"> Does this project include structural work? = No or <ul style="list-style-type: none"> Does this project include structural work? = Yes and <ul style="list-style-type: none"> Private Provider Plan Review? = Yes
Engineered Plans	Yes	No	Yes	Plans Mastered = No and <ul style="list-style-type: none"> Does this project include structural work? = Yes and <ul style="list-style-type: none"> Private Provider Plan Review? = No
Master Letter	Yes	No	Yes	Plans Mastered = Yes and <ul style="list-style-type: none"> Approved for Repetitive Use = No

Required Documents by Record Type

Permitting

Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Energy Calculations - Sealed	Yes	No	Yes	Private Provider Plan Review? = No and <ul style="list-style-type: none"> ○ Will more than 200 sq. ft. of air-conditioned space be added or converted?
Response Letter	No	No	No	Required for Resubmittal Only
50% Worksheet	No	No	No	
Coastal A Zone Certification As-Built	No	No	No	
Coastal A Zone Certification Pre-Construction	No	No	No	
Detailed Cost Breakdown	No	No	No	
Energy Calculations Cover Sheet	No	No	No	
Finished Construction	No	No	No	
Floodproofing Non-Residential	No	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Under Construction	No	No	No	
V Zone Certification As-Built	No	No	No	
V Zone Certification Pre-Construction	No	No	No	

Required Documents by Record Type

Permitting

Child Records

Revision & Revision Prior to Issuance

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Construction Plans	No	No	Yes	<ol style="list-style-type: none"> Does this Revision change the setbacks? = Yes or Is this Revision for a Change of Use or Occupancy? (Ex: Model/Sales Office to SFR) = Yes or Private Provider Plan Review? = Yes and <ul style="list-style-type: none"> Does this revision include structural work? = Yes or Will the Private Provider used for Plan Review on the original permit be changing for this Revision? = Yes or Is this Revision for a Change of Use or Occupancy? (Ex: Model/Sales Office to SFR) = Yes and <ul style="list-style-type: none"> Parent Record Type = Residential New Primary Structure and <ul style="list-style-type: none"> Parent Record Type of Use = Model Home or Will the work area SqFt be changing? = Yes and

Required Documents by Record Type

Permitting

				<ul style="list-style-type: none"> ○ Parent Record Type = <ul style="list-style-type: none"> ▪ Residential Remodel Only ▪ Commercial Remodel Only
Engineered Plans	Yes	No	Yes	Private Provider Plan Review? = No and <ul style="list-style-type: none"> ○ Does this revision include structural work? = Yes
Notice to Building Official	No	No	Yes	Private Provider Plan Review? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
				Is this Revision for a Change of Use or Occupancy? (Ex: Model/Sales Office to SFR) = Yes and <ul style="list-style-type: none"> ○ Parent Record Type = Residential New Primary Structure and ○ Parent Record Type of Use = Model Home and ○ Parent Record Dry Model = Yes
Proof of Utilities	No	No	Yes	
Site Plan	No	No	Yes	
Coastal A Zone Certification As-Built	No	No	No	
Coastal A Zone Certification Pre-Construction	No	No	No	
Drainage Plan	No	No	No	
Energy Calculations	No	No	No	
Energy Calculations - Sealed	Yes	No	No	
Finished Construction	No	No	No	
Floodproofing Non-Residential	No	No	No	
Floor Plan	No	No	No	
Other	No	No	No	
Product Approval(s)	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Required Documents by Record Type

Permitting

Survey	No	No	No	
Under Construction	No	No	No	
V Zone Certification As-Built	No	No	No	
V Zone Certification Pre-Construction	No	No	No	

Fence

Commercial Fence

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Site Plan	No	Yes	No	
Construction Plans	No	No	Yes	1. Type of Permit = Retaining and <ul style="list-style-type: none"> Height > 2 and Private Provider Plan Review? = Yes or 2. Type of Permit = Wall or Fence and <ul style="list-style-type: none"> Height > 6 and Private Provider Plan Review? = Yes
Engineered Plans	Yes	No	Yes	1. Type of Permit = Retaining and <ul style="list-style-type: none"> Height > 2 and Private Provider Plan Review? = No or 2. Type of Permit = Wall or Fence and <ul style="list-style-type: none"> Height > 6 and Private Provider Plan Review? = No
Fence Details	No	No	Yes	1. Type of Permit = Retaining and <ul style="list-style-type: none"> Height <= 2

Required Documents by Record Type

Permitting

				or 2. Type of Permit = Wall or Fence and o Heigh <= 6
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Pool Barrier Details	No	No	Yes	Pool Enclosure = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Easement Disclosure and Acknowledgement	No	No	No	
No Rise	Yes	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Survey	No	No	No	

Residential Fence

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Site Plan	No	Yes	No	
Construction Plans	No	No	Yes	1. Type of Permit = Retaining and o Height > 2 and o Private Provider Plan Review? = Yes or 2. Type of Permit = Wall or Fence and o Height > 6 and o Private Provider Plan Review? = Yes
Engineered Plans	Yes	No	Yes	1. Type of Permit = Retaining and o Height > 2 and

