

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

Mechanical - Residential Alteration

Plan Reviews: Building Review, Electrical Review, Mechanical Review, Planning Review, Public Works Review

Inspections: Mechanical Final, Mechanical Rough

Drawings: 1 Set of Digitally or Electronically signed and sealed drawings - See [Online Permitting Resource Center](#) for instructions.

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Mechanical Plans
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, Grade as per survey).
Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required
- Survey: Electronic version of original signed & sealed, dated no more than one year from date of submittal. Survey must provide: BFE, and grade elevation in NGVD or NAVD values, per Section 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable
- Existing floor plan
- Proposed floor plan
- Proposed roof plan showing setbacks to edge of roof and height of equipment

Supporting Documents:

- Structural Calculations
- Stand Product Approval with specification on installation
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Details and dimensions of equipment

Note: Exact replacement of a residential recirculated hood does not require a mechanical permit. For a vented residential hood, installation must comply with Florida Building Code – Residential, Section M1503. Documents requested for review are hood schedule, exhaust duct material, size and termination to the outdoors. If the hood exhaust is more than 800 CFM, where there are no gravity vent appliances within the conditioned space, make up air must be provided.