

City of Madeira Beach
BUILDING DEPARTMENT
300 Municipal Drive
Madeira Beach, FL 33708
Buildingdept@madeirabeachfl.gov

ADDITION 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.
- ___ **Site Plan** – Indicate dimensions and setbacks of addition from the property lines. Include patio(s), walkway(s), driveway(s), platform(s), etc; Refer to Municode Section 110-71
- ___ **Substantial Improvement Packet** - <https://madeirabeachfl.gov/documents/substantial-improvement-packet-2/>
- ___ **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
- ___ **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
- ___ **Disclosure Statement** – For Owner/ Builder applications, or **Subcontractor Job Cards** for licensed contractors
- ___ **Asbestos Survey** – For commercial projects and more than two family dwelling

***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.