



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

- Construction Drawings** - One set showing existing and proposed floor plan, labeling all rooms and square 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**
- Substantial Improvement Packet** - available at <https://madeirabeachfl.gov/building-permitting-documents>
- Current Florida Product Approvals** – Cover Sheet with the appropriate decimal point circled that is being used, and one set 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 projects above \$5,000 in value
- Executed contract between owner & contractor** - total value from contract should be equal to substantial packet valuation

### **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** – must be 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.