



RESIDENTIAL ADDITION PERMIT APPLICATION CHECKLIST

City of Atlantic Beach Building Division

800 Seminole Road, Atlantic Beach, FL 32233

Phone: (904) 247-5826 Email: Building-Dept@coab.us Website: <http://coab.us>

** [Click here](#) for Permit Submittal Instructions*

REQUIRED PERMIT APPLICATIONS

- ☐ [Building Permit Application](#) (Roof Permit Application)
- ☐ [Construction Site Management Checklist](#)
- ☐ [Impervious Surface Calculation Formula](#)
- ☐ [Tree Removal Permit Application](#) or [Tree & Vegetation Affidavit](#) (if applicable)

MINIMUM PLAN SUBMITTAL REQUIREMENTS

- ☐ Job value must be listed on permit application
- ☐ One (1) digital Survey of the existing property
- ☐ One (1) digital Site Plan showing the location of work and setback dimensions to all property lines
- ☐ One (1) digital Topo Survey of the existing property
- ☐ One (1) digital Site Plan (with minimum [FFE](#) – initialed and dated by builder)
- ☐ One (1) digital set of Plans (signed and sealed by a Florida Licensed Architect/Engineer)
- ☐ One (1) digital set of Plans for the Architectural Building design
- ☐ One (1) digital set of Geotechnical Reports (only if required by the Building Official)
- ☐ One (1) digital set of Truss Drawings
- ☐ Storm Water Retention Plan (if adding more than 400 square feet)
- ☐ [Energy Calculation Form R402-2020](#)
- ☐ [Product Approval Information Sheet](#)

PERMIT REVIEW STOPS (Your application will be reviewed by the following divisions)

- ☐ Building Division
- ☐ Planning and Zoning
- ☐ Public Utilities
- ☐ Public Works
- ☐ Fire (if condominium or multi-family)

OTHER REQUIREMENTS AND INFORMATION (where applicable)

- ☐ [Electrical Permit Application](#)
- ☐ [Mechanical Permit Application](#) (if applicable)
- ☐ [Plumbing Permit Application](#) (if applicable)
- ☐ [Contractor Registration Requirements](#) (if the Contractor is not registered with the City of AB)
- ☐ [Fence Permit Addendum](#)
- ☐ [Hurricane Shutter Permit Application](#)
- ☐ [Irrigation Permit Application](#)
- ☐ [New Energy Efficiency Standards](#) – Effective January 1, 2023
- ☐ [Notice of Commencement](#) (if job value over \$2,500 required before 1st inspection)
- ☐ [Owner/Builder Affidavit](#) (if Owner/Builder AND Homestead Exempt)
- ☐ [Roof Permit Application](#) (only metal roofs)
- ☐ [Right-of-Way Permit Application](#) (driveway/pavers)
- ☐ [Screen Enclosure Permit Application](#)
- ☐ [New Energy Efficiency Standards](#) – Effective January 1, 2023

WHAT TO EXPECT

- ☐ You will be contacted if you are missing any documents (approximately 10 days after submission)
- ☐ Resubmission of documents can be made by emailing Building-Dept@coab.us
- ☐ Resubmission of documents shall include a [Revision Request/Correction to Comments Sheet](#)
- ☐ Permits will be issued approx. 7-10 business days after all correct documents have been received and approved
- ☐ Permit will not be issued until all divisions have approved it and payment has been made
- ☐ Schedule your inspections by calling 904-247-5814 before 4:00 p.m. for a next day inspection

**Please note that this checklist is not intended to be all-inclusive
Due to changes in codes, regulations, and ordinances, other requirements may apply.**