



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

**RESIDENTIAL INTERIOR REMODEL / RENOVATION / ADDITION (one & two family)
 CHECKLIST**

Permit application submittal must include the following:

___ **Permit Application** fully completed, (including Property Owner(s) name, phone number & email address). Include all sub-contractor information;

___ **Construction Drawings** - 2 sets showing existing and proposed floor plan, 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;

___ **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;

___ **2020 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, 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** – Minimum of two sets (must be passed)

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.

***Permit applications maybe submitted via email to
 buildingdept@madeirabeachfl.gov***