



Development Services Department

Building Services Division

<http://sumtercountyfl.gov>

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General Residential New Construction Checklist

Site

- Parcel identification number or 911 address. Recorded deed if property appraisers does not show current owner
- Survey or site plan drawn to scale showing the dimensions of the property, setbacks, easements, roads, wells, septic tank, existing structures and new improvements (include dimensions of improvements)
- Permit application (owner/builder must personally appear) Authorization for subcontractors, if combination permit.

Building Documents (two copies for paper submittals/one electronically verifiable copy)

- Plans signed and sealed drawn to scale including floor plan, elevations, foundation plan, plumbing, electrical, mechanical layouts, construction details, and gas layout.
- Legend and schedules showing the square footage for conditioned and unconditioned space, wind load information, windows, door fasteners, etc.
- Residential smoke alarm layout
- Truss fabrication layout sheets and the engineering for each roof or floor truss signed and sealed
- Florida Energy Code Compliance Forms – State Energy Code requirement with J forms
- Florida product approval number
- Manufacturer's installation sheets for exterior doors, windows, siding, roofing material, tie-down strapping etc. (components of the exterior envelope)
- Fire place dimensions and detail including manufacture's installation specs and chimney details, if applicable
- Owner builder affidavit, if applicable
- Driveway permit
- Septic permit