


City of Holmes Beach - Building Department

CHECKLIST - CONSTRUCTION BELOW BASE FLOOD ELEVATION

|  | | NOT RECEIVED |
|---|---|--------------|
| | Completed permit application with full scope of work & value of work | |
| | Copy of contract or proposal signed by property owner | |
| | Elevation certificate | |
| | Two (2) sets of sealed plans – Architectural & Structural | |
| | Two (2) surveys with location of house and setbacks highlighted | |
| | Current appraisal for improvements only (value of structure) | |
| | Two (2) energy efficiency calculations | |
| | One (1) Florida product approval sheet & One (1) copy of NOAs for windows/doors, roofing material | |
| | Lot calculations | |
| | Sub forms - EL PL ME ROOF | |
| | NOC | |
| | Erosion Control permit (if applicable) | |
| | T-pole permit (if applicable) | |
| | Demolition plans (if applicable) | |
| | 4 bedrooms or less in R-2, R-3, R-4 | |
| | 2 bedrooms each living unit of duplex in R-2, R-3, R-4 | |
| | Other | |

Date: _____

Address: _____

Contractor: _____