



City of Palmetto
Building Department
601 17th Street West
Palmetto, FL 34221
(941) 721-2166
www.palmettofl.org

New Construction and Additions - Residential

The following items are required for submission of a residential application:

1. Three (3) survey's (one original and two copies) showing lot dimensions, improvements and existing grades on the property (not required for interior work only);
2. Three (3) site plans showing the new work and existing lot dimensions, including existing and proposed structures with setbacks from all property lines. Dimensions of all structures, including porches, patios, screen enclosures, pools, etc. (drawn to scale);
3. Legal Description of property (subdivision name, lot, and block) and parcel identification number (listed on tax bill and Manatee County Property Appraiser);
4. Permit application;
5. Homeowner's affidavit for owner/builder;
6. Three (3) sets of sealed plans, drawn to scale showing the following:
Floor Plan: Showing size and arrangement of all rooms with use of each designated;
 Foundation Plan: Showing size and arrangement of all footing, with details;
 Show front, side, and rear elevations;
 Typical Wall Section(s): From footing to roof, showing all footing, reinforcing, foundation, framing, and miscellaneous components;
 Electrical: Include layout, service size, location, and load calculations;
 Plumbing/Gas: All new work and additions (layout/isometric);
 Mechanical: Show drawings required, showing duct layout, supply and return with sizes;
7. All structural plans must be signed and sealed by a Florida Licensed Engineer or Architect;
8. Three (3) sets of energy code analysis forms, list total conditioned volume on plans;
9. Three (3) copies of a per plan elevation certificate for new structures and additions, including farm structures that are covered under local Flood Management regulations;
10. For additions, remodels/alterations that are in special flood districts, substantial improvement package is required;
11. A (V) Zone certificate must be submitted for new construction, additions or replacements of structures in lower enclosures in the (V) Zone areas;
12. Residential Checklist Forms;

13. General, Water, and Sewer Impact Fee Forms completed and signed (must be paid in full prior to issuance of permit for new construction and additions);
14. North River Fire Department Receipt of Payment of Impact Fees (must be paid in full prior to issuance of permit, new construction);
15. Recorded Notice of Commencement* (signed by owner, if job construction is over \$2,500), and
16. Elevation Certificate (if property is in a flood zone).

Please be advised, permits will not be processed if any of the items listed above are incomplete or missing. Upon the review being completed by the Building Department, you will be contacted by Staff. Additional information may be required that may not be listed on this handout.