



City of Madeira Beach
BUILDING DEPARTMENT
300 Municipal Drive
Madeira Beach, FL 33708
PH: 727-391-9951 ext. 284 FAX:727-399-1131

**RESIDENTIAL PERMIT APPLICATION REQUIREMENTS
New Structures/Additions**

**A COMPLETE APPLICATION WILL AID IN PERMIT BEING ISSUED IN A TIMELIER MANNER
INCOMPLETE APPLICATIONS WILL BE RETURNED**

All drawings must be on good quality paper, sized not smaller than 34" x 30", legible, to scale, and reasonably neat and accurate. Structural drawings require the seal of an Engineer. *Two hard copies and one electronic copy required.*

ADMINISTRATIVE:

- Permit application fully completed.
- Subcontractor Verification forms for all trades.
- Notice of Commencement.
- Photos of proposed work site including right-of-way and swale.
- A sealed construction survey with a minimum of five (5) elevations of subject property and two on each adjacent property and crown of road.
- For additions to any structure built prior to September 3, 2003, a **Substantial Improvement Packet and/or an elevation certificate** showing the property to be compliant with current map.
- A pre-construction elevation certificate for new structures.
- Impervious Surface Ratio Worksheet**

SITE PLAN:

- For all work disturbing soil: two copies of a site plan based on the survey. The site plan shall at a minimum contain the information set forth below (multiple pages are acceptable):**
 - Types and percentages of proposed impervious areas and depiction of such impervious areas; including structures and paving;
 - The size and location of new construction and existing structures on the site;
 - Distances from lot lines;
 - Crown of road elevations;
 - Proposed finished grades;
 - Flood hazard areas;
 - Design flood elevations;

- Location, dimensions and square footage of any native habitat preservation area;
- Engineered drainage plan or infiltration trench placement area;
- Living area ratio calculation;
- Parking calculations per City requirements – show where cars will park;
- Indicate type and percentage of native vegetations to be planted;
- Landscape plan;

SITE PREPARATION:

___ A separate demolition permit application is required.

___ **Pinellas County Air Quality Form**

___ For all new construction and additions, a **Construction Staging Plan** shall be submitted for approval by the City and shall contain at a minimum, the following:

1. A best management practices plan for stormwater and sediment control during the project. This includes but is not limited to:
 - i. The method and placement of project access route – how and where the site will be entered by construction vehicles;
 - ii. A minimum 20 foot deep washed medium shell (or other course aggregate of a similar type) soil tracking prevention device across the City Right-of-Way, (where sidewalks are encountered, the device must be placed on either side);
 - iii. Silt fencing around the perimeter of the property and/or stored material;
 - iv. Turbidity control features in canals (containment boom or turbidity curtain);
 - v. Location of groundwater discharge and filtration methods to be used to control siltation, (straw bales, pick sock, etc.).
2. Depict the location for material storage (lumber, pavers fill, trusses, etc.);
3. If a construction trailer will be used, show where it will be located;
4. Will the construction require the use of the public right-of-way? In what way? (Parking, storage of materials, etc.);
5. Indicate the number of workers and the areas where their vehicles will be parked.

BUILDING CODE INFORMATION:

Two sets of sealed plans from a Florida Licensed design professional providing, in addition to the information required in Chapter One of the FBC:

___ Floor plans showing size and arrangement of all rooms with use of each designated. Give opening pressures at each window and door opening on the engineered plans for those windows replaced;

___ Foundation. A sealed Geo-tech soil report with a minimum 20 foot deep sample and structural sections showing size and arrangement of all structural members required by design to be compliant with ASCE-24-05;

___ Typical wall section(s) from footing to roof with elevations in NAVD, (North American Vertical Datum of 1988) of all levels including lowest horizontal member and top of grade beam(s) from NAVD and from crown of road showing all footing, reinforcing, foundations and depths, framing and miscellaneous components such as a breakaway wall section and other structural details (structural fill is not allowed);

___ Detail on all wall types and load paths;

___ Front, side and rear elevations showing existing grade from the survey in NAVD and floor and roof heights including finials, railing and elevator shafts from zero NAVD. Do not use crown of road or lowest slab as zero.

___ For new work and replacement/remodel; two sets of product approval documents.

___ For new work and additional area proposed two sets of Preparer Signed energy code analysis forms with load calculations.

___ FLOOD PREVENTION

1. Locations and calculations for flow through vents provided;
2. Disconnects/Outlets/Switches required for safety by NEC 210 and 230 allowed below BFE shall be shown on plans;
3. No partitions in enclosed area other than the separation of the foyer or storage from garage;
4. Foundation plans show depth of foundations elements in relation to scour;
5. Non-conversion agreement of enclosed space recorded on deed at the County Clerk's office;
6. For ALL new work and additions to structures built before the latest FIRM map adoption date (September 3, 2003) a per-plans/pre-construction FEMA flood elevation certificate is required. Unless, the elevation certificate show the structure to be in compliance with current map;
7. For additions on structures built before the latest FIRM map adoption date, a 50% substantial improvement determination form is required to be submitted;
8. For additions to structures built before the latest FIRM map adoption date, photos of interior of subject property are required;
9. A V-Zone certificate with break-away wall certification for all additions/new or replacement structures and/or lower enclosures for any structure;
10. Location of electrical and plumbing services show on plans as being on non-breakaway exterior walls.