Required Documents by Record Type

Permitting

				<ul style="list-style-type: none"> ○ Private Provider Plan Review? = No or 2. Type of Permit = Wall or Fence and <ul style="list-style-type: none"> ○ Height > 6 and ○ Private Provider Plan Review? = No
				<ul style="list-style-type: none"> 1. Type of Permit = Retaining and <ul style="list-style-type: none"> ○ Height <= 2 or 2. Type of Permit = Wall or Fence and <ul style="list-style-type: none"> ○ Height <= 6
Fence Details	No	No	Yes	
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Pool Barrier Details	No	No	Yes	Pool Enclosure = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Easement Disclosure and Acknowledgement	No	No	No	
No Rise	Yes	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Owner Authorization	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Survey	No	No	No	

Required Documents by Record Type

Permitting

Fire

Commercial Fire

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Aerial/Site Plan	No	No	Yes	Will you be using a Simplified System per F.S. 553.7932? = Yes
Anchoring Drawings	No	No	Yes	Tanks or Tank & Lines are checked
Floor Plan	No	No	Yes	Improvement Location = <ul style="list-style-type: none"> o Interior o Both
Master Letter	Yes	No	Yes	Master Plan = Yes and <ul style="list-style-type: none"> o Approved for Repetitive Use = No
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Shop Drawings	No	No	Yes	Type of Permit = Sprinklers or Fire Alarms and <ul style="list-style-type: none"> o Action Type = New and <ul style="list-style-type: none"> ▪ Master Plan = No or o Action Type = Repair/Replace and <ul style="list-style-type: none"> ▪ Additional Building Information = Existing Building and ▪ Will you be using a Simplified System per F.S. 553.7932? = No
Fire Alarm	No	No	No	
Fire Protection	No	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	

Required Documents by Record Type

Permitting

Response Letter	No	No	No	Required for Resubmittal Only
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Residential Fire

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Aerial/Site Plan	No	No	Yes	Will you be using a Simplified System per F.S. 553.7932? = Yes
Anchoring Drawings	No	No	Yes	Tanks or Tank & Lines are checked
Floor Plan	No	No	Yes	Improvement Location = <ul style="list-style-type: none"> o Interior o Both
Master Letter	Yes	No	Yes	Master Plan = Yes and <ul style="list-style-type: none"> o Approved for Repetitive Use = No
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Shop Drawings	No	No	Yes	Type of Permit = Sprinklers or Fire Alarms and <ul style="list-style-type: none"> o Master Plan = No and o Action Type = New
Fire Alarm	No	No	No	
Fire Protection	No	No	No	
Foundation Engineering (to Resist Tank Floatation)	Yes	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Required Documents by Record Type

Permitting

Masters

Commercial Master

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Construction Plans	No	No	Yes	Private Provider Plan Review = Yes
Engineered Plans	Yes	No	Yes	Private Provider Plan Review = No
Master Letter	Yes	No	Yes	Private Provider Plan Review = No
Notice to Building Official	No	No	Yes	Private Provider Plan Review = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review = Yes
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Fire Master

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Construction Plans	No	No	Yes	Private Provider Plan Review = Yes
Engineered Plans	Yes	No	Yes	Private Provider Plan Review = No
Master Letter	Yes	No	Yes	Private Provider Plan Review = No
Notice to Building Official	No	No	Yes	Private Provider Plan Review = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review = Yes
Fire Alarm	No	No	No	
Fire Protection	No	No	No	
Other	No	No	No	

Required Documents by Record Type

Permitting

Response Letter	No	No	No	Required for Resubmittal Only
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Mobile Home/RV Master

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Construction Plans	No	No	Yes	Private Provider Plan Review = Yes
Engineered Plans	Yes	No	Yes	Private Provider Plan Review = No
Master Letter	Yes	No	Yes	Private Provider Plan Review = No
Notice to Building Official	No	No	Yes	Private Provider Plan Review = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review = Yes
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Pool Master

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Construction Plans	No	No	Yes	Private Provider Plan Review = Yes
Engineered Plans	Yes	No	Yes	Private Provider Plan Review = No
Master Letter	Yes	No	Yes	Private Provider Plan Review = No
Notice to Building Official	No	No	Yes	Private Provider Plan Review = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review = Yes
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Required Documents by Record Type

Permitting

Residential Master

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Construction Plans	No	No	Yes	Private Provider Plan Review = Yes
Engineered Plans	Yes	No	Yes	Private Provider Plan Review = No
Master Letter	Yes	No	Yes	Private Provider Plan Review = No
Notice to Building Official	No	No	Yes	Private Provider Plan Review = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review = Yes
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Other

Board of Administrative Appeals

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Application	No	Yes	No	
Engineered Plans	Yes	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Required Documents by Record Type

