



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

## COMMERCIAL NEW CONSTRUCTION CHECKLIST

- Site Plan & Construction Drawings** - signed and sealed by professional Engineer for site plan and structural drawings and set of architectural drawings. Refer to Municode Section 110-71 for plan requirements;
- Elevation Certificate** –Including V-Zone Certificate if property is located in a V-Zone;
- 2020 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)
- Current Sealed Boundary Survey** – Signed & sealed by the surveyor, original size, 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 with drainage calculations;
- Energy Calculations** – 1 set
- Geotechnical Soil Report** – With foundation recommendations;
- Any Approvals Obtained From Another Agency** – SWFWMD, Pinellas County Utilities, FDOT, FDEP, etc.;
- 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.

**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.