

**INDIAN RIVER COUNTY/CITY OF VERO BEACH
ALTERATIONS AND ADDITIONS – SINGLE FAMILY
INFORMATION/CHECKLIST
BUILDING DIVISION**

Complete Building Permit Application _____
 Submit Four Sets of Plans _____
 Plans Include the Following As They Apply to Proposed Job:

MINIMUM PLAN SIZE: 18" X 24"

Plot Plan (Show Any Easements) _____
 Floor Plan – ¼ inch scale _____
 Typical Wall Section _____
 Elevations _____
 Complete Truss Drawings (with uplifts if applicable) _____

****PLAN SPECIFICATION DETAILS AVAILABLE UPON REQUEST****

Submit Completed Energy Code (ONLY if alteration or addition involves living area) _____
 Submit Completed Flood Zone Application/Information Form _____
 Payment of Plans Examination Fee _____
 Soils Report for Waterfront Property _____

**WARNING: NOTICE OF COMMENCEMENT REQUIRED ON CONSTRUCTION PROJECTS VALUED OVER \$2,500.
 DO NOT RECORD UNTIL AFTER FINANCING PACKAGE HAS BEEN RECORDED. NOTICE OF COMMENCEMENT
 FORMS ARE AVAILABLE UPON REQUEST**

OTHER ITEMS REQUIRED AS APPLICABLE:

Oceanfront Property:

Department of Natural Resources Permit Approval for Projects Located
 SEAWARD OF THE COASTAL CONSTRUCTION CONTROL LINE (CCL)
 Projects in TURTLE PROTECTION ZONE Subject to Specific Review _____

Property on Septic Tank System:

If Living Area is Being Increased, Plans Must Be Stamped by the Environmental
 Health Department _____

All Applications MUST INCLUDE PARCEL NUMBER:

Applications Will Not Be Accepted Without a Parcel Number Assigned by the
 Property Appraiser's Office _____

Traffic Impact Fee Requirements:

An increase in square footage of a single family structure may result in additional impact fees. The impact fees will be based on the **square footage** of the building under air. **The difference between the fees of each threshold will be charged.** The three thresholds for traffic impact fee determination for single family projects are as follows:

Less than 1,500 gsf under air	\$2,843
1,500 to 2,499 gsf under air	\$4,284
2,500 gsf or larger under air	\$4,808

It is the responsibility of the applicant to coordinate with the planning department (Nancy Wood at 226-1255) to determine the additional fees as applicable.

NOTICE TO CONTRACTORS

RE: NOTICE OF COMMENCEMENT

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WARNING: DO NOT RECORD THE NOTICE OF COMMENCEMENT UNTIL AFTER THE FINANCING PACKAGE HAS BEEN RECORDED

WARNING: PLEASE NOTE SECTION 713.13(1)(g) BELOW.

Florida State Statutes Section 713.13 OF COMMENCEMENT:

Section 713.13(1)(a):

A...An owner or the owner's authorized agent before actually commencing to improve any real property, or recommencing completion of any improvement after default or abandonment, whether or not a project has a payment bond complying with s. 713.23, shall record a **NOTICE OF COMMENCEMENT** in the Clerk's office and forthwith post either a certified copy thereof or a Notarized statement that the Notice of Commencement has been filed for recording along with a copy thereof...

Section 713.13(1)(g):

A...The owner must sign the Notice of Commencement and no one else may be permitted to sign in his stead.

Section 713.135(1)(d):

Alf the direct contract is greater than \$2,500 (\$5,000 if repair or replace an existing heating or air conditioning system). The applicant shall file with the issuing authority prior to the first inspection either a certified copy of the recorded **NOTICE OF COMMENCEMENT** or a notarized statement that the **NOTICE OF COMMENCEMENT** has been filed for recording, along with a copy thereof. In the absence of filing of a certified copy of the recorded **NOTICE OF COMMENCEMENT** the issuing authority shall not perform or approve subsequent inspections until the applicant files by mail, facsimile, hand delivery or any other means such certified copy with the issuing authority. This subsection does not require the recording of a **NOTICE OF COMMENCEMENT** prior to the issuance of a building permit.