Permitting

Building Move

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Site Plan	No	Yes	No	
Drainage Plan	No	No	Yes	Drainage Plan Req'd = Yes
Foundation Plans	Yes	No	Yes	Private Provider Plan Review? = No
Health Department Receipt	No	No	Yes	Is this building move taking place on the same parcel where it originates from? = No and <ul style="list-style-type: none"> ○ Please Provide Wastewater = Septic
Impact Fee Credit Usage Authorization	No	No	Yes	Will Contractor Credits be used? = Yes
MEP Plans	No	No	Yes	Does scope of work include Electrical, Mechanical, or Plumbing? = Yes
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Sewer Letter	No	No	Yes	Is this building move taking place on the same parcel where it originates from? = No and <ul style="list-style-type: none"> ○ Please Provide Wastewater = Sewer and ○ Does utilities receipt cover both Water/Sewer? = No
Water Letter	No	No	Yes	Is this building move taking place on the same parcel where it originates from? = No and <ul style="list-style-type: none"> ○ Please Provide Potable Water = Utilities Provider and ○ Does utilities receipt cover both Water/Sewer? = No
Water/Sewer Letter	No	No	Yes	Does utilities receipt cover both Water/Sewer? = Yes
Well Affidavit	No	No	Yes	Is this building move taking place on the same parcel where it originates from? = No and

Required Documents by Record Type

Permitting

				○ Please Provide Potable Water = Well
Coastal A Zone Certification As-Built	No	No	No	
Coastal A Zone Certification Pre-Construction	No	No	No	
Construction Plans	No	No	No	
Finished Construction	No	No	No	
Floodproofing Non-Residential	No	No	No	
Impact Letter	No	No	No	
No Rise	Yes	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Stamped Septic Approval	No	No	No	
Survey	No	No	No	
Termite Certificate	No	No	No	
Under Construction	No	No	No	
V Zone Certification As-Built	No	No	No	
V Zone Certification Pre-Construction	No	No	No	

Demolition

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Aerial/Site Plan	No	Yes	No	
Construction Plans	No	No	Yes	Interior Only = Yes and ○ Are the walls being removed Load Bearing walls? = No or

Required Documents by Record Type

Permitting

				<ul style="list-style-type: none"> Are the walls being removed Load Bearing walls? = Yes and <ul style="list-style-type: none"> Private Provider Plan Review? = Yes
Engineered Plans	Yes	No	Yes	Are the walls being removed Load Bearing walls? = Yes and <ul style="list-style-type: none"> Interior Only = Yes and Private Provider Plan Review? = No
Notice of Commencement	No	No	Yes	Job Value >= 5001
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Owner/HOA Authorization	No	No	Yes	Job Value <= 5000
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Purchase Order	No	No	Yes	County Ordered Demo = Yes
Asbestos Affidavit	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Dock

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Aerial/Site Plan	No	Yes	No	
Construction Plans	No	No	Yes	1. Type of Use = Commercial or Multi-Family Residential and <ul style="list-style-type: none"> Type of Permit =

Required Documents by Record Type

Permitting

				<ul style="list-style-type: none"> ▪ Boatlift ▪ Davits ▪ Dock ▪ Dredging ▪ Dune Walkover ▪ Other ▪ Repair Deck ▪ Repair Other ▪ Rip Rap, Seawall ▪ Wetland Boardwalk <p>or</p> <ul style="list-style-type: none"> ○ Type of Permit = Fishing Pier/Observation Deck and Private Provider Plan Review? = Yes <p>or</p> <p>2. Type of Use = 1 & 2 Family and</p> <ul style="list-style-type: none"> ○ Type of Permit = <ul style="list-style-type: none"> ▪ Boatlift, Davits ▪ Dock ▪ Dredging ▪ Dune Walkover ▪ Other ▪ Repair Deck ▪ Repair Other ▪ Rip Rap ▪ Seawall ▪ Wetland Boardwalk ▪ Fishing Pier/Observation Deck <p>or</p> <p>3. Type of Permit = Retaining Wall and</p> <ul style="list-style-type: none"> ○ Height < 2 or ○ Height > 2 and
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Required Documents by Record Type

Permitting

				<ul style="list-style-type: none"> ▪ Private Provider Plan Review? = Yes or <ul style="list-style-type: none"> 4. Type of Permit = Boathouse and <ul style="list-style-type: none"> ○ Private Provider Plan Review? = Yes
Electrical Plans	No	No	Yes	Electrical Permit Required = Yes
				<ul style="list-style-type: none"> 1. Type of Use = Commercial or Multi-Family and <ul style="list-style-type: none"> ○ Type or Permit = Fishing Pier/Observation Deck and ○ Private Provider Plan Review? = No or 2. Type of Permit = Boathouse and <ul style="list-style-type: none"> ○ Private Provider Plan Review? = No or 3. Type of Permit = Retaining Wall and <ul style="list-style-type: none"> ○ Height > 2 and <ul style="list-style-type: none"> ▪ Private Provider Plan Review? = No
Engineered Plans	Yes	No	Yes	
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Architectural Plans	No	No	No	
DEP/Army Corps of Engineers	No	No	No	
Manatee Protection Plan	No	No	No	
Master Letter	Yes	No	No	
No Rise	Yes	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Survey	No	No	No	

Required Documents by Record Type

Permitting

Exterior Openings (Windows/Shutters/Doors)

