

Permitting Process for Residential Applications

Plan review is required on MOST applications and review times vary depending on the type of project. In order to **submit plans for review we must have sealed drawings, window and door installation schedules, truss layout, energy form, site plan and a copy of your building permit application.** Requirements for submittal may vary from the aforementioned depending on the type of work you will be doing. A plan review fee of .10 cents per square foot is charged at the time of submittal.

Forms Needed

Building Permit Application	Plot Plan/Survey or Septic Tank Application
Engineering Driveway Permit Application	Non-Maintained Access Form if on Non-maintained road (you must record this form at the Government Center-Recording Division)
Owner/Builder Statements	Energy Forms and Manual J
Elevation Certification if in SFHA required for Mobile Homes, 1 & 2 Family, Additions and accessory structures. (Pre-elevation EC, Location Elevation EC, Final Elevation EC)	Three complete sets of sealed plans (Bldg-2 sets, Health-1 set), Truss Layout, Window/Door Product Approval, and Energy Form
Notice of Commencement if over \$2,500.00 (must be recorded and certified copy on file at building department, copy on job site)	\$100,000 Liability Insurance or Homeowner's policy
Waste disposal Form for construction waste (Dump tickets from County Landfill must be submitted prior to receiving your C.O. or a letter from an approved Sanitation Company)	Well Affidavit if not in the Ridge area or if utilizing an existing well (a potable water test is required before final C.O. if you are on a well)
List of Subcontractors	Boundary Survey prepared by a professional survey is required at the time of permitting and a location survey must be submitted before a C.O. can be issued. (Not Required for Additions)
Availability Letter from Water & Sewer provider	
*If you, the Owner, are doing the electric, plumbing or mechanical on your own home you may pull these permits and sign owner statements for each permit. You must occupy the house to qualify for this exemption.	

After Forms are Completed

The following approvals will be needed prior to permit issuance: Zoning Department, Planning Department and 9-1-1 Addressing.

The Septic Tank permit will need to be issued and the perc test done prior to issuance of the building permit.

The Engineering driveway permit will need to be issued and a preliminary inspection done by Engineering before the building permit can be issued.

Procedures may vary depending on the type of work being done

Prior to Calling for inspections the Building Permit, Porta John and Notice of Commencement must be on the JobSite.

Building Department: 501 S. Commerce Ave.
P.O. box 1926
Suite 1, Courthouse Annex
Sebring, FL 33871
(863) 402-6643, 402-6645

Zoning Department: 501 S. Commerce Ave
Suite 2, Courthouse Annex
(863) 402-6640, 402-6638, 402-6639

Health Department: 501 S. Commerce Ave.
Sebring, FL 33871
(863) 402-6550

Planning Department:
Courthouse Annex Suite 3
(863) 402-6650

Engineering Department:
505 S. Commerce Ave.
Sebring, FL 33871
(863) 402-6877