

## **RESIDENTIAL CONSTRUCTION - PERMIT PROCESS & REQUIREMENTS**

The City requires property owners, contractors, and developers to obtain building permits to insure compliance with all zoning ordinances, building codes, plumbing codes, electrical codes and with State and Federal Laws.

### **APPLICATIONS REQUIRED**

The following attached forms need to be completed and returned:

1. Completed General Permit Application
2. Sub-contractor List & Applications signed by each licensed contractor (Mechanical, Electrical, Plumbing & Roofing\*)
3. Owner/Builder Affidavit (if applying as owner/builder)
4. Information as required below

\* Electrical, Plumbing, Mechanical & Roofing must obtain separate permits unless working as sub-contractors. If working as a sub, the master contractor must supply a list of subs being used and each sub must complete a "Sub-contractor" application for our records.

### **REQUIRED FOR NEW HOME OR ADDITION**

1. Two Site Plans – Showing all property lines, with the project set on site with accurate measurements from the project to the property lines (can be included on survey). A **foundation** survey is required to be submitted to this office after concrete is poured but before next inspection is performed.
2. Two complete sets of plans – sealed and sealed, that show in detail the proposed building, plumbing, electrical, and mechanical work and the type of construction and materials to be used.
3. A landscape plan per Ordinance 2005-13
4. Two sealed and signed copies of a survey
5. Two sealed and signed sets of truss layouts (required before framing inspection)
6. Two completed sets of thermal energy calculations, with Manual J (to be filled out by the Air Conditioning contractor). Form must be filled out completely and in detail.
7. Special construction, i.e.: aluminum rooms, sheds, buildings on piers, pools, or tie-down buildings must be accompanied by Engineering specifications sealed by a Florida Registered Engineer and suitable for wind zone as per Florida Building code in effect at time of construction.
8. Copy of title or deed (only required if new owner)
9. Notice of Commencement (filed with Clerk of Courts) if total of all work to be performed exceeds \$2,500.00 in value.

## **REQUIRED FOR REPAIR OR REMODEL**

1. Two copies of drawings and specifications with sufficient detail to show all work to be done, including a description of materials and Florida required product approval specifications. Survey required with all applications.
2. Notice of Commencement if total of all work to be performed exceeds \$2,500.00 in value (see below comment).

## **NOTICE OF COMMENCEMENT**

Must be completed and recorded with the Hendry County Clerks' Office (1100 S. Olympia Street, Room 502) when improvement value exceeds \$2,500.00. A copy of a filed notice of commencement (with receipt) is sufficient, until the original is properly recorded.

NOTE: The copy of a filed and/or recorded Notice of Commencement must be turned into the building department before the permit is issued.

## **CONTRACTORS REGISTRATION**

Make sure that you submit each of these four (4) documents with ***EVERY*** permit application in the City of Clewiston before any construction is commenced:

1. Copy of State Certified or Registered License.
2. Copy of current Local Business Tax Receipt, in the County/City where your business is located.
3. Certificate of general liability insurance made out to The City of Clewiston.
4. Copy of workers compensation insurance made out to The City of Clewiston or exemption certificate.

## **BOND FOR DESTRUCTION OR DAMAGE**

Any person who applies for a permit for construction, where the work to be performed under such a permit is on property on which a sidewalk is located shall, before the permit is issued, post a cash or surety bond in the amount of \$500.00 to the City to insure the repair or replacement of any damage to or destruction of such sidewalk. The repair or replacement of the sidewalk should be completed no later than the completion of the work for which the building permit was issued. Upon the failure of the permit holder to repair or replace the sidewalk, the city may forfeit the bond, repair or replace the sidewalk and change the cost of same against the replacement, shall be paid to the permit holder by the city.

**NOTICE:** If any of the above items have not been met, the permitting process will not be able to be completed; this will delay your start time for your project. If you have any questions please feel free to ask, a question now may save time and money later.

## **INSPECTIONS**

It is your responsibility to call for the required inspections. They must be called in at least 24 hours in advance of the inspection needed, to allow for the scheduling of the inspector. Please call **863-983-1500** to schedule inspections.