



## 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](mailto: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](mailto: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.**