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Aerial/Site Plan	No	Yes	No	
Floor Plan	No	Yes	No	
Custom Windows System Letter	No	No	Yes	Acrylic/Vinyl Window Replacement is checked
Fire Rated UL Glass	No	No	Yes	Type of Use = Commercial Building or Multi-Family/Condo(3+ Units) and <ul style="list-style-type: none"> Is the existing opening currently fire rated? = Yes
HOA Approval Letter	No	No	Yes	Type of Use = Multi-Family/Condo(3+ Units)
Individual Pressure Calculations	No	No	Yes	Engineering = Providing Individual Calculations
Individual Pressure Engineering	Yes	No	Yes	Engineering = Providing Individual Engineering and <ul style="list-style-type: none"> Private Provider Plan Review? = No
Master Letter	Yes	No	Yes	Plans Mastered = Yes and <ul style="list-style-type: none"> Approved for Repetitive Use = No
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Window Tinting	No	No	Yes	Do any windows or doors with glass face the beach? = Yes
Notice of Commencement	No	No	No	
Other	No	No	No	
Product Approval(s)	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Required Documents by Record Type

Permitting

Mobile Home/RV

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Site Plan	No	Yes	No	
Complete Manufacturer Set Up Manual	No	No	Yes	Type of Permit = Mobile Home, Park Model, Recreational Vehicle, or Temporary Housing (Mobile Home) and <ul style="list-style-type: none"> Will a State Approved Plan/Manual be used? = Yes
Construction Plans	No	No	Yes	Private Provider Plan Review? = Yes and <ul style="list-style-type: none"> Will a State Approved Plan/Manual be used? = No and <ul style="list-style-type: none"> Type of Permit = Mobile Home, Modular Home, Park Model, Recreational Vehicle, or Temporary Housing (Mobile Home) or Will a State Approved Plan/Manual be used? = Yes and <ul style="list-style-type: none"> Are all components of setup covered in the State App'd Plan/Manual or LEECO Master? = No
Drainage Plan	No	No	Yes	Drainage Plan Req'd = Yes
Engineered Plans	Yes	No	Yes	Private Provider Plan Review? = No and <ul style="list-style-type: none"> Will a State Approved Plan/Manual be used? = No and <ul style="list-style-type: none"> Type of Permit = Mobile Home, Modular Home, Park Model, Recreational Vehicle, or Temporary Housing (Mobile Home)

Required Documents by Record Type

Permitting

				or <ul style="list-style-type: none"> Will a State Approved Plan/Manual be used? = Yes and <ul style="list-style-type: none"> Are all components of setup covered in the State App'd Plan/Manual or LEECO Master? = No
Health Department Receipt	No	No	Yes	Please Provide Wastewater = Septic
Impact Fee Credit Usage Authorization	No	No	Yes	
Master Letter	Yes	No	Yes	Are tie-down details mastered with Lee County? = Yes and <ul style="list-style-type: none"> Approved for Repetitive Use = No
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Sewer Letter	No	No	Yes	Please Provide Wastewater = Sewer
Skirting Detail	No	No	Yes	1. Will skirting be installed? = Yes or 2. Type of Permit = Mobile Home or Park Model
Water Letter	No	No	Yes	Please Provide Potable Water = Utilities Provider and <ul style="list-style-type: none"> Does utilities receipt cover both Water/Sewer? = No
Water/Sewer Letter	No	No	Yes	Does utilities receipt cover both Water/Sewer? = Yes
Well Affidavit	No	No	Yes	Please Provide Potable Water = Well
Coastal A Zone Certification As-Built	No	No	No	
Coastal A Zone Certification Pre-Construction	No	No	No	
Cross Section (NAVD Elevations)	No	No	No	
Finished Construction	No	No	No	

Required Documents by Record Type

Permitting

Floodproofing Non-Residential	No	No	No	
Impact Letter	No	No	No	
No Rise	Yes	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Stamped Septic Approval	No	No	No	
Survey	No	No	No	
Under Construction	No	No	No	
V Zone Certification As-Built	No	No	No	
V Zone Certification Pre-Construction	No	No	No	
Wind Zone 3 Letter	No	No	No	

Occupancy

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Aerial/Site Plan	No	Yes	No	
Interior Layout	No	No	Yes	Type of Use = <ul style="list-style-type: none"> o Doggie Dining o Executive Suite o New Occupancy o Shared Space – Office o Shared Space – Other o Tenant Change
Other	No	No	Yes	

Required Documents by Record Type

Permitting

Sign

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Aerial/Site Plan	No	Yes	No	
Consent to Erect	No	Yes	No	
Sign Details	No	Yes	No	
				Private Provider Plan Review? = Yes and <ul style="list-style-type: none"> Type of Permit = Billboard or <ul style="list-style-type: none"> Type of Permit = Ground and <ul style="list-style-type: none"> Height > 6 or <ul style="list-style-type: none"> Type of Permit = Flag Pole (Over 20 ft.) and <ul style="list-style-type: none"> Height > 6
Construction Plans	No	No	Yes	
				Private Provider Plan Review? = No and <ul style="list-style-type: none"> Type of Permit = Billboard or <ul style="list-style-type: none"> Type of Permit = Ground and <ul style="list-style-type: none"> Height > 6 or <ul style="list-style-type: none"> Type of Permit = Flag Pole (Over 20 ft.) and <ul style="list-style-type: none"> Height > 6
Engineered Plans	Yes	No	Yes	
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Required Documents by Record Type

