City of Wilton Manors
Community Development Services Department
2020 Wilton Drive, Wilton Manors, FL 33305
954-390-2180 Fax: 954-390-2184
www.wiltonmanors.com

RENOVATIONS/ADDITIONS

This checklist is designed to expedite permit application processing by ensuring that all required documentation is submitted with your application. **Submit one <u>notarized</u> copy of the permit application for each trade and two (2) copies of the following required information:**

_____ 1. Survey/site plan bearing an original seal prepared within the last one (1) year, drawn to scale, showing the actual dimensions of the lot(s) to be built upon, the size of the building(s) or structure(s) to be erected and the location of the building(s) or structure(s) on the lot.

_____ 2. Signed and sealed architectural plans showing the following:
- _____ (a) Breakdown of square footage (living/per unit, porch, garage, parking, showroom, office, storage, etc.)
- _____ (b) Electric layout and riser diagram/panel schedule)
- _____ (c) Electrical load calculations
- _____ (d) Elevations (all sides)
- _____ (e) Energy calculations including extra copy of Form 600A (Residential)
- _____ (f) Floor plan (each floor)
- _____ (g) Foundation plan, Roof plan
- _____ (h) HVAC plans
- _____ (i) Plumbing riser diagram
- _____ (j) Survey w/required drainage information
- _____ (k) Truss drawings prepared by a truss manufacturer or roof framing drawings prepared by a structural engineer
- _____ (l) Exterior wall and roof sections
- _____ (m) Interior wall sections
- _____ (n) Signed and sealed design wind load calculations
- _____ (o) Landscape plans, irrigation plans, fire sprinkler/alarm plans

_____ 3. Soil tests.

_____ 4. Completed Impervious & Pervious Space Calculation sheet.

_____ 5. Contractor and subcontractor list.

_____ 6. Product Approvals on garage doors, roofing material, etc.

_____ 7. Storm shutters: Dade County or SBCCI Product Approval and Engineering.

_____ 8. Notice of Commencement.

_____ 9. Elevation Certificate.

_____ 10. Notice of Termite Protective Treatment. Final treatment required to be complete before final inspection

_____ 11. Asbestos Report and Approval from Broward County Environmental Protection & Growth Management Department.

_____ 12. Owner/Builder Affidavit if installed/constructed by Owner.

_____ 13. If installed/constructed by a contractor, include proof of Workers' Compensation Insurance, copy of contractor's license and copy of contract.

<u>GENERAL INFORMATION</u>:

a. The submitted plans are to be drawn on standard blueprint/blueline paper, maximum acceptable size of 24"x36", and drawn to scale.

b. Certain types of projects may require additional information to be shown on the plans. For example:
   1. Plans for a restaurant or place of assembly must have a complete dimensioned seating plan.
   2. Plans for buildings greater than one (1) story must have stair and handrail details.

c. Certain types of projects may be subject to one or more impact fees.

d. Certain types of projects may require zoning approval and/or variances prior to commencing the permitting process.

<u>SPECIFIC REQUIREMENTS</u>:

Any conditions of approval attached to original approval must show on final plans. The plans are to reference the codes used for design (i.e.: GRNA Amendments to Florida Building Code, 1999 N.E.C., FLA Accessibility, etc.). Route plans to Broward County Environmental Protection & Growth Management Department.

<u>INSPECTIONS</u>:

Inspection list will be provided when permit is issued.

All inspection requests must be called in by **<u>2:45pm</u>** for inspection on the next Business Day.

_____ Signature of Applicant

_____ Date

_____ Printed Name of Applicant