Please read, sign, and return

CITY OF CRYSTAL RIVER
PLANNING & COMMUNITY DEVELOPMENT
123 NW US HIGHWAY 19, CRYSTAL RIVER, FL  34428
352-795-4216, EXT. 306
www.crytalriverfl.org

BUILDING PERMIT APPLICATION CHECKLIST

PROPERTY OWNER: ____________________________________________________________

SITE ADDRESS: ______________________________________________________________

CONTACT #: ________________________ TYPE: □ Cell  □ Home  □ Work  □ Other ________

EMAIL: ________________________________________________________________

Current Use:

- □ Apartment
- □ Business/Office
- □ 1-2 Family Dwelling
- □ Assembly-Restaurant
- □ Condominium
- □ Storage
- □ Assembly – Other
- □ Mercantile / Retail
- □ Other: __________________________

Type/Scope of Work:

- □ Addition
- □ Alteration
- □ Foundation Only
- □ New 1-2 Family Dwelling
- □ Screen Enclosure
- □ New Commercial
- □ Shed/Accessory Structure
- □ Other: __________________________
- □ Dumpster Enclosure/Pad
- □ Fence – Type: __________
- □ Swimming Pool

Site Information:

- □ Square Footage: ________  □ Contract Valuation: $__________  □ Flood Elevation: ________

Description of Work: ___________________________________________________________________
___________________________________________________________________________________

___________________________________________________________________________________

- □ Building Permit Application Form – Completed, Signed and Notarized
- □ New construction or remodel incurs a $120.00 submittal fee at time of submission
- □ Copy of Contract: If requested by Building Official
- □ Construction Plans – Three sets, plus one electronic copy, signed and sealed by a Florida Design Professional (minimum size 11” x 17” - maximum size 30” x 42”), folded, not rolled, in compliance with the Florida Building Code.
- □ Site Plan or Survey – for all projects involving changes to the site, three full sets, plus one electronic copy, folded not rolled, detailing the following:
  - Property lines with lot dimensions and setbacks
  - Easements
  - Total building area: Current and proposed
  - Impervious surface area (ISR): Show calculations
  - Location and size of mechanical equipment pads, pool equipment, etc.
  - Location and size of porches, patios, steps, driveways, sidewalks, etc.
  - Location and size of existing trees
  - Height Diagram of new Structures
- Drainage plan – For all projects involving the addition of impervious area or lot drainage, three full drainage plans, plus 1 electronic copy, detailing the following:
  - Existing lot drainage patterns (Topographic survey)
  - Proposed grading plan

- **NOTE**: Prior to landscaping and sod installation, a site stormwater grading inspection will be performed. A change to impervious surface area previously permitted is not allowed without prior approval.

- Impervious Surface Ratio **must** be included for all permits.

- Proof of ownership (Property Appraiser Property Card, Current Tax Notice, Homestead Exemption Notice, Deed, Certificate of Title).

- Homeowner Association or Condominium Association Approval Letter

- Proof of Payment (Citrus County Impact Fees if applicable)

- Owner/Builder Disclosure – An owner/builder disclosure **must** be signed when a property owner acts as their own Contractor

- Notice of Special Interceptor Form – Must be completed for all work occurring on grease or other type interceptor

- Notice of Commencement – Certified and Recorded for projects $2,500.00 or more – mechanical $7,500.00 or more

- Plan Review Fee for all projects per approved fee schedule

- Contractor Registration, if applicable

**MECHANICAL, ELECTRICAL, PLUMBING, FIRE ALARMS, FIRE SPRINKLERS, POOLS, SPAS, FENCES, WALLS, SHEDS, SCREEN ENCLOSURES, SIGNS, AND DETACHED STRUCTURES MAY REQUIRE SEPARATE PERMITS.**