

City of Madeira Beach  
BUILDING DEPARTMENT  
300 Municipal Drive  
Madeira Beach, FL 33708  
PH: 727-391-9951 ext. 284 - Buildingdept@madeirabeachfl.gov

## INTERIOR REMODEL / RENOVATION CHECKLIST

- \_\_\_ **Construction Drawings** - showing existing layout and proposed layout, labeling all rooms and sq. footage. Drawings must be legible. Any structural drawings will need to be signed and sealed by a Florida licensed Engineer or Architect.
- \_\_\_ **Substantial Improvement Packet** – Provided in this link
  
- \_\_\_ **Current Actual Cash Value (ACV) Appraisal or Pinellas County Property Appraisers FEMA Value page.** Appraisals must be developed in accordance with FEMA P-758, most recent edition, section 4.5.3 based on replication/replacement of existing structure, no adjacent sales data should be provided nor taken into consideration.
- \_\_\_ **Current Florida Product Approvals** – Cover Sheet with the appropriate decimal point circled that is being used, and set of Manufacturers installation specs. Required for each product being used. **DO NOT SUBMIT MIAMI-DADE NOA DOCUMENTS;**
  - \_\_\_ Exterior windows / doors / garage door \_\_\_ Soffit / fascia / siding
  - \_\_\_ Roofing materials (underlayment / shingles / tiles / metal roof / modified bit)
- \_\_\_ **Notice of Commencement** - Certified and recorded by Pinellas County Clerk of Court for project valued at \$5,000 or more
- \_\_\_ **Disclosure Statement** – Only required for Owner/ Builder applications;  
Provided in this link

### **FOR ADDITIONS (outside the current footprint), ALSO INCLUDE THE FOLLOWING:**

- \_\_\_ **Current Sealed Survey** – Original size, showing all existing dimensions and improvements on the site;
- \_\_\_ **Erosion Control** – Use a copy of the site plan or survey to show the location of the erosion control measures to be used;
- \_\_\_ **Impervious Surface Ratio (ISR) Worksheet** – for the entire lot;
- \_\_\_ **Drainage Plan** – Signed and sealed by a civil engineer for the addition of impervious surface. Show existing & proposed grades;
- \_\_\_ **Energy Calculations** – must be passed

***Permit applications must be submitted at <https://www.mgoconnect.org/cp/portal>  
If a required document does not apply to your application, upload a blank document.***

DISCLAIMER: According to Florida Statutes, Chapter 119, it is the policy of this state that all state, county and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency. All documents and information not specified in F.S. 119.071 and 119.0713 are subject to public records requests.