



NEW CONSTRUCTION (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](#)
- [Water-Sewer Tap Request Form](#)
- [Impervious Surface Calculation Formula](#) (if applicable)
- [Tree Removal Permit Application](#) or [Tree & Vegetation Affidavit](#)

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 including drainage flow arrows
- 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 approved by the Engineer of record
- Storm Water Retention Plan (if adding more than 400 square feet)
- [Florida Energy Form R405-2020](#)
- [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](#) (to include Gas)
- [Plumbing Permit Application](#)
- [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)
- [Pool/Spa Permit Application](#)
- [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
- A Certificate of Occupancy will not be issued without a recorded [Stormwater Covenant](#)
- 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.**