Permitting

Temporary

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Complete Manufacturer Set Up Manual	No	No	Yes	Type of Permit = Construction Trailer and <ul style="list-style-type: none"> Will a State Approved Plan/Manual be used? = Yes
Completed Candidate Statement	No	No	Yes	Type of Permit = Political Sign
Completed Special Event Sign Off Packet	No	No	Yes	Type of Permit = Special Event per Ord. 17-08 and <ul style="list-style-type: none"> Have you received all required agency sign offs? = Yes
Construction Plans	No	No	Yes	1. Private Provider Plan Review? = Yes and <ul style="list-style-type: none"> Type of Permit = Construction Trailer and <ul style="list-style-type: none"> Will a State Approved Plan/Manual be used? = No or <ul style="list-style-type: none"> Are all components of setup covered in the State App'd Plan/Manual or LEECO Master? = No <ul style="list-style-type: none"> Will a State Approved Plan/Manual be used? = Yes or 2. Type of Permit = Equipment Shed
Engineered Plans	Yes	No	Yes	Private Provider Plan Review? = No and <ul style="list-style-type: none"> Type of Permit = Construction Trailer and <ul style="list-style-type: none"> Will a State Approved Plan/Manual be used? = No or <ul style="list-style-type: none"> Are all components of setup covered in the State App'd Plan/Manual or LEECO Master? = No and

Required Documents by Record Type

Permitting

				<ul style="list-style-type: none"> Will a State Approved Plan/Manual be used? = Yes
Flame Spread Certification	No	No	Yes	1. Will there be side walls? = Yes or 2. Will there be side walls? = No and <ul style="list-style-type: none"> Area Per Tent > 900
Floor Plan	No	No	Yes	Type of Permit = Tent
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Political Sign Location	No	No	Yes	Type of Permit = Political Sign
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Proof of Liability Insurance	No	No	Yes	Type of Permit = <ul style="list-style-type: none"> Fireworks Display General Temporary Use Other Parking Lot Political Sign Seasonal Farmer's Market Special Event per Ord. 17-08 Temporary Mail Distribution Temporary Storage Facilities Tent
Proof of Potable Water	No	No	Yes	Type of Permit = <ul style="list-style-type: none"> Temporary Housing (RV) Construction Trailer
Proof of Sanitary Facilities	No	No	Yes	Type of Permit = <ul style="list-style-type: none"> Construction Trailer, General Temporary Use, Seasonal Farmer's Market Temporary Housing (RV) Tent

Required Documents by Record Type

Permitting

Pyrotechnician Credentials	No	No	Yes	Type of Permit = Fireworks Display
				Type of Permit = <ul style="list-style-type: none"> ○ Construction Trailer ○ Equipment Shed ○ Fireworks Display ○ General Temporary Use ○ Other ○ Parking Lot ○ Seasonal Farmer's Market ○ Special Event per Ord. 17-08 ○ Temporary Housing (RV) ○ Temporary Mail Distribution ○ Temporary Sign ○ Temporary Storage Facilities ○ Tent
Site Plan	No	No	Yes	
Other	No	No	No	
Owner Authorization	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Survey	No	No	No	

Pool

Commercial Pool

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Pool Layout	No	Yes	No	
Site Plan	No	Yes	No	
Construction Plans	No	No	Yes	1. Private Provider Plan Review? = Yes

Required Documents by Record Type

Permitting

				or 2. Type of Permit = Renovation and <ul style="list-style-type: none"> Pool Resurface = Yes
				Private Provider Plan Review? = No and <ul style="list-style-type: none"> Type of Permit = Pool - Below Ground, Pool w/ Spa - Below Ground, Fountain, Spa - Below Ground and <ul style="list-style-type: none"> Pool Const. Drawings Mastered = No or <ul style="list-style-type: none"> Type of Permit = Renovation and <ul style="list-style-type: none"> Pool Resurface = No
Engineered Plans	Yes	No	Yes	
				Type of Permit = <ul style="list-style-type: none"> Pool - Below Ground Pool w/ Spa - Below Ground Fountain Spa - Below Ground
Health Department Receipt	No	No	Yes	
				Private Provider Plan Review? = No and <ul style="list-style-type: none"> Type of Permit = Renovation and <ul style="list-style-type: none"> Is the pool size changing? = Yes or <ul style="list-style-type: none"> Type of Permit = <ul style="list-style-type: none"> Pool - Below Ground Pool w/ Spa - Below Ground Spa - Below Ground
Hydraulic Calculations	Yes	No	Yes	
Master Letter	Yes	No	Yes	Pool Const. Drawings Mastered = Yes and <ul style="list-style-type: none"> Approved for Repetitive Use = No
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
No Rise	Yes	No	No	
Notice of Commencement	No	No	No	

Required Documents by Record Type

Permitting

Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Survey	No	No	No	

Residential Pool

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Site Plan	No	Yes	No	
Construction Plans	No	No	Yes	Private Provider Plan Review? = Yes and <ul style="list-style-type: none"> Pool Const. Drawings Mastered = No and Type of Permit = <ul style="list-style-type: none"> Pool - Below Ground Pool w/ Spa - Below Ground Renovation Spa - Below Ground
Engineered Plans	Yes	No	Yes	Private Provider Plan Review? = No and <ul style="list-style-type: none"> Pool Const. Drawings Mastered = No and Type of Permit = <ul style="list-style-type: none"> Pool - Below Ground Pool w/ Spa - Below Ground Renovation Spa - Below Ground
Hydraulic Calculations	Yes	No	Yes	Private Provider Plan Review? = No and <ul style="list-style-type: none"> Type of Permit = <ul style="list-style-type: none"> Pool - Below Ground Pool w/ Spa - Below Ground Renovation Spa - Below Ground
Ladder Specifications	No	No	Yes	Type of Permit =

