

Okeechobee County Community Development
1700 NW 9th Avenue, Suite A, Okeechobee, FL 34972
Phone (863) 763.5548

RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST
SUBMIT TWO (2) INDIVIDUAL SETS OF ALL COPIES WITH YOUR APPLICATION
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 or letter of approval; for all others, authorization letter from OUA or privately owned and operated sewage treatment plant.
- _____ 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. AHRI and Tie Down Method
- _____ 12. Truss Layout and Engineering
- _____ 13. Construction plans including, but not limited to: Indicate on drawings design criteria: Residential 2020 Building Code, 7th Edition, Risk Category II; Wind Speed 140 or 150 depending on location (see Figure 1609A); Use of structure; and Type of structure.
- _____ 14. **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...
- _____ 15. If your project is in a flood zone you will need a Pre-Construction Elevation Certificate must be submitted at the time of application.
- _____ 16. Electrical drawing for Temporary Power Pole, IF APPLICABLE.
- _____ 17. Initial Plan Review Fee (\$75) Check, Cash or Credit Card.

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

SUBMIT TO BUILDING DEPARTMENT REQUIRED BEFORE SLAB INSPECTION:

- _____ **18. Preliminary Termite Inspection**
- _____ **19. Soil Compaction Test**
- _____ **20. Form Board Survey. (BEFORE POUR)**

AFTER SLAB – BEFORE TIE BEAM

- _____ **21. If you are pouring concrete for a project in a flood zone you will need a 1st Pour Elevation Certificate.**

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

- _____ **22. 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.**
- _____ **23. Final approval from the Health Department on septic tank.**
- _____ **24. Termite spray for perimeter.**
- _____ **25. Blower Door Testing Report.**
- _____ **26. Final signature on Driveway Permit from Road and Bridge.**
- _____ **27. Landscape requirements must be met.**
- _____ **28. 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.

Board of County Commissioners

Okeechobee County

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Summary of Landscape Requirements

Effective March 2, 2009

Residential (single family, two family, and three family units)

- Sod is to be planted a minimum of 15 feet around the perimeter of the structure
- Any remaining slope beyond 15 feet is to be seeded and mulched to stabilize and prevent erosion
- Any disturbed surface on the residential lot/parcel is to be sodded, seeded, and mulched or otherwise surfaced to prevent erosion
- One tree is to be planted for every 1,000 square feet or portion thereof of new dwelling are
- Required trees must be a minimum of 8 inches in circumference measured at 4.5 feet above the base of the tree
- Tree count and location is to be included on the site plan that is submitted with the permit application
- Trees are not to be planted in County rights-of-way or utility easements

Multi-Family (4 or more units) and Non-Residential

- Landscape plan is required. See Section 7.11 of the Okeechobee County Land Development Regulations
- No oak tree with a circumference greater than 48 inches measured at a point 4.5 feet above the base of the tree shall be removed unless authorized by a variance