



City of Niceville

Community Development

Residential Building Permit Submittal Checklist

Required Submittals to Building Department

1. Building Permit Application

- Completed, signed, and notarized
- Include detailed scope of work, value of materials and labor

2. Contractor Documentation

- Valid contractor registration and License (if not on file.
- OR* Owner-Builder Disclosure Form (if applicable)

3. Plan Review Fee Deposit

- \$__ Determined by Fee schedule __ (Cash or Check Only)

4. Survey

- Two (2) copies of Elevation Certificate (if applicable), one of which must be digital or electronic.

Note: As-Built Foundation Survey is required with all projects

5. Construction Plans

- Two (2) complete sets signed and sealed by a Florida-licensed architect or engineer. One of which must be digital or electronic.
- Must comply with Florida Building Code (FBC)

6. Fire Life Safety Review Documents

- Floor plan showing exits and egress
- Smoke alarms, CO detectors
- Location of fire-rated assemblies (if applicable)

Additional Building Submittals (If Applicable)

- 9. **Notice of Commencement** (Recorded)
 - Required if contract value > \$2,500 (or > \$15,000 for HVAC)
 - 10. **Truss Drawings and Layout Plans** (Sealed)
 - 11. **Energy Compliance Documents** (Sealed)
 - 12. **Product Approval Form(s)**
 - 13. **Private Provider Notice and License Information** (if applicable)
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Residential Planning & Land Use Submittal Checklist

Submit to Planning / Zoning / Land Use Authorities

- 1. **Site Plan** (PDF – must include):
 - North arrow
 - A/C pad/appliance locations
 - Street name and address
 - Property lines and lot dimensions
 - All existing/proposed structures
 - Setbacks from all property lines
 - Driveway location and dimensions
 - Finished floor elevation
 - Location of any wetlands
- 2. **Proof of Water and Sewer Availability**
 - OR Septic permit from the FDEP
- 3. **Fire Impact Fee Receipt** This is included with permit fees
- 4. **Fire Marshal Review / Approval**

- Required for all commercial structures and/or structures needing site fire access, hydrants, etc.
 - 5. **Erosion Control Statement**
 - 6. **PUD Approval Letter/ ARC Review Letter**
 - 7. **FEMA Flood Zone & Base Flood Elevation Info**
 - 8. **Preliminary/proposed survey showing the proposed building footprint, setbacks, and the flood zones identified on the survey**
 - 9. **Stormwater Plans** (if applicable)
 - One (1) copy (digital or electronic)
 - Must comply with applicable state or federal permits, or letters of exemption
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Commercial Building Permit Submittal Checklist

Required Submittals to Building Department

1. **All Residential Building Permit Items, plus:**
2. **Mechanical, Electrical & Plumbing (MEP) Plans**
 - Load calculations
 - Plumbing fixture schedules
 - HVAC system sizing
3. **Fire Life Safety Plan Review**

Required for:

 - Interior build-outs
 - Fire alarm systems
 - Sprinkler or standpipe systems
 - Hood suppression systems
4. **Fire Protection and Life Safety Documentation**

- Egress analysis
- Occupant load calculations
- Fire-rated wall/ceiling assemblies
- Alarm and suppression schematics
- Smoke control design

5. Accessibility Compliance Documentation

- Must demonstrate compliance with Florida Accessibility Code or FBC

6. Statement of Special Inspections (if applicable)

- Structural steel
- Shoring
- Concrete
- Other critical elements

7. Geotechnical / Soil Report

- Required for large or complex structures (FBC 107.1)

Threshold Building Requirements (If Applicable)

- Special Inspection Reports
- Design Professional Code Compliance Certification
- Affidavit of Supervision by Architect/Engineer
- Private Provider Plan Review (if used)

Commercial Planning & Land Use Submittal Checklist

Submit to Planning / Zoning / Land Use Authorities

1. Site Plan (PDF – must include):

- North arrow
- Building locations and dimensions
- Setbacks from all property lines

- Driveway and parking layout
- Parcel ID and property lines
- Impervious surface calculations
- Tree survey (species, size, locations)
- Existing and proposed grades
- Finished floor elevation
- Location of any wetlands

2. **Zoning and Land Use Approval**
3. **Environmental Permits** (if applicable)
4. **Stormwater/Drainage Permit or Exemption**
5. **Proof of Water and Sewer Availability**
 - *OR* Septic permit from the Health Department
6. **Fire Marshal Review / Approval**
 - For site-level fire access, hydrants, suppression features, etc.
7. **Fuel Storage/Dispensing Permit** (if applicable)
8. **PUD Approval Letter** (if applicable)
9. **FEMA Flood Zone & Base Flood Elevation Info**