Required Documents by Record Type

Permitting

				<ul style="list-style-type: none"> Pool - Above Ground 16 ft. diameter or greater Pool - Above Ground less than 16 ft. diameter
Manufacturer's Specifications	No	No	Yes	Type of Permit = <ul style="list-style-type: none"> Pool - Above Ground 16 ft. diameter or greater Pool - Above Ground less than 16 ft. diameter
Master Letter	Yes	No	Yes	Pool Const. Drawings Mastered = Yes and <ul style="list-style-type: none"> Approved for Repetitive Use = No
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Pool Layout	No	No	Yes	Type of Permit = <ul style="list-style-type: none"> Pool - Below Ground Pool w/ Spa - Below Ground Renovation Spa - Below Ground
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Pump Manual	No	No	Yes	Type of Permit = <ul style="list-style-type: none"> Pool - Above Ground 16 ft. diameter or greater Pool - Above Ground less than 16 ft. diameter
No Rise	Yes	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Owner Authorization	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Survey	No	No	No	

Required Documents by Record Type

Permitting

Residential

Accessory Structure

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Site Plan	No	Yes	No	
DCA Approval Letter	No	No	Yes	Is this structure DCA approved? = Yes
Energy Calculations	No	No	Yes	Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes
Energy Calculations Cover Sheet	No	No	Yes	Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes
Foundation Plans	Yes	No	Yes	Is foundation repair or installation included? = Yes and <ul style="list-style-type: none"> Are foundation plans mastered? = No and Private Provider Plan Review? = No
Health Department Receipt	No	No	Yes	Is septic connection included? = Yes
Impact Fee Credit Usage Authorization	No	No	Yes	Will Contractor Credits be used? = Yes
Master Letter	Yes	No	Yes	<ol style="list-style-type: none"> Master Plan? = Yes and <ul style="list-style-type: none"> Approved for Repetitive Use = No Are foundation plans mastered? = Yes and <ul style="list-style-type: none"> Foundation Approved for Repetitive Use = No
MEP Plans	No	No	Yes	Does scope of work include Electrical, Mechanical, or Plumbing? = Yes and <ul style="list-style-type: none"> Plans Mastered = No
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes

Required Documents by Record Type

Permitting

Architectural Plans	No	No	No	
Coastal A Zone Certification As-Built	No	No	No	
Coastal A Zone Certification Pre-Construction	No	No	No	
Construction Plans	No	No	No	
Engineered Plans	Yes	No	No	
Finished Construction	No	No	No	
Flame Spread Certification	No	No	No	
Floodproofing Non-Residential	No	No	No	
HOA Approval Letter	No	No	No	
Impact Letter	No	No	No	
No Rise	Yes	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Owner Authorization	No	No	No	
Product Approval(s)	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Stamped Septic Approval	No	No	No	
Survey	No	No	No	
Termite Certificate	No	No	No	
Under Construction	No	No	No	
V Zone Certification As-Built	No	No	No	
V Zone Certification Pre-Construction	No	No	No	

Required Documents by Record Type

Permitting

Addition Including Remodeling

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Site Plan	No	Yes	No	
Construction Plans	No	No	Yes	Master Plan? = No and <ul style="list-style-type: none"> Private Provider Plan Review? = Yes
Deferred Submittal Form	No	No	Yes	Is truss work being performed? = Yes and <ul style="list-style-type: none"> Are you including the Truss Layout in this submittal? = No
Drainage Plan	No	No	Yes	Drainage Plan Req'd = Yes
Energy Calculations	No	No	Yes	Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes
Energy Calculations Cover Sheet	No	No	Yes	Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes
Engineered Plans	Yes	No	Yes	Master Plan? = No and <ul style="list-style-type: none"> Private Provider Plan Review? = No
Impact Fee Credit Usage Authorization	No	No	Yes	Will Contractor Credits be used? = Yes
Master Letter	Yes	No	Yes	Master Plan? = Yes and <ul style="list-style-type: none"> Approved for Repetitive Use = No
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Product Approval(s)	No	No	Yes	Are the Product Approvals(s) included with the Engineered Plans? = Yes
Truss Layout	No	No	Yes	Is truss work being performed? = Yes and <ul style="list-style-type: none"> Are you including the Truss Layout in this submittal? = Yes
50% Worksheet	No	No	No	
Architectural Plans	No	No	No	

Required Documents by Record Type

Permitting

Coastal A Zone Certification As-Built	No	No	No	
Coastal A Zone Certification Pre-Construction	No	No	No	
Detailed Cost Breakdown	No	No	No	
Finished Construction	No	No	No	
Floodproofing Non-Residential	No	No	No	
Health Department Approval	No	No	No	
Impact Letter	No	No	No	
No Rise	Yes	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Survey	No	No	No	
Termite Certificate	No	No	No	
Under Construction	No	No	No	
V Zone Certification As-Built	No	No	No	
V Zone Certification Pre-Construction	No	No	No	

