

## City of Bradenton Beach Building Permit Application Checklist for 1 & 2 Residential Structures

Project Address: \_\_\_\_\_

*A free pre-plan meeting is required-please schedule by calling us at 941-778-1005 ext. 210 to make appointment*

*Applicants are responsible to contact Manatee County Utilities for new service (water and sewer) and FPL to establish new electrical service.*

*All forms can be found on the city's website [www.cityofbradentonbeach.com](http://www.cityofbradentonbeach.com) Go to "Government" tab; Departments/Building & Planning and then "Building Department Forms and Information" tab.*

**Letter of No Objection (LONO)**

Any potential structure or development activity located seaward of the CCCL (Coastal Construction Control Line) will require a Letter of No Objection from the City of Bradenton Beach. The letter of No Objection is a pre-requisite to make application for the required FDEP (Florida Department of Environmental Protection) permit.

See link in Department Forms and Information on our website:

[Building in a Coastal Community and Seaward of the Coastal Construction Control Line.](#)

**Documents required with LONO:**

- letter of request to City Planner (requesting the Letter of No Objection)
- proof of ownership
- proposed site plan/survey which will be reviewed
- construction drawings

**Temporary Use Permit (construction trailers, pods, storage units, etc.)**

**Driven Pilings**-requirements per Florida Building code Section 3109 and must meet LDC Section 8 Building Regulations, Section 811-811.9 requirements of Commission approval and notification mailings.

**Demolition Permit if needed**

- **Residential 1 & 2 Family Permit Application** for DEMO
- **Sub-Contractor Verification form** for disconnect of Plumbing
- Survey
- **Demolition Site Checklist**
- **Demolition and Asbestos Agreement Affidavit**

**STEP 1- CONTRACTORS WILL BE REQUIRED TO APPLY FOR A SITE DEVELOPMENT PERMIT WHICH WILL INCLUDE ZONING, STORMWATER AND FLOODPLAIN REQUIREMENTS.**

**DOCUMENTS REQUIRED**

*(Private Provider's review not required as part of Floodplain Development Application)*

- Floodplain Development Application Form**
- Plan Based Elevation Certificate Signed/Sealed.
- Stormwater Plan
- Architectural Plan to indicate height of slab and building height
- Lot Coverage Worksheet**
- Survey/Proposed Site Plan include the following:
  - Infiltration system with dimensions
  - Parking for required number of spaces
  - Slab Elevation indicated \* see below
  - Landscaping plan
  - Crown of road elevation indicated at driveway
- Erosion Control Plan showing silt fence placement; materials staging; contractor parking and port-o-lets.
- Construction Site Management Agreement Form**
- Approved FDEP Permit for structures seaward of the CCCL

*BUILDING CODE COMPLIANCE REVIEW IS SUBSEQUANT TO THE SITE DEVELOPMENT APPLICATION APPROVAL*

**STEP 2-BUILDING PERMIT DOCUMENTS REQUIRED**

- Residential 1 & 2 Family Permit Application** form  
*Separate **Trade Permit Application** required for T-Pole electrical for all new structures*
- Proof of ownership
- Complete Architectural Plan
- Engineering Plans (signed/Sealed) 150 MPH Exposure D
- Subcontractor Verification form** for all trades and all insurances (state license, workers comp, Liability) Electrical, Plumbing, Gas, Roofing and Mechanical
- Product Approval Form** and one set of NOA's in PDF format -150 MPH Exposure D
- Geo/Soil Report (site specific tests)
- Energy Code Calculations
- Truss Package
- Notice of Commencement** (City needs a copy prior to first inspection)
- FDOT approval for driveways located/installed along Gulf Drive (applicant can call 941-708-4434 for this permitting process, approval and inspections, the Building Department will need a copy)
- Private Provider Packet if applicable

Please see the additional checklist of required documents **During Construction and Final Documents Required** to receive a Certificate of Occupancy.

**NOTE: Impact Fees must be paid prior to the City issuing the Certificate of Occupancy**

West Manatee Fire Impact Fee if the previous structure was built prior to 1985.

School impact fees if increasing occupancy (ex. Single family to duplex or vacant lot developed)

#### ELEVATION CERTIFICATE AND SURVEY REQUIREMENTS

\*A Plan-based elevation certificate is required when submitting for permit approval. This elevation certificate must be accompanied with a map of survey which shows the existing AND proposed grades for the entire property.

A "Spot survey" inspection is required prior to requesting the slab inspection. This survey does NOT require an elevation certificate. Rather, the survey must show setbacks, the elevation of the crown of road adjacent to the property, and the elevation of the slab as to be poured. V Zone and Coastal A Zone projects require a copy of the Foundation Location Certification from FDEP approving piling location be provided to the Building Department.

The "Under Construction" elevation certificate is required when the first elevated floor system is installed. No map of survey or other survey is required. Please note that if there are any changes or deviations from the original submitted elevations, they must be addressed and documented (reviewed and approved by our office, both survey and plans) prior to framing inspection.

A final "as-built" elevation certificate AND map of survey is required prior to requesting ANY final inspections. There should be no changes in the elevations between the "under construction" elevation certificate and the final "as-built" elevation certificate. Final exterior grading, infiltration systems, landscaping, and any other zoning issues should be completed and ready for the surveyor to document well before the structure is ready for "construction" final inspections. This will save a lot of time and effort at the end of the project.

#### ***Additional Documents required V Zone and Coastal A Zone (CAZ)***

- Final FDEP Certificate-Per FDEP approval
- V Zone or Coastal A Zone Certificate at Final
- Final Turtle Lighting Inspection if required

Forms indicted in green and information for setbacks can be found on the Building and Planning page of the city website at [www.cityofbradentonbeach.com](http://www.cityofbradentonbeach.com)