



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**

- Construction Drawings** –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**  
 Appraisals must clearly state that the City of Madeira Beach Floodplain Management is an intended user, and that the appraisal has been prepared as detail in "Substantial Improvement/Substantial Damage Desk Reference, FEMA publication 758 Section 4.5 titled "Determining Market Value" and can be used in support of the FEMA 50% guideline.
- Substantial Improvement Package-** available at <https://madeirabeachfl.gov/building-permitting-documents>
- Florida Product Approvals** – Cover Sheet with the appropriate decimal point circled that is being used and Installation Guide. 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 \$5,000 or more; due before the first called inspection;

**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

***If a required document does not apply to your application, upload a blank document.***

***Permit applications are submitted at <https://www.mgoconnect.org/cp/portal>***

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.