New Primary Structure

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Energy Calculations	No	Yes	No	
Energy Calculations Cover Sheet	No	Yes	No	
Site Plan	No	Yes	No	
Construction Plans	No	No	Yes	Master Plan? = No and

Required Documents by Record Type

Permitting

				<ul style="list-style-type: none"> Private Provider Plan Review? = Yes
Drainage Plan	No	No	Yes	Drainage Plan Req'd = Yes
Engineered Plans	Yes	No	Yes	Master Plan? = No and <ul style="list-style-type: none"> Private Provider Plan Review? = No
Health Department Receipt	No	No	Yes	Please Provide Wastewater = Septic
Impact Fee Credit Usage Authorization	No	No	Yes	Will Contractor Credits be used? = Yes
Master Letter	Yes	No	Yes	Master Plan? = Yes and <ul style="list-style-type: none"> Approved for Repetitive Use = No
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes and <ul style="list-style-type: none"> Private Provider Plan Review? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Product Approval(s)	No	No	Yes	Master Plan? = No and <ul style="list-style-type: none"> Are Product Approval(s) included with Engineered Plans? = No
Sewer Letter	No	No	Yes	Please Provide Wastewater = Sewer and <ul style="list-style-type: none"> Does utilities receipt cover both Water/Sewer? = No
Water Letter	No	No	Yes	Please Provide Potable Water = Utilities Provider and <ul style="list-style-type: none"> Does utilities receipt cover both Water/Sewer? = No
Water/Sewer Letter	No	No	Yes	Does utilities receipt cover both Water/Sewer? = Yes
Well Affidavit	No	No	Yes	Please Provide Potable Water = Well
Architectural Plans	No	No	No	
Blower Door Test	No	No	No	
Coastal A Zone Certification As-Built	No	No	No	
Coastal A Zone Certification Pre-Construction	No	No	No	

Required Documents by Record Type

Permitting

Finished Construction	No	No	No	
Floodproofing Non-Residential	No	No	No	
HOA Approval Letter	No	No	No	
Impact Letter	No	No	No	
No Rise	Yes	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Stamped Septic Approval	No	No	No	
Survey	No	No	No	
Termite Certificate	No	No	No	
Truss Layout	No	No	No	
Under Construction	No	No	No	
V Zone Certification As-Built	No	No	No	
V Zone Certification Pre-Construction	No	No	No	

Remodel Only

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Aerial/Site Plan	No	Yes	No	
Construction Plans	No	No	Yes	Master Plan? = No and <ul style="list-style-type: none"> ○ Does this project include structural work? = No or ○ Does this project include structural work? = Yes and <ul style="list-style-type: none"> ▪ Private Provider Plan Review? = Yes

Required Documents by Record Type

Permitting

Deferred Submittal Form	No	No	Yes	Is truss work being performed? = Yes and ○ Are you including the Truss Layout in this submittal? = No
Drainage Plan	No	No	Yes	Drainage Plan Req'd = Yes
Energy Calculations	No	No	Yes	Type of Use = Interior Remodel and ○ Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes and ○ Private Provider Plan Review? = No
Energy Calculations Cover Sheet	No	No	Yes	Type of Use = Interior Remodel and ○ Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes
Engineered Plans	Yes	No	Yes	Does this project include structural work? = Yes and ○ Master Plan? = No and ○ Private Provider Plan Review? = No
Floor Plan (Existing)	No	No	Yes	Master Plan? = No and ○ Type of Use = Interior Remodel
Master Letter	Yes	No	Yes	Master Plan? = Yes and ○ Approved for Repetitive Use = No
MEP Plans	No	No	Yes	Does scope of work include Electrical, Mechanical, or Plumbing? = Yes
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Product Approval(s)	No	No	Yes	Master Plan? = No and ○ Does scope of work include either replacement/new Windows, Doors, or Roof? = Yes
Truss Layout	No	No	Yes	Is truss work being performed? = Yes and ○ Are you including the Truss Layout in this submittal? = Yes
50% Worksheet	No	No	No	

Required Documents by Record Type

Permitting

Coastal A Zone Certification As-Built	No	No	No	
Coastal A Zone Certification Pre-Construction	No	No	No	
Detailed Cost Breakdown	No	No	No	
Finished Construction	No	No	No	
Floodproofing Non-Residential	No	No	No	
Health Department Approval	No	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Under Construction	No	No	No	
V Zone Certification As-Built	No	No	No	
V Zone Certification Pre-Construction	No	No	No	

Roofover or Roof Mitigation/Retrofit

Commercial

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Aerial Overview	No	Yes	No	
Construction Plans	No	No	Yes	Construction Details Mastered? = No and ○ Private Provider Plan Review? = Yes
Engineered Plans	Yes	No	Yes	Construction Details Mastered? = No and ○ Private Provider Plan Review? = No
Master Letter	Yes	No	Yes	Construction Details Mastered? = Yes and

Required Documents by Record Type

Permitting

				<ul style="list-style-type: none"> ○ Approved for Repetitive Use
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Product Approval(s)	No	No	Yes	Are the Product Approvals(s) included with the Engineered Plans? = No and <ul style="list-style-type: none"> ○ Construction Details Mastered? = No
HOA Approval Letter	No	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Residential

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Aerial Overview	No	Yes	No	
Construction Plans	No	No	Yes	Construction Details Mastered? = No and <ul style="list-style-type: none"> ○ Private Provider Plan Review? = Yes
Engineered Plans	Yes	No	Yes	Construction Details Mastered? = No and <ul style="list-style-type: none"> ○ Private Provider Plan Review? = No
Master Letter	Yes	No	Yes	Construction Details Mastered? = Yes and <ul style="list-style-type: none"> ○ Approved for Repetitive Use
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Product Approval(s)	No	No	Yes	Are the Product Approvals(s) included with the Engineered Plans? = No and <ul style="list-style-type: none"> ○ Construction Details Mastered? = No

Required Documents by Record Type

Permitting

HOA Approval Letter	No	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Trades

Electrical

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Aerial/Site Plan	No	Yes	No	Private Provider Plan Review? = Yes and Type = Electrical and <ul style="list-style-type: none"> ○ Commercial/Residential = Commercial and <ul style="list-style-type: none"> ▪ # Amps > 800 or ▪ Volts = 277/480 or ○ Commercial/Residential = Residential and <ul style="list-style-type: none"> ▪ # Amps > 600 or ▪ Volts = 277/480 or ○ Job Value > 125000
Construction Plans	No	No	Yes	
Engineered Plans	Yes	No	Yes	Private Provider Plan Review? = No and Type = Electrical and <ul style="list-style-type: none"> ○ Commercial/Residential = Commercial and <ul style="list-style-type: none"> ▪ # Amps > 800

Required Documents by Record Type

Permitting

				<ul style="list-style-type: none"> or ▪ Volts = 277/480 or ○ Commercial/Residential = Residential and <ul style="list-style-type: none"> ▪ # Amps > 600 or ▪ Volts = 277/480 or ○ Job Value > 125000
Low Voltage Plans	No	No	Yes	Is Low Voltage work included under an active COM Permit? = Yes and <ul style="list-style-type: none"> ○ Job Value > 5000
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Mechanical

This record type also uses Custom List values to determine required documents.*

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field/List Value	Custom Field/Custom List Requirement(s)
Aerial/Site Plan	No	Yes	No	
Floor Plan	No	No	Yes	1. Valuation > 125000 or 2. Occupancy Load > 100 or

Required Documents by Record Type

Permitting

				3. Action* = New
				Action* = New and <ul style="list-style-type: none"> ○ Type of Permit* = <ul style="list-style-type: none"> ▪ Split System ▪ Mini-Split System ▪ Package Unit ▪ Duct Work
Load Calculations	No	No	Yes	
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
				Commercial/Residential = Commercial and <ul style="list-style-type: none"> ○ Action Type* = New and ○ Type of System* = Heat Hood (Type II)
Product Details (Hood Type 2)	No	No	Yes	
Commencement Plan	No	No	No	
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Plumbing

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Engineered Plans	Yes	No	Yes	Type of Permit = Plumbing and <ul style="list-style-type: none"> ○ Job Value > 125000 and ○ Private Provider Plan Review? = No
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Plumbing Plans	No	No	Yes	Type of Permit = Plumbing and <ul style="list-style-type: none"> ○ Type of Use = New/Addition or <ul style="list-style-type: none"> ○ Job Value > 125000 and

Required Documents by Record Type

Permitting

				▪ Private Provider Plan Review? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Sewer Letter	No	No	Yes	Type of Permit = Sewer
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Roof

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Aerial/Site Plan	No	Yes	No	
Construction Plans	No	No	Yes	Plans Mastered = No and <ul style="list-style-type: none"> ○ Type of Roof = Single Ply, TPO System, or Modified and ○ Property Use Type = Mobile Home and ○ Private Provider Plan Review? = Yes
Engineered Plans	Yes	No	Yes	1. Plans Mastered = No and <ul style="list-style-type: none"> ○ Type of Roof = Single Ply, TPO System, or Modified and ○ Property Use Type = Mobile Home and or 2. Private Provider Plan Review? = No
Master Letter	Yes	No	Yes	Plans Mastered = Yes and <ul style="list-style-type: none"> ○ Approved for Repetitive Use = No
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes

Required Documents by Record Type

Permitting

Roof Plan	No	No	Yes	Partial Roof Replacement = Yes
Notice of Commencement	No	No	No	
Other	No	No	No	
Product Approval(s)	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Roof Inspection Affidavit	No	No	No	
Roof Pitch Agreement	No	No	No	
Roof to Wall Connections	No	No	No	

Solar

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Aerial/Site Plan	No	Yes	No	
Construction Plans	No	No	Yes	Type of Permit = Photovoltaic System and ○ Private Provider Plan Review? = Yes
Notice to Building Official	No	No	Yes	Private Provider Inspections? = Yes
Photovoltaic Plans	Yes	No	Yes	Type of Permit = Photovoltaic System and ○ Private Provider Plan Review? = No
Private Provider Plan Review Intake Information	No	No	Yes	Private Provider Plan Review? = Yes
Roof Affidavit	No	No	Yes	Type of Permit = Pool Heater, Pool & Water Heater, or Water Heater and ○ Roof/Ground Mounted = Roof Mounted
Notice of Commencement	No	No	No	
Other	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only