

# RESIDENTIAL BUILDING PERMIT SUBMITTAL REQUIREMENTS

## NEW HOMES, ADDITIONS, REMODELS, ACCESSORY STRUCTURES

Submittals are accepted as either “Electronic” or “Paper”. Electronic submittal is preferable, but there is no penalty if you choose Paper. For us to provide you with best service, please choose ONE of the columns below and provide all the following.

✓	ELECTRONIC SUBMITTAL <a href="mailto:minneola@safebuilt.com">minneola@safebuilt.com</a>	✓	PAPER SUBMITTAL
	Plan review fee: New homes require a \$200 deposit. All others require a \$54 deposit, cash or check only.		Plan review fee: New homes require a \$200 deposit. All others require a \$54 deposit, cash or check only.
	Approved paper <a href="#">Zoning Clearance Form</a> . <i>* If required by Planning and Zoning*</i>		Approved paper <a href="#">Zoning Clearance Form</a> . <i>* If required by Planning and Zoning*</i>
	One (1) .pdf copy of survey and one (1) paper copy of survey. <i>* If required by Planning and Zoning*</i>		Two (2) paper copies of survey. <i>* If required by Planning and Zoning*</i>
	Completed, signed, and notarized .pdf <a href="#">Building Permit Application</a> including Property Record Card.		Completed, signed, and notarized paper <a href="#">Building Permit Application</a> including Property Record Card.
	.pdf copy of contractor(s) license(s) and insurance.		Paper copy of contractor(s) license(s) and insurance.
	.pdf <a href="#">Notice of Commencement</a> , Recorded.		Paper <a href="#">Notice of Commencement</a> , Recorded.
	One (1) complete .pdf set of plans signed and sealed by A/E & one (1) complete paper set of plans signed and sealed by A/E.		Two (2) complete paper sets of plans signed and sealed by A/E.
	One (1) sealed .pdf copy of truss drawings and layout plans as applicable.		Two (2) sealed paper copies of truss drawings and layout plans as applicable.
	One (1) sealed .pdf copy of energy compliance documents.		Two (2) sealed paper copies of energy compliance documents.
	One (1) .pdf copy of completed <a href="#">Product Approval Form</a> , including manufacturer's installation instructions as applicable.		Two (2) paper copies of completed <a href="#">Product Approval Form</a> , including manufacturer's installation instructions as applicable.

A signed & notarized [Owner/Builder Affidavit](#) is required when the owner is personally doing the work.

Contractors may e-mail all their registration documents to [minneola@safebuilt.com](mailto:minneola@safebuilt.com).