

Town of Loxahatchee Groves Community Development  
155 F Road, Loxahatchee Groves, FL 33470  
Phone (561) 793.2418

**RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST**  
**SUBMIT ONE (1) COMPLETE DIGITAL PACKAGE SET OF YOUR APPLICATION**  
**SUBMIT ONE (1) COMPLETE SET OF PHYSICAL PLANS (24X36) FOR FIELD INSPECTIONS**  
**IN THE ORDER SHOWN BELOW:**

**ONLY COMPLETE PERMIT APPLICATION PACKAGES WILL BE  
ACCEPTED**

**Please write legibly on ALL forms.**

**NOTE: SEPARATE PERMITS REQUIRED FOR  
ELECTRIC, PLUMBING, MECHANICAL & LP GAS**

- \_\_\_\_\_ 1. Completely filled out building permit application, **including driveway dimensions**. Application must be signed and notarized. Parcel ID number must be on the permit. **Incomplete applications cannot be accepted.**
- \_\_\_\_\_ 2. Completed subcontractor permit applications: **Mechanical, Plumbing, Electric, LP Gas, Roofing and Driveways.**
- \_\_\_\_\_ 3. If using a septic tank, a Health Department permit..
- \_\_\_\_\_ 4. Copy of recorded Notice of Commencement if total job value is \$2,500 or more.
- \_\_\_\_\_ 5. **If Owner Builder Permit**, then an **Owner/Builder Disclosure** must be filled out and notarized.
- \_\_\_\_\_ 6. Copy of recorded deed or tax receipt showing current ownership of property.
- \_\_\_\_\_ 7. A signed Driveway Connection Permit from the Road and Bridge Department.
- \_\_\_\_\_ 8. Notarized statement of authorization from property owner/agent if parcel is leased.
- \_\_\_\_\_ 9. Site/plot plan including: any new construction, additions, improvements or repairs of any kind with dimensions.
- \_\_\_\_\_ 10. Energy Performance Index (EPI), Manual J Calculations – Residential.
- \_\_\_\_\_ 11. Truss Layout and Engineering
- \_\_\_\_\_ 12. Construction plans including, but not limited to: Indicate on drawings design criteria: Residential 2020 Building Code, 7<sup>th</sup> Edition, Risk Category II; Wind Speed 170 depending on location (see Figure 1609A); Use of structure; and Type of structure.
- \_\_\_\_\_ 13. **All product approval and installation details** (All items listed in FBC 107.3.5). Two copies of all product approvals and installation details shown on the signed, sealed and dated building plans must be submitted with your permit application and include the product name; Florida (or Miami-Dade) product approval number **AND** method of installation on the following: all windows, doors, exterior doors (including garage doors), roofs, skylight, panel walls, structural components, shutters, new and innovative new products etc...
- \_\_\_\_\_ 14. If your project is in a flood zone you will need a Pre-Construction Elevation Certificate must be submitted at the time of application.
- \_\_\_\_\_ 15. Initial Plan Review Fee.

***This page must be turned in with your permit  
application and supporting documents.***

## **SUBMITAL TO BUILDING DEPARTMENT REQUIRED BEFORE SLAB INSPECTION**

- \_\_\_\_\_ 16. Preliminary Termite Inspection
- \_\_\_\_\_ 17. Soil Compaction Test
- \_\_\_\_\_ 18. Form Board Survey. (**BEFORE POUR**)

### **AFTER SLAB – BEFORE TIE BEAM**

- \_\_\_\_\_ 19. If you are pouring concrete for a project in a flood zone you will need a 1<sup>st</sup> Pour Elevation Certificate.

### **BEFORE A FINAL INSPECTION & C/O CAN BE SCHEDULED, SUBMIT:**

- \_\_\_\_\_ 20. Original Finished Floor Elevation or Flood Elevation Certificate NAVD from a surveyor licensed by the State of Florida. Note that the finished floor elevation must be 18” above the crown of the adjacent road and must be above the base flood elevation or meet minimum septic tank elevation, whichever is greater.
- \_\_\_\_\_ 21. Final approval from the Health Department on septic tank.
- \_\_\_\_\_ 22. Termite spray for perimeter.
- \_\_\_\_\_ 23. Blower Door Testing Report.
- \_\_\_\_\_ 24. Final signature on Driveway Permit from Road and Bridge.
- \_\_\_\_\_ 25. Landscape requirements must be met.
- \_\_\_\_\_ 26. Pay Solid Waste, Fire and EMS Assessment Collection Fee or provide a copy of tax valorem assessment before Certificate of Occupancy can be issued (fee determined at time of final inspection).

*This page to be kept for your future reference.*