



ALTERATION-REMODEL (RESIDENTIAL) 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](#)
- ☐ [Construction Site Management Checklist](#)

MINIMUM PLAN SUBMITTAL REQUIREMENTS

- ☐ Job value must be listed on permit application
- ☐ One (1) digital set of Plans (signed and sealed by a Florida Licensed Architect/Engineer)
- ☐ *Plans for work involving slab, masonry or truss repairs, regardless of job cost, must be signed and sealed by a Florida Licensed Architect/Engineer of record
- ☐ [Product Approval Information Sheet](#) (reviewed and approved by designer of record)

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

- ☐ Building Division
- ☐ Public Utilities
- ☐ Public Works
- ☐ Planning and Zoning

OTHER REQUIREMENTS AND INFORMATION (where applicable)

- ☐ [Electrical Permit Application](#)
- ☐ [Mechanical Permit Application](#) (to include Gas)
- ☐ [Plumbing Permit Application](#)
- ☐ [Energy Calculation Form R402-2020](#)
- ☐ [Impervious Surface Calculation Formula](#) (if applicable)
- ☐ One (1) digital Survey or Site Plan showing the location of work
- ☐ One (1) digital set of Existing Floor Plans and Proposed Floor Plans for the Architectural Building design
- ☐ [Contractor Registration Requirements](#) (if the Contractor is not registered with the City of AB)
- ☐ [Owner/Builder Affidavit](#) (if Owner/Builder AND Homestead Exempt)
- ☐ [Notice of Commencement](#) (if job value over \$2,500 required before 1st inspection)

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.**