

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

RESIDENTIAL NEW CONSTRUCTION (one & two family) CHECKLIST

Permit application submittal must include the following:

- Permit Application** fully completed, (including Property Owner(s) name, phone number and email address). Include all sub-contractor information;
- Construction Drawings** – Show building elevations with BFE and FF elevations shown. A minimum of 2 sets signed and sealed for structural and/or architectural drawings;
- Site Plan** – Indicate dimensions and setbacks of all structures from the property lines. Include patio(s), walkway(s), driveway(s), platform(s), etc.;
- Non-Conversion Agreement** – Recorded by Pinellas County Clerk of Court;
- Elevation Certificate** – Including V-Zone Certificate if in located in a V-Zone;
- 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
 - Flood vents
 - Roofing materials (underlayment/ shingles/ tiles/ metal roof/ modified bit)
- Current Boundary Survey** – Original size, signed & sealed by the surveyor, including existing topographic elevations;
- 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** – 2 sets, minimum;
- Geotechnical Soil Report** – With foundation recommendation;
- 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.

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.