



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

- Construction Drawings** – Show building elevations with BFE and FF elevations shown.
A set 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** – Cover Sheet with the appropriate decimal point circled that is being used, and 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
 - 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** – passed;
- 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;

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

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