

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

## COMMERCIAL INTERIOR REMODEL / RENOVATION (condos & 3+ units) CHECKLIST

Permit application submittal must include the following:

- Permit Application** fully completed, (including Property Owner(s) name, phone and email address). Include all sub-contractor information.
- Construction Drawings** – A minimum of 2 sets showing existing layout and proposed layout, labeling all rooms & sq. footage. Drawings must be legible. Structural drawings will need to be signed and sealed by a Florida licensed Engineer;
- Current Appraisal** or **Pinellas County Property Appraisers FEMA Value** page. For projects valued at 35% or more of the Property Appraiser value, submit a substantial improvement form using ICC estimates;
- Florida Product Approvals** – 2 sets with the appropriate decimal point circled that is being used, and 2 sets of Manufacturers installation specs. Supply these documents 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 \$2,500 or more; due before the first called inspection;
- Permit Application Fee**, 25%, non-refundable, due at time of permit application submittal.

### **FOR ADDITIONS (outside the current envelope), 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** – (passed) 2 sets, minimum.

***Please initial each item on this checklist to confirm that it is included with your permit application package. Include this checklist with your permit